How to Apply for a Commercial Permit on ACA

1. Navigate to https://aca-prod.accela.com/ALBANYOH/Default.aspx

2. Click "Building"

3. Click the "I have read and accepted the above terms." field.

4. Click "Continue Application »"

5. Click "Commercial Permits"

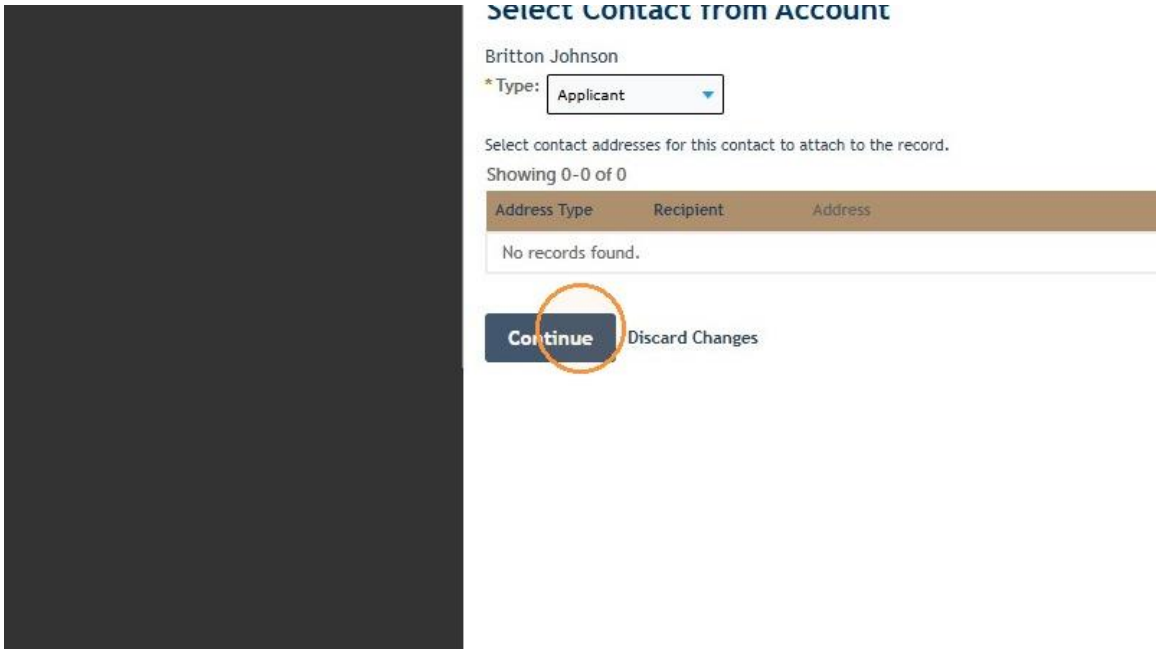
6. Click Record Type

7. Click "Continue Application »"

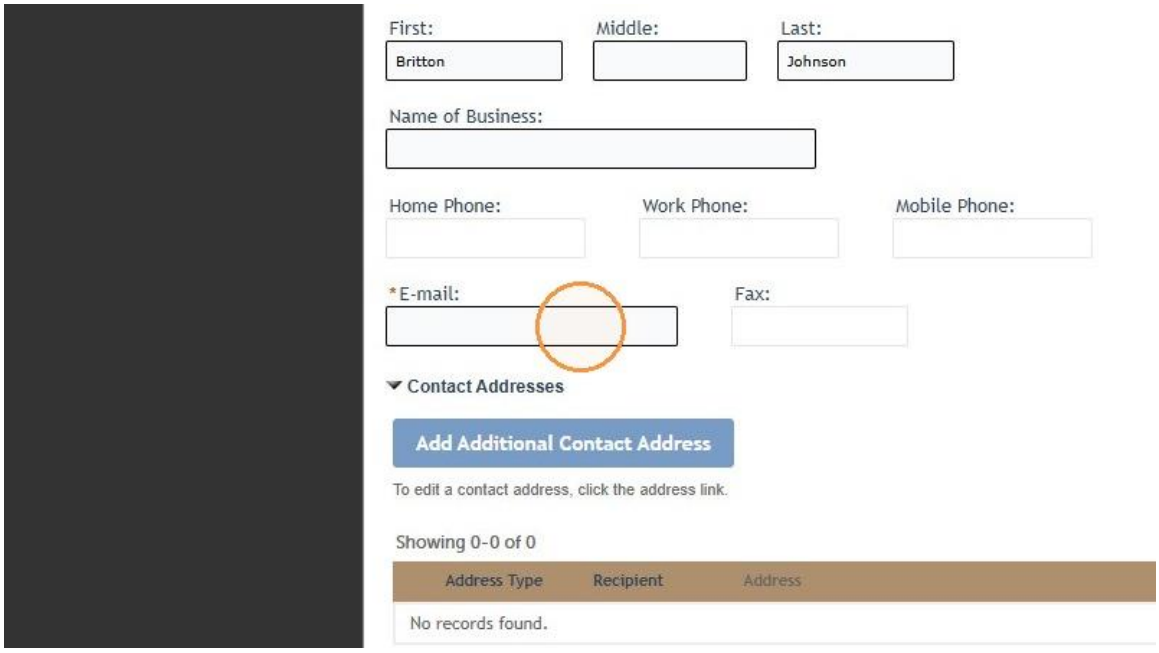
8. Click "Select from Account"

9. Click this dropdown.

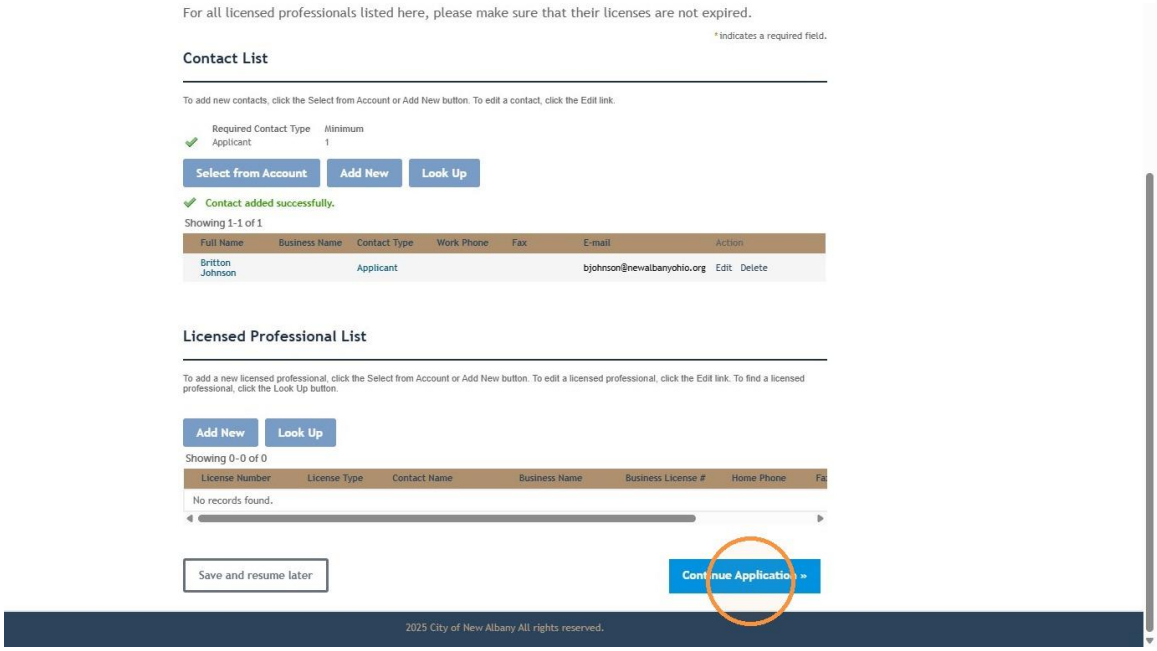
10. Click "Continue"



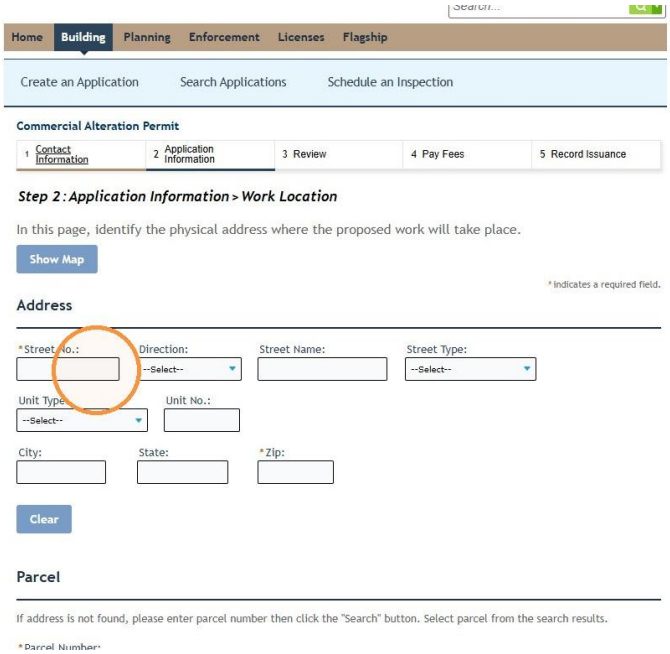
11. Click the "E-mail:" field.



