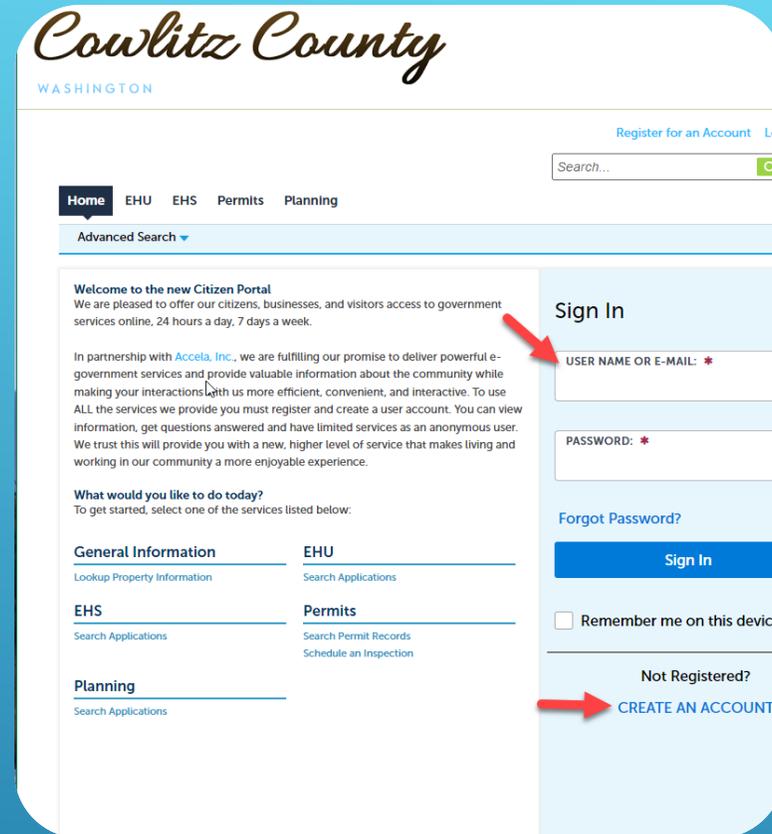


HOW TO GET STARTED IN ACCELA



- ▶ You will need to use an Accela Citizen Access Account in order to apply online.
- ▶ If you currently do not have an account, please choose **“Create an Account”**
- ▶ If you are currently using ACA with the Environmental Health Unit, you will use the **“Sign-In”** option.
- ▶ If you have forgotten your password, please choose **“Forgot Password”**



ACCELA CITIZEN ACCESS (ACA)

Login Information

STEP 1 OF 2: ACCOUNT DETAILS

Enter your User Name and Password. You must also enter a unique email address

* Required Fields

USER NAME: *

E-MAIL ADDRESS: *

PASSWORD: *

TYPE PASSWORD AGAIN: *

ENTER SECURITY QUESTION: *

Select ▼

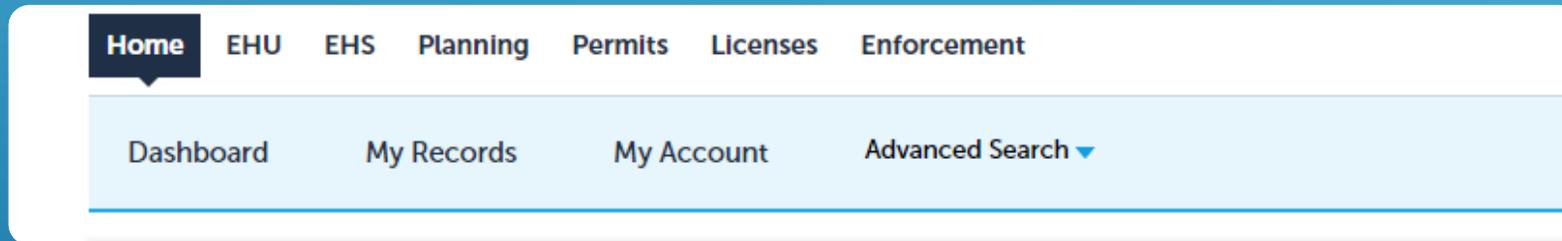
ANSWER: *

CREATING YOUR ACCOUNT

- Fill in the appropriate fields
- You will need to **TAB** through the fields in order to reach the **SUBMIT** button at the bottom
 - You cannot scroll on this page.
- Once you have submitted your information, follow the on-screen prompts to continue with registration.

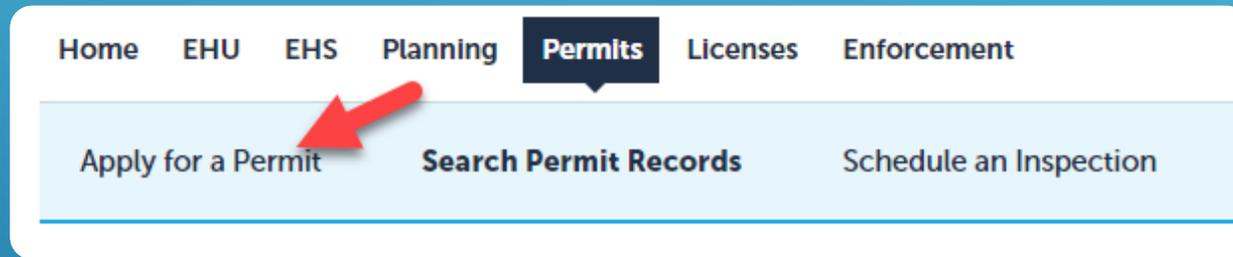
➤ In the ACA Dashboard, you will be able to:

- Access your account
- View your own permits
- Search for permits
- Apply for a permit
- Pay for fees
- Schedule an inspection
- And more...