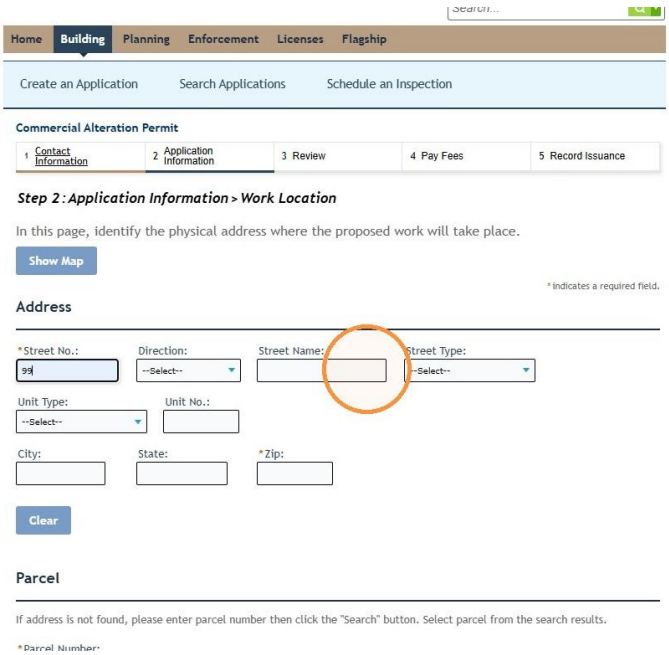
12. Click "Continue Application »"



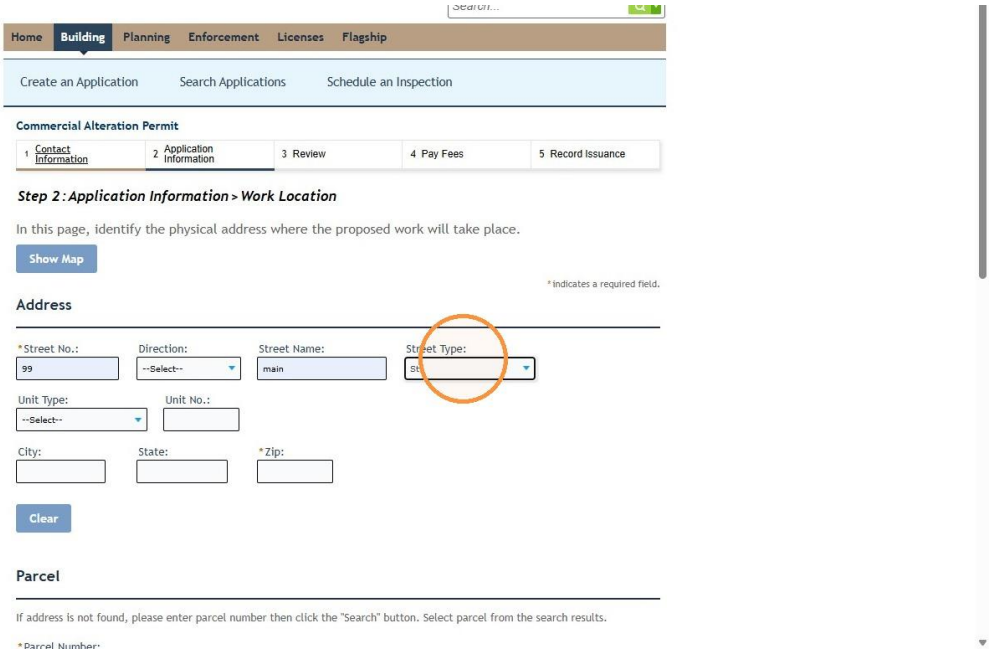
13. Click the "Street No.:" field.



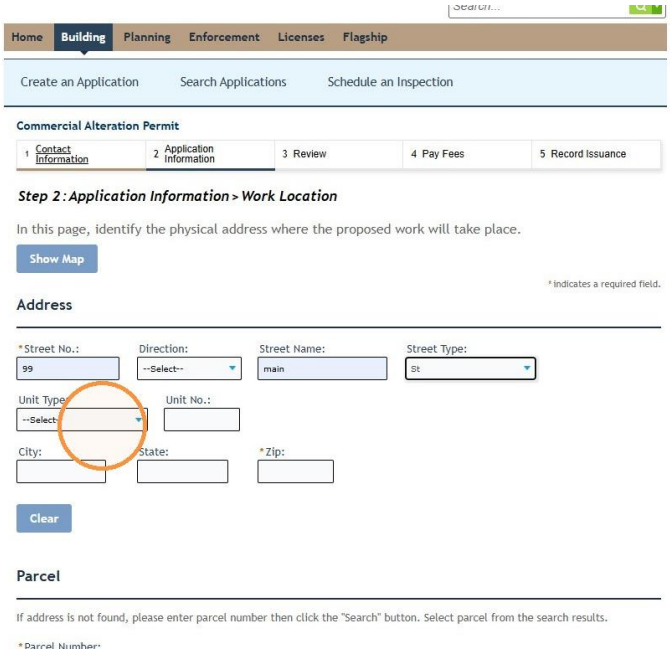
14. Click the "Street Name:" field.



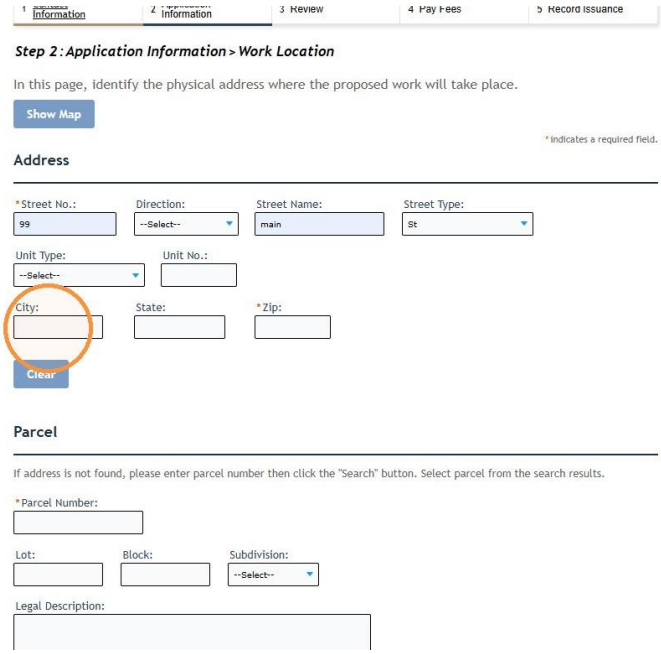
15. Select the "St" option.



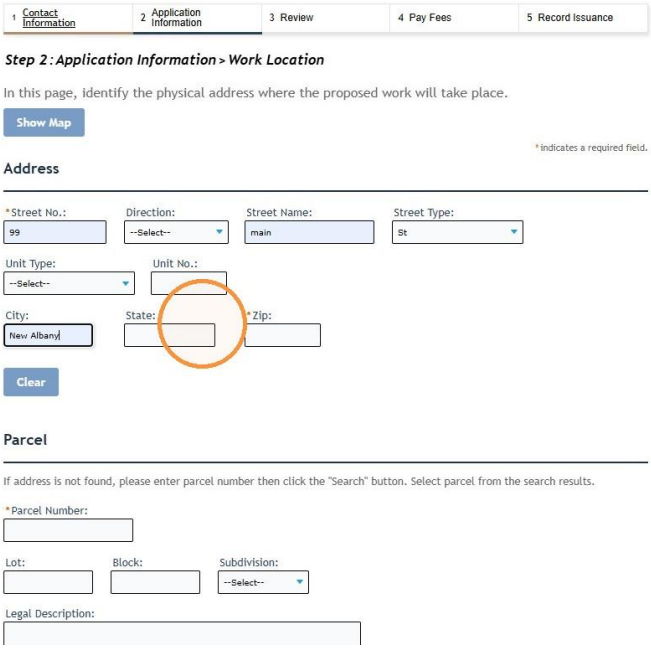
16. Click this dropdown.



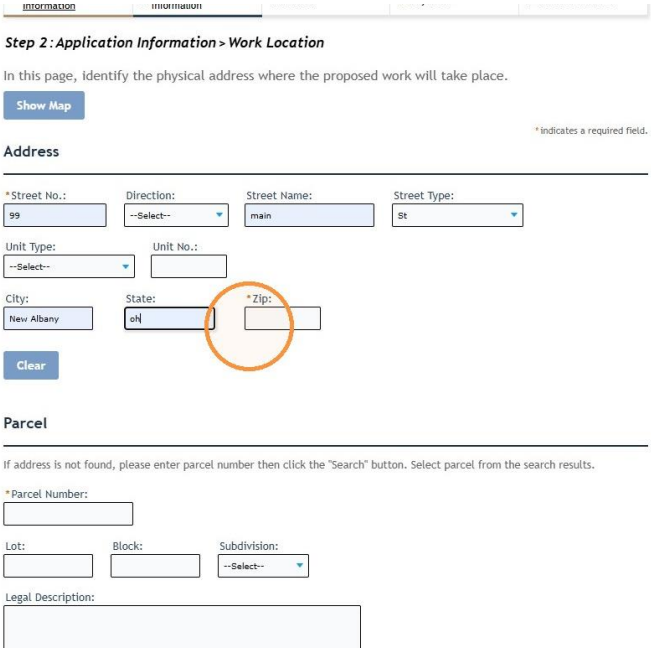
17. Click the "City:" field.



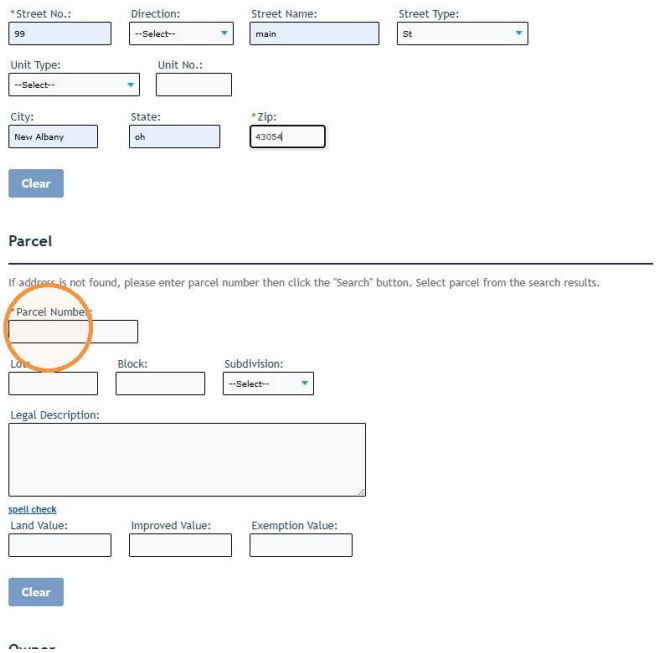
18. Click the "State:" field.



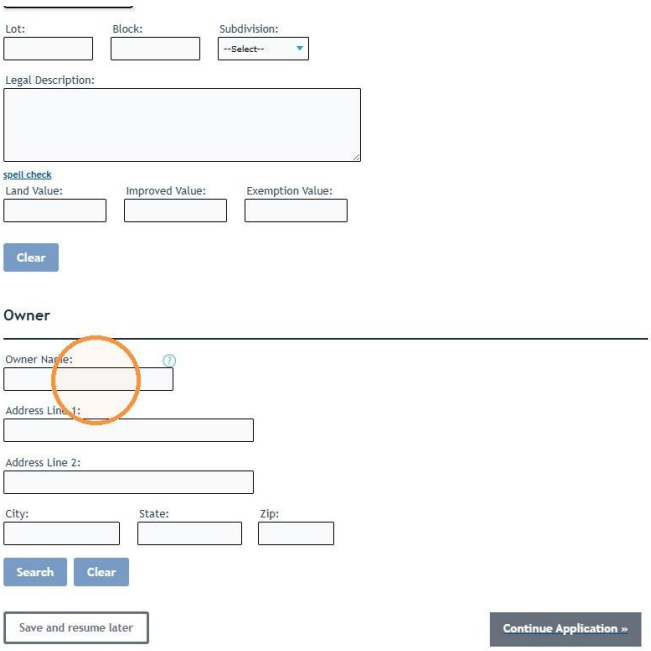
19. Click the "Zip:" field.



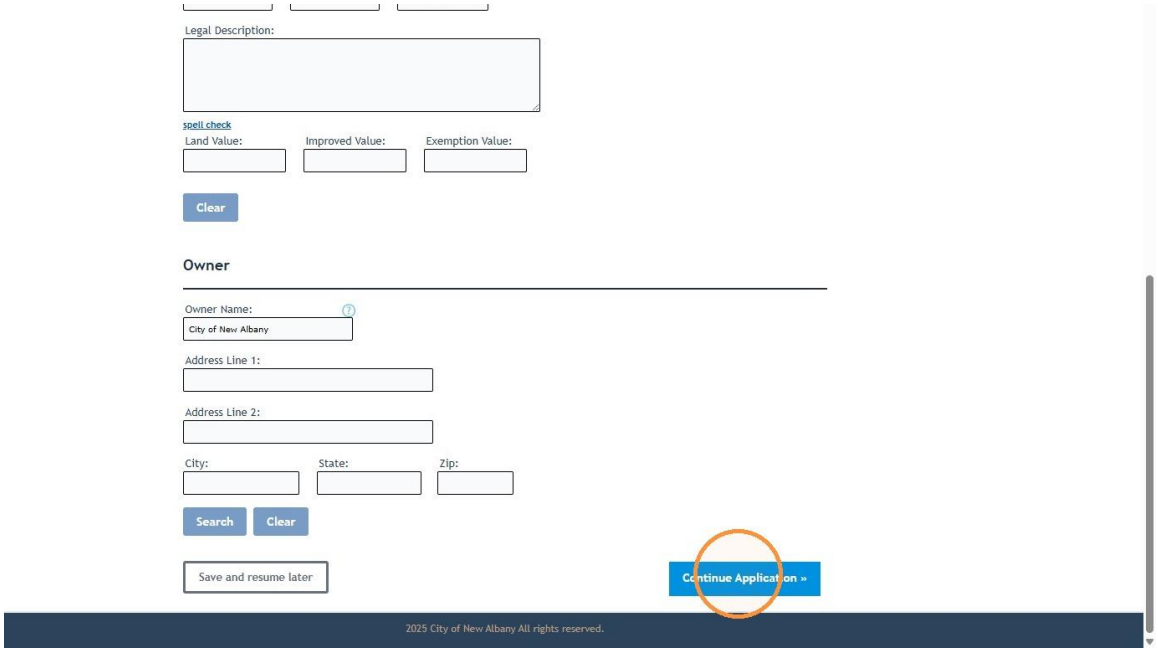
20. Click the "Parcel Number:" field.



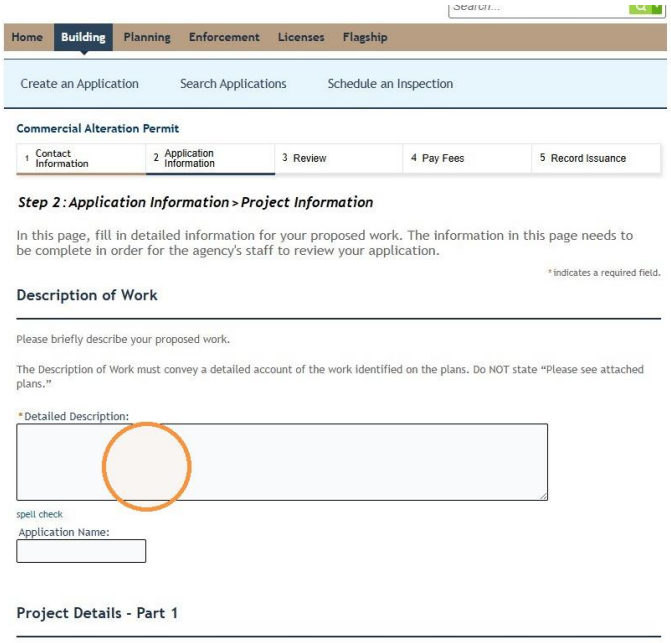
21. Click the "Owner Name:" field.