HOW TO APPLY FOR A PERMIT

- To apply for a permit, go to the appropriate module needed for your permit.
 - Planning for planning permits
 - Permits for all types of building permits
- Once in the module, click on “Apply for a Permit”



HOW TO APPLY FOR A PERMIT

- Please read the disclaimer before entering your applications
- Once you have read through it, please check the box stating you have read and accept the disclaimer.
- Press “Continue Application”



HOW TO APPLY FOR A PERMIT

HOW TO APPLY FOR A PERMIT

- Click the arrow to expand your application options
- Planning only has a Standard Application and Permits (Building) goes by permit type.
 - For Planning, you will describe your project and upload documents then staff will determine the final permit type once it has been submitted.

Planning

Home EHU EHS **Planning** Permits Licenses Enforcement

Create an Application Search Applications

Select a Record Type

Counter Complete Definition
An application is not considered counter complete until the following conditions have been satisfied:

1. The initial application information has been submitted and approved.
2. The required additional documents have been submitted to and approved by the department.*
3. All initial fees have been paid.

*Please refer to the Cowlitz County Code (CCC) [18.02.080\(A\)](#) for complete list of Planning Permit requirements.

Choose one of the following permit types available for online application. For assistance or to apply for a permit type not listed below please contact us.

- ▼ **Planning**
 - Administrative Appeals
 - Pre-Application Meeting
 - Standard Planning Application

[Continue Application »](#)

Permits (Building)

Home EHU EHS Planning **Permits** Licenses Enforcement

Apply for a Permit Search Permit Records Schedule an Inspection

Select a Permit Type

Counter Complete Definition
An application is not considered counter complete until the following conditions have been satisfied:

1. The initial application information has been submitted and approved.
2. The required additional documents have been submitted to and approved by the department.*
3. All initial fees have been paid.

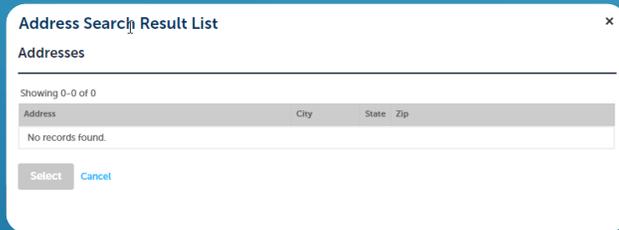
*Please refer to the Cowlitz County Code (CCC) [18.02.080\(A\)](#) for complete list of Permit requirements.

Choose one of the following permit types available for online application. For assistance or to apply for a permit type not listed below please contact us.

- ▼ **Permits**
 - Commercial - Factory Assembled Structures
 - Commercial - Industrial Building Permit
 - Demolition Permit
 - Excavation and Grading Permit
 - Fire Code Permit
 - Manufactured Home Permit
 - Mechanical Permit
 - Plumbing Permit
 - Reroof Permit
 - Residential 1 or 2 Family Dwelling
 - Residential ADU
 - Residential Utility Structure

[Continue Application »](#)

- Choose to search by street address or parcel number.
 - You will receive the best results if you choose street number, street name, and zip code only.
- Occasionally the system will tell you the record has not been found. If you get this message, please press Search again. If you get the message again, check your information for errors.



Home EHU EHS Planning **Permits** Licenses Enforcement

Apply for a Permit Search Permit Records Schedule an Inspection

Residential 1 or 2 Family Dwelling

1 Location & People 2 Permit Detail 3 Agreement & Documents 4 Review 5 Record Issuance

Step 1: Location & People > Location Information

If your project has a parcel but does not have an address, you may skip the address section and search using your parcel number. * indicates a required field.

Address

*Street No.: Direction: --Select-- *Street Name: Street Type: --Select--

Unit Type: --Select-- Unit No.:

City: State: --Select-- *Zip:

Search **Clear**

Parcel

*Parcel Number:

Acreage:

Search **Clear**

Put in the street number, street name, and zip code. Press Search.

Put in the parcel number and press Search.

LOOKING UP YOUR PARCEL

- Each page of the permit application will provide you with the option to “Save and resume later” or “Continue Application”
 - “Save and resume later” can be used when you need to save a partially completed application and finish it later.
 - “Continue Application” is how you will complete your application through submission.



APPLYING FOR YOUR PERMIT

- Applicant: You can select a name(s) from your account you created, or you click “Add New”
- Here is where you would add a Licensed Professional (i.e., contractor) if you will be using one.

Step 1: Location & People > Contact Information * indicates a required field.

Applicant

Enter information about the contacts associated with this permit. You must enter the Applicant information and be sure to provide a phone number(s) and email address. If you are applying for this permits, use 'Select from Account' option to copy your contact information from your registration. Note that you can update your contact information (phone number, address) using the Account Management link at the top of the page.

[Select from Account](#) [Add New](#)

Licensed Professional

Licensed Professional is only necessary if a contractor is being utilized.

[Add New](#) [Look Up](#)

[Save and resume later](#) [Continue Application »](#)

ADDING CONTACT INFORMATION

- Describe your project here. Please make sure you provide enough details for staff to understand the scope of what you want to do.
- Continue with the rest of the application.

The screenshot shows a multi-step process interface. At the top, there are five tabs: '1 Location & People', '2 Permit Detail' (which is the active tab), '3 Agreement & Documents', '4 Review', and '5 Record Issuance'. Below the tabs, the page title is 'Step 2: Permit Detail > Work Description'. A note on the right states '* indicates a required field.' The main section is titled 'Detail Information'. Underneath, there is a required field labeled '*Description of Work:' with a question mark icon. Below the text input area is a 'spell check' link. At the bottom left, there is a 'Save and resume later' button, and at the bottom right, there is a 'Continue Application >' link.

PROJECT DESCRIPTION