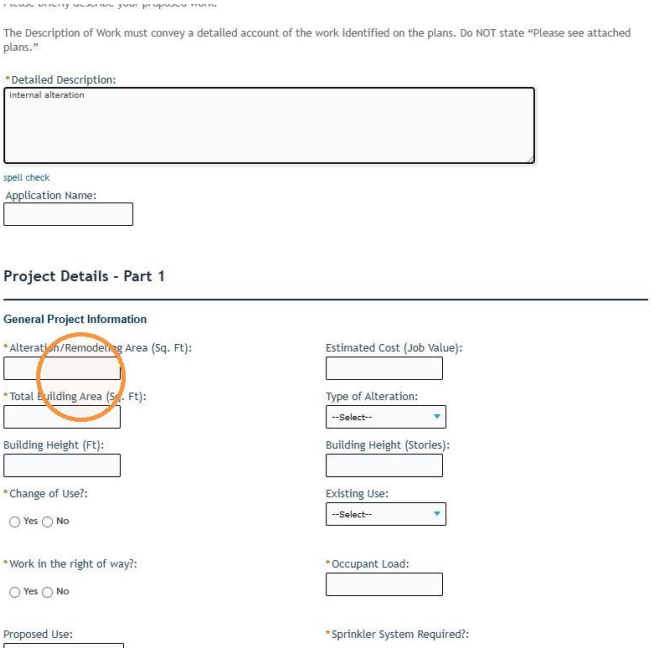
22. Click "Continue Application »"



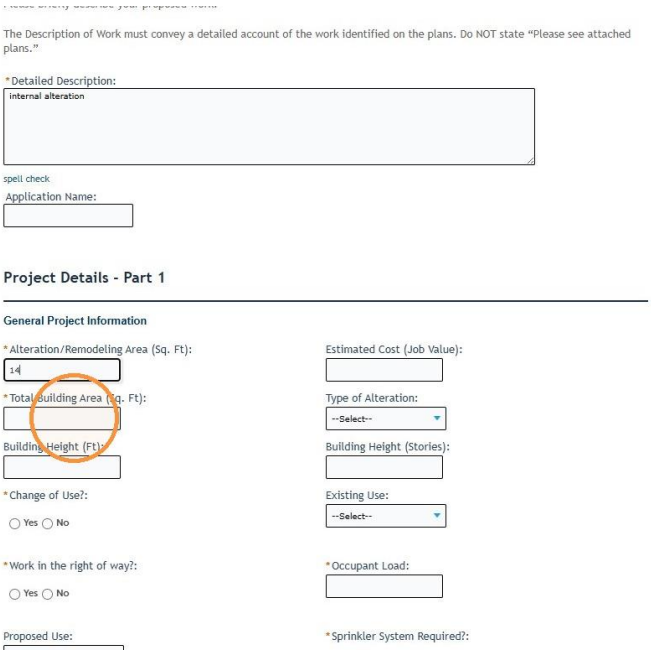
23. Fill in the "Detailed Description:" field.



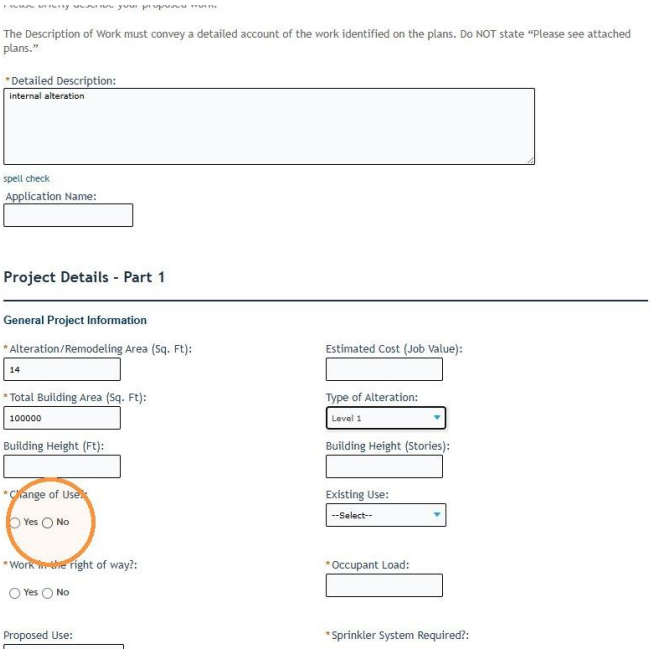
24. Fill in the "Alteration/Remodeling Area (Sq. Ft):" field.



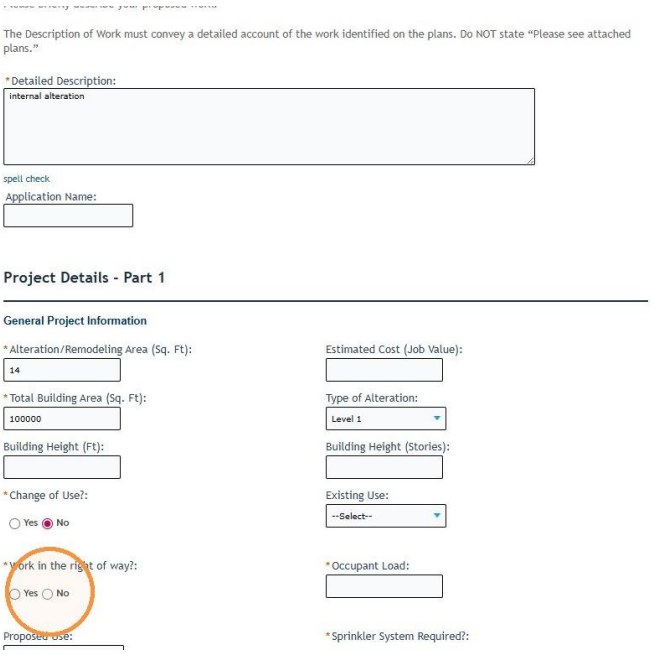
25. Fill in the "Total Building Area (Sq. Ft):" field.



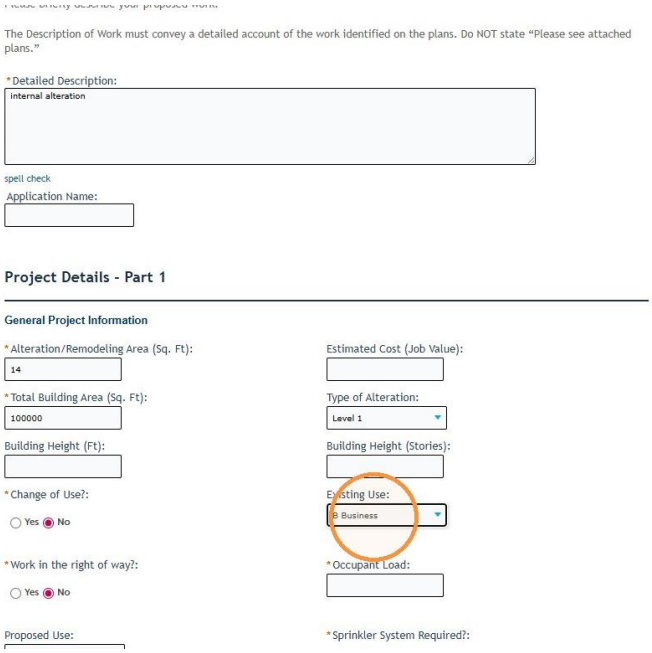
26. Click the yes or no field for change of use



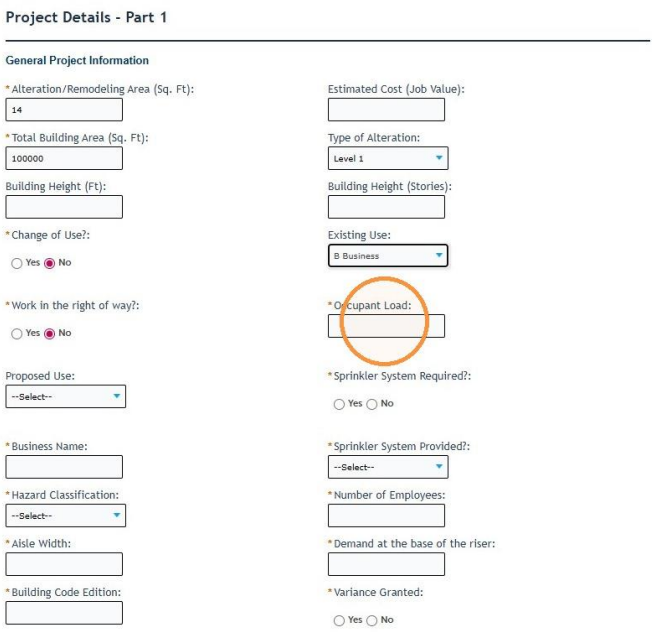
27. Click the yes or no field for right of way



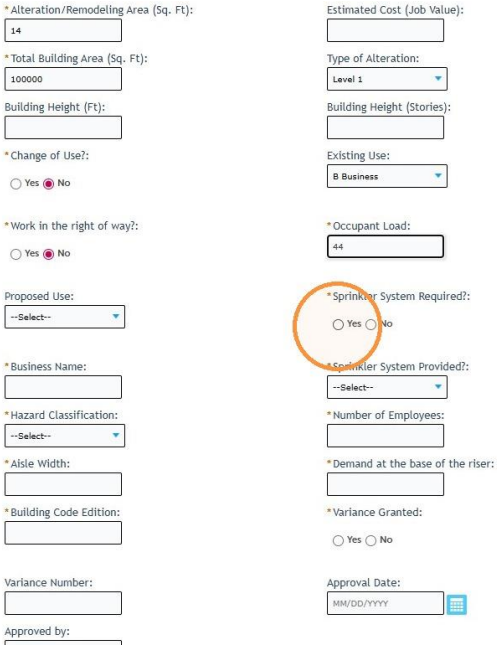
28. Select from the existing use



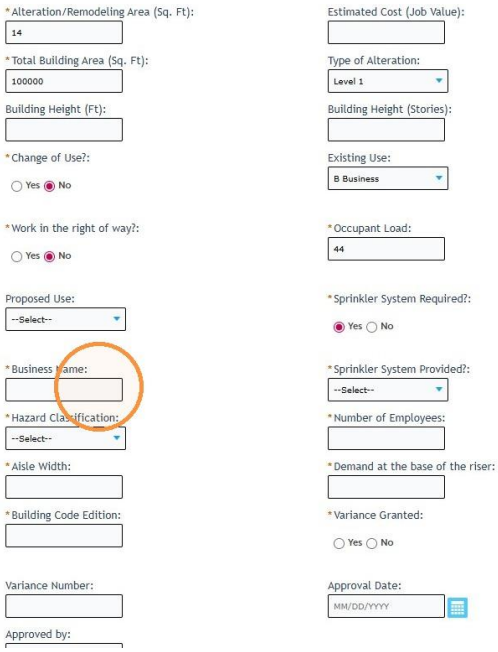
29. Fill in the "Occupant Load:" field.



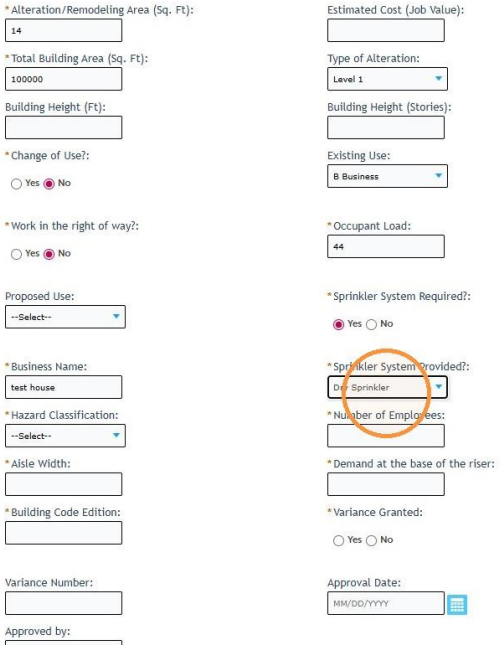
30. Click the yes or no field for Sprinkler System Required



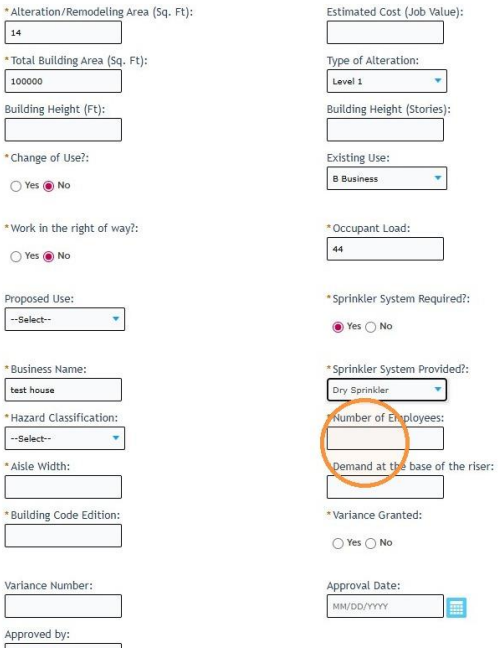
31. Fill in the "Business Name:" field.



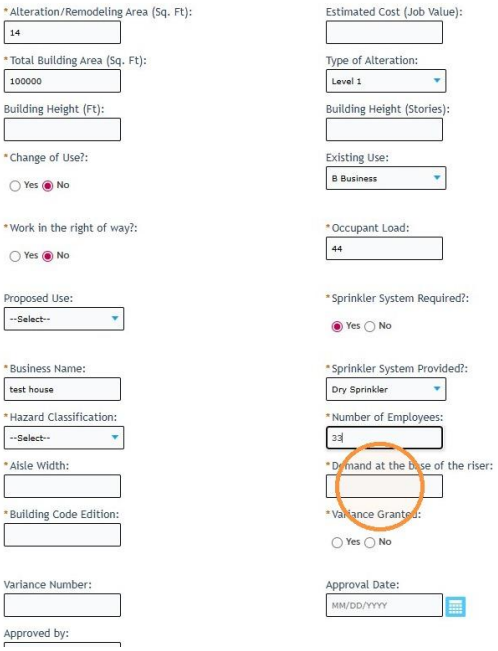
32. Select from sprinkler system dropdown.



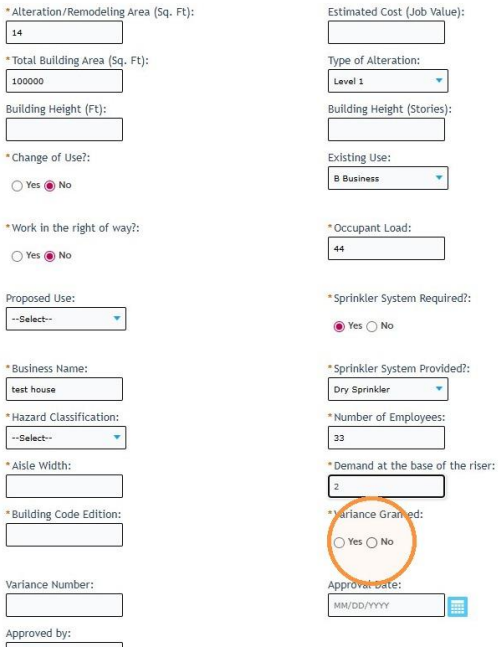
33. Fill in the "Number of Employees:" field.



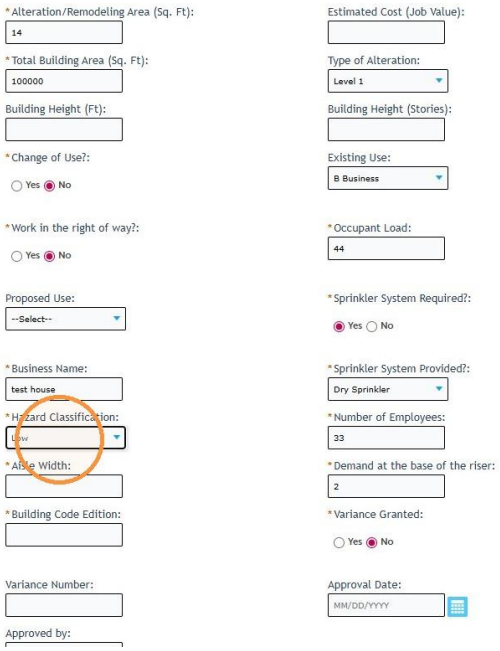
34. Fill in the "Demand at the base of the riser:" field.



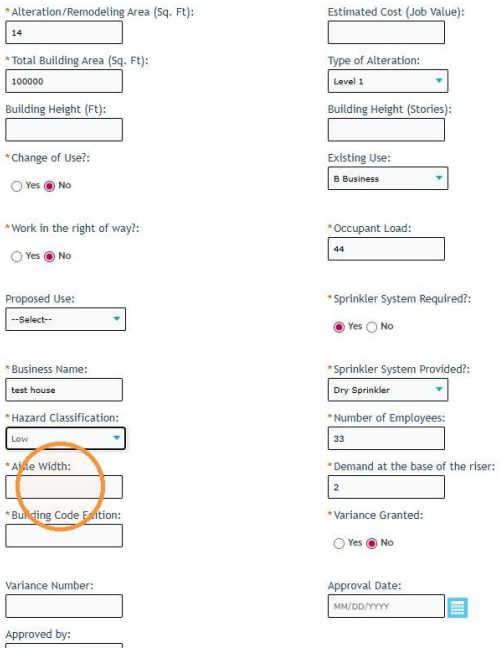
35. Click the yes or no field for Variance Granted



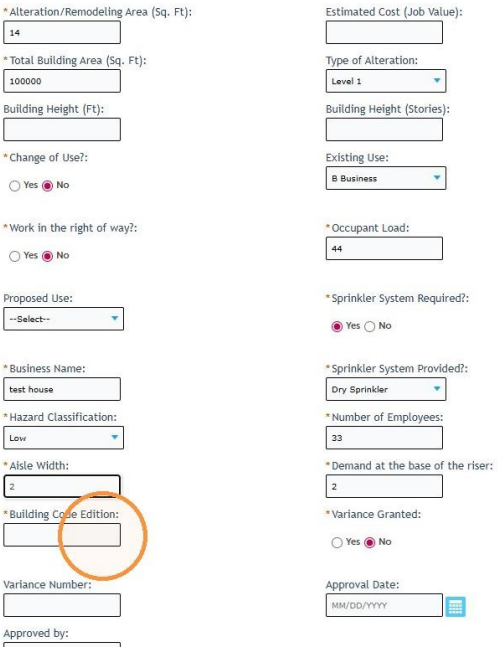
36. Select the dropdown hazard classification



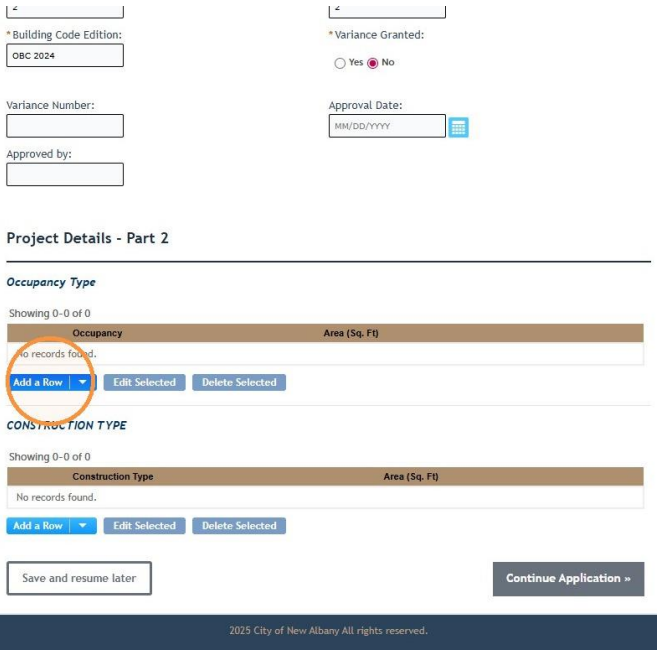
37. Fill in the "Aisle Width:" field.



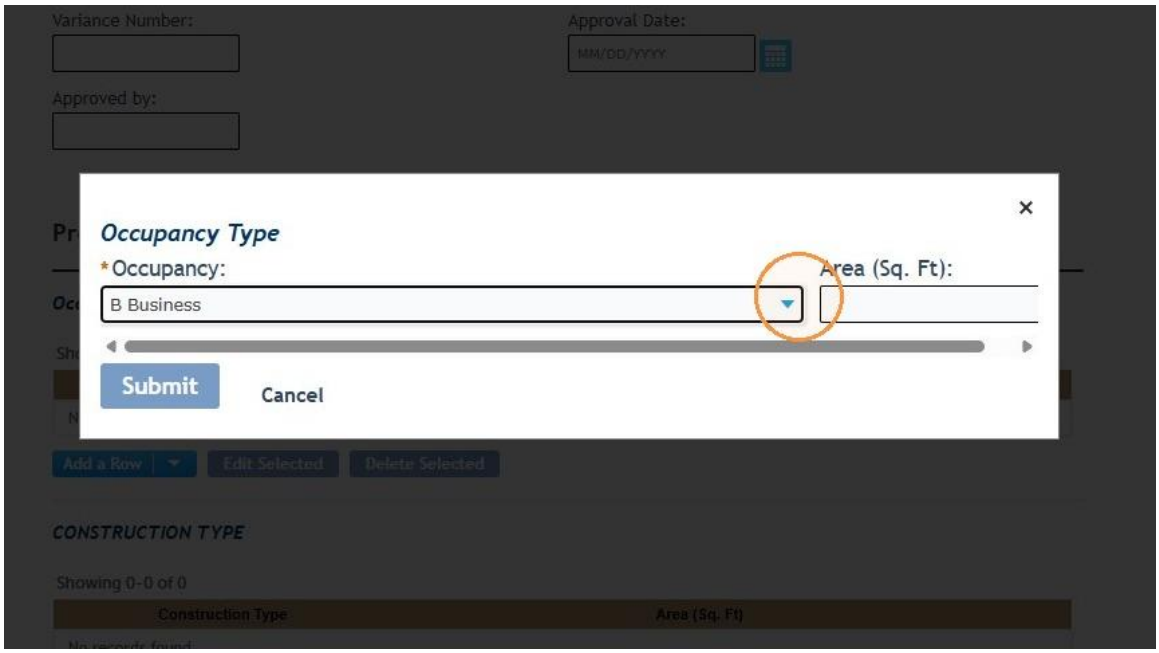
38. Fill in the "Building Code Edition:" field.



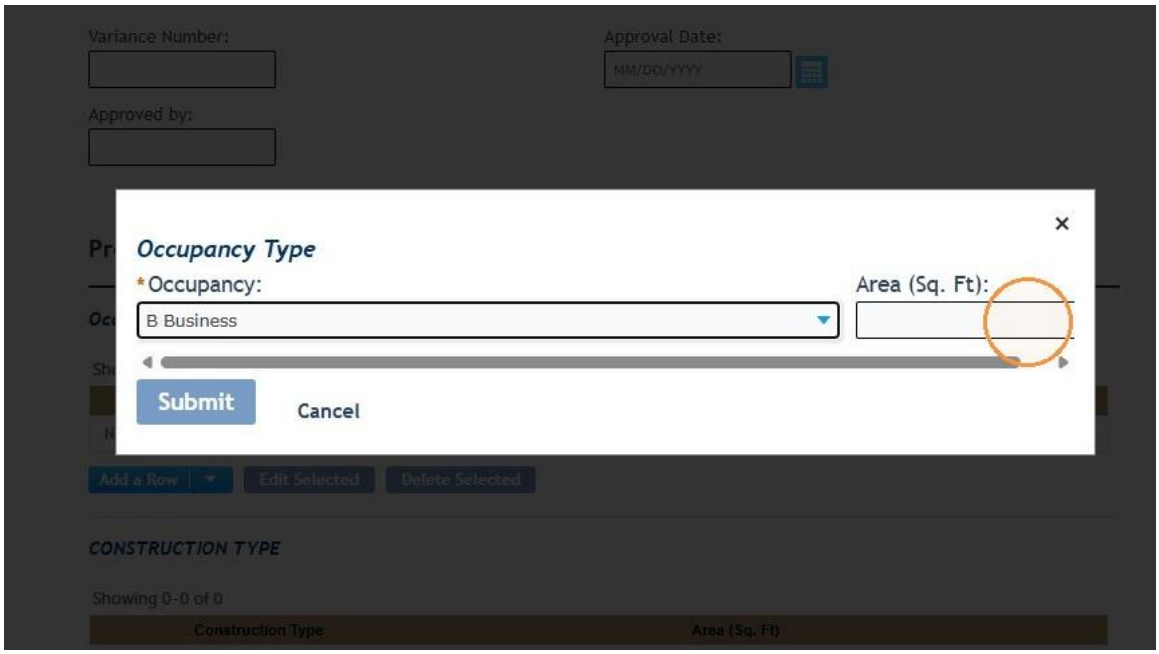
39. Click "Add a Row"



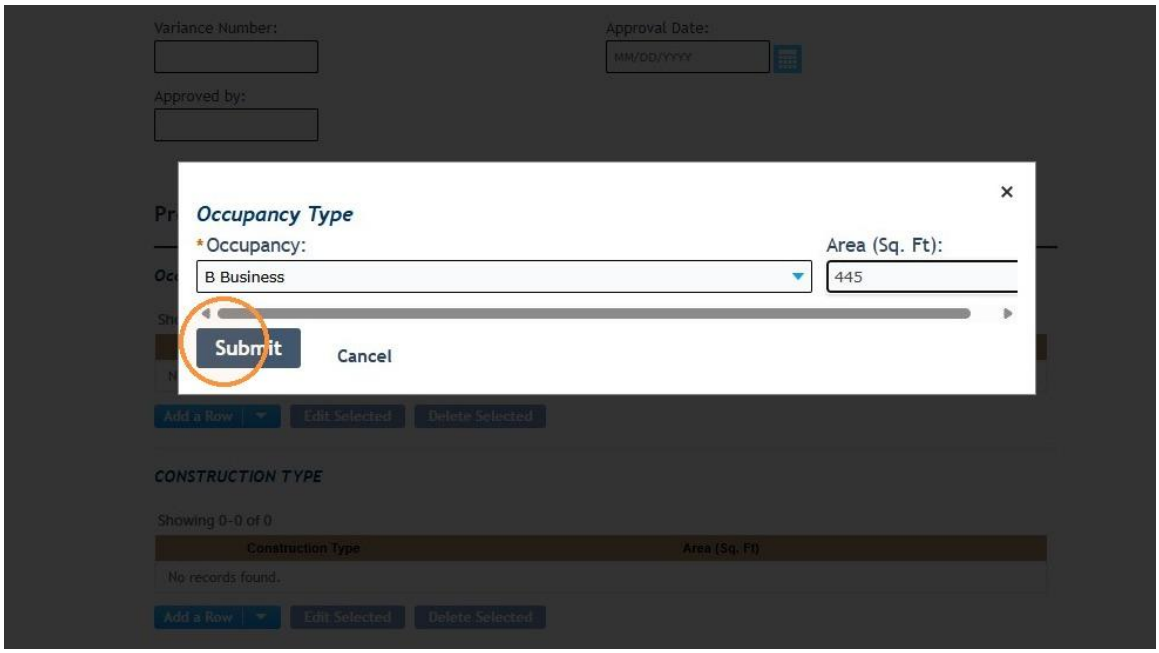
40. Select from the Occupancy dropdown



41. Fill in the "Area (Sq. Ft):" field.

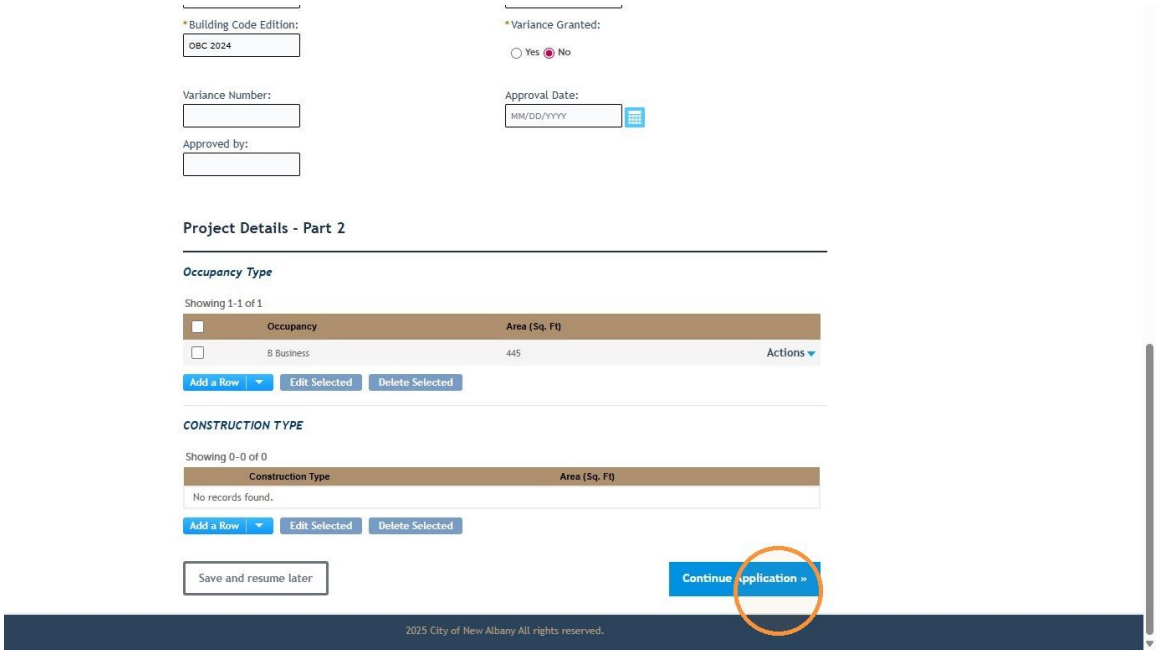


42. Click "Submit"

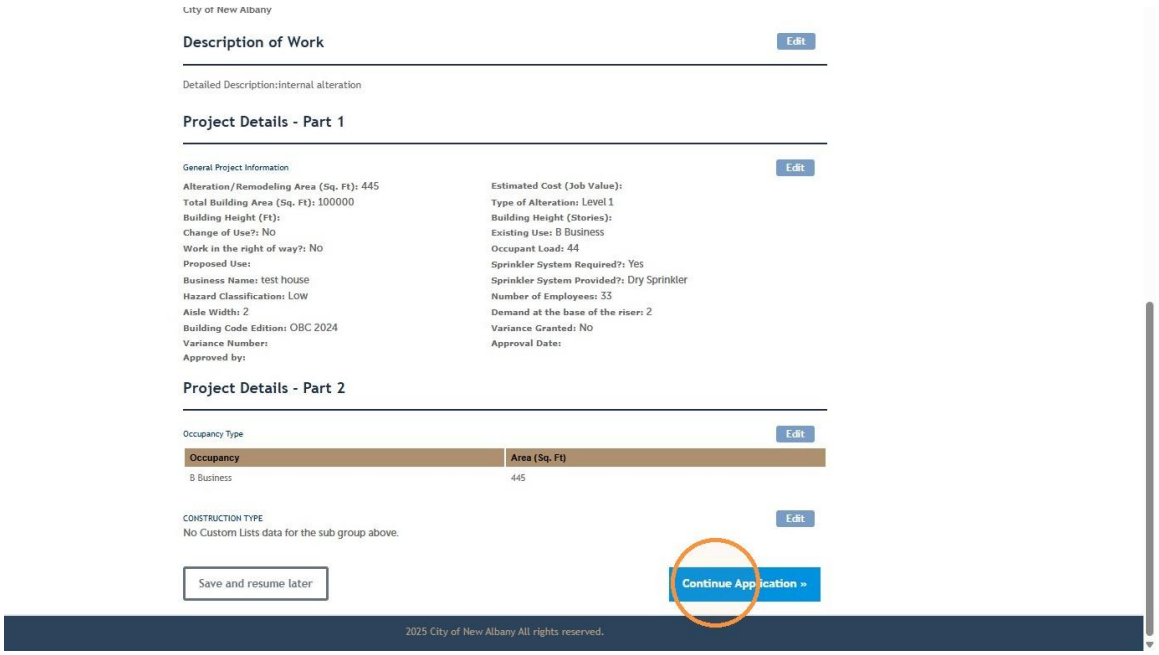


Perform the same task for Construction Type

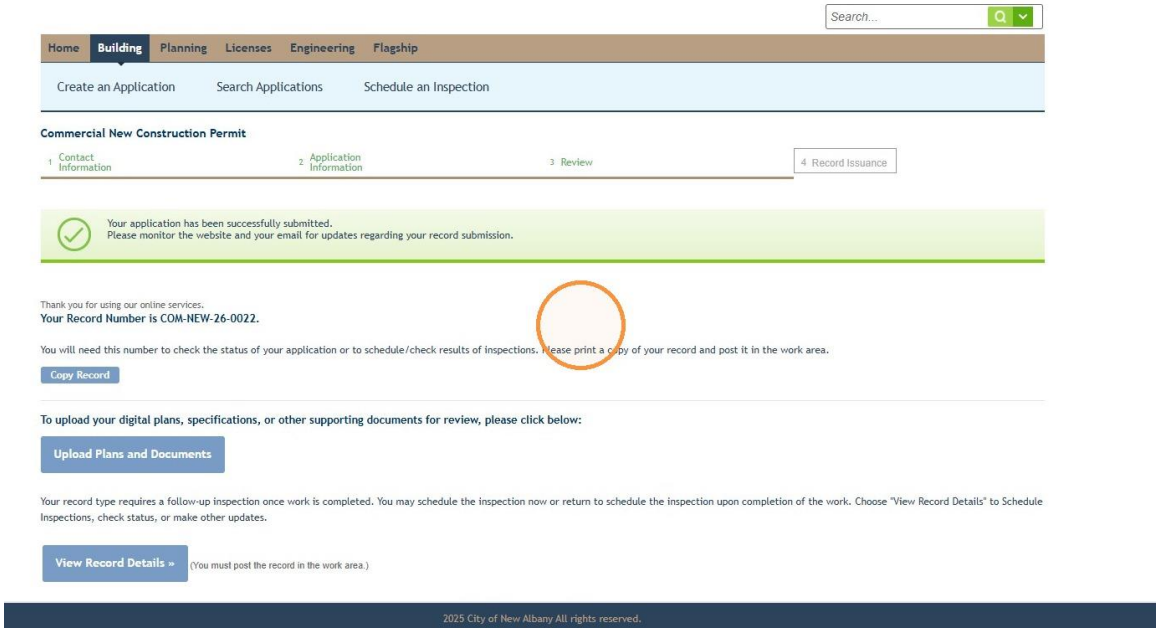
43. Click "Continue Application »"



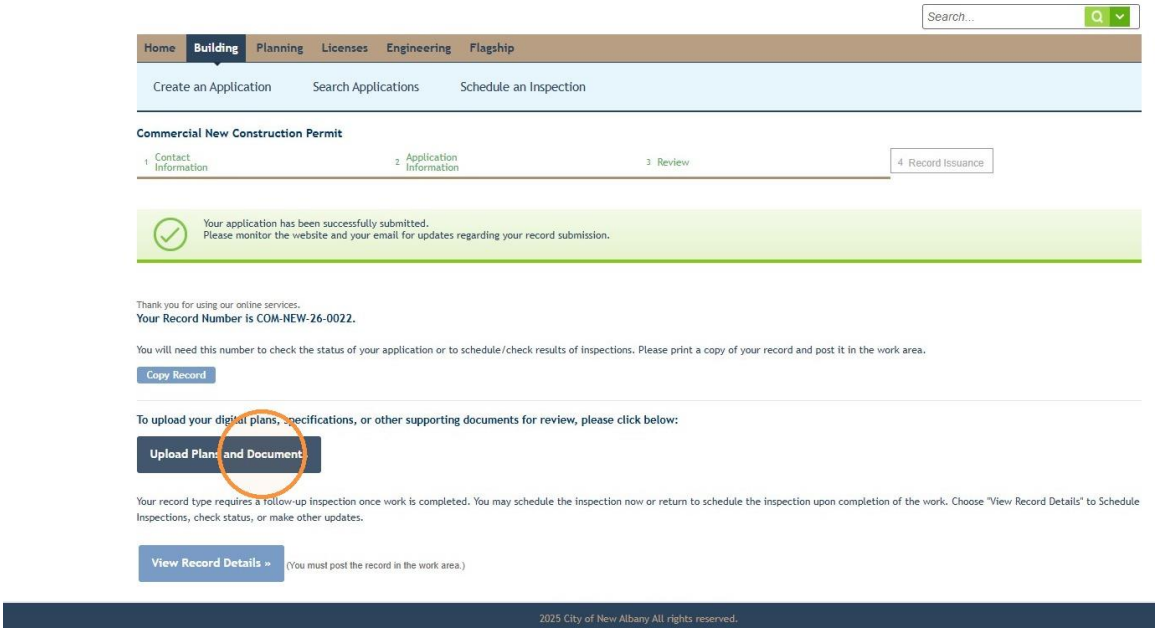
44. Please review your information and Click "Continue Application »"



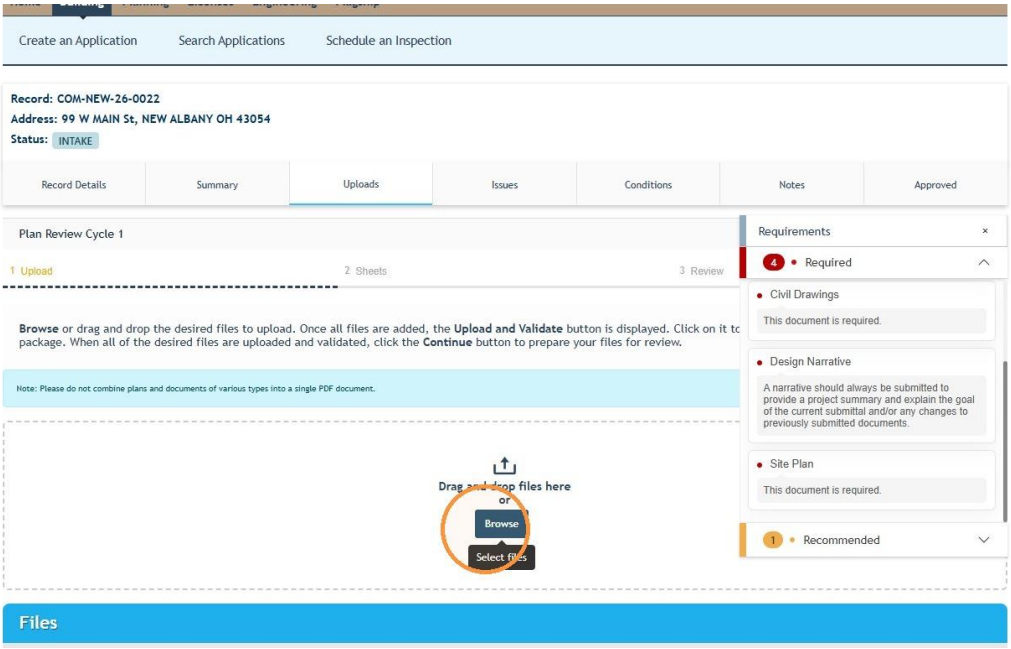
45. Here is where your permit number will be. For this guide, the permit number is COM-NEW-26-0022. You can also upload plans and necessary drawings on this page.



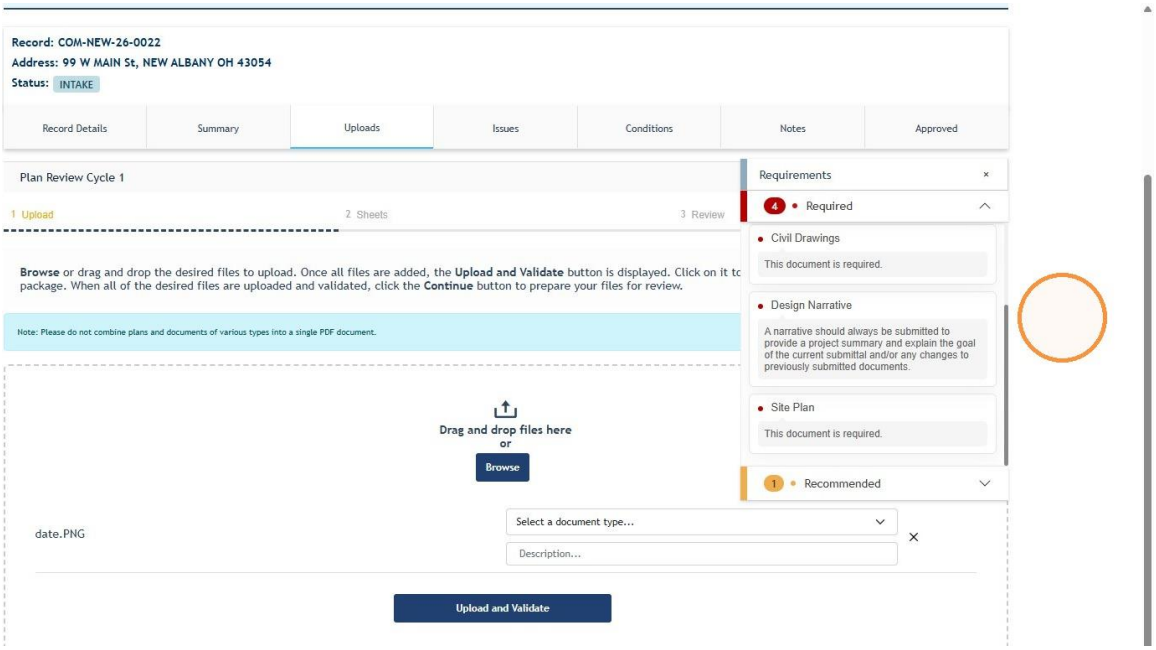
46. To upload plans and necessary drawings, Click "Upload Plans and Documents"



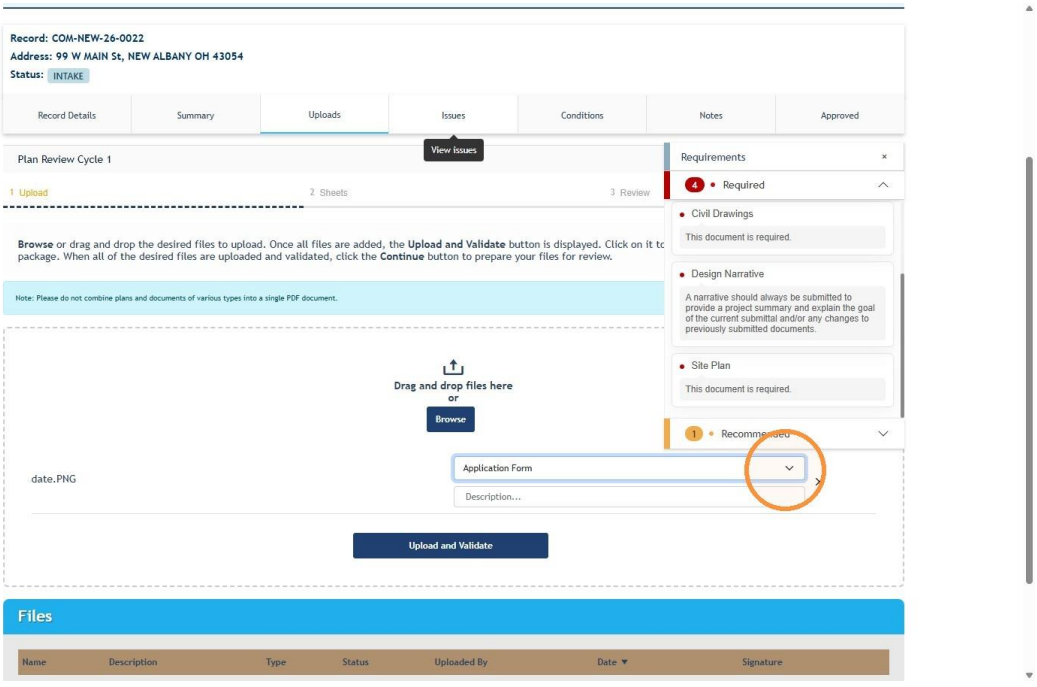
47. Click Browse to upload or drag and drop the files that are required.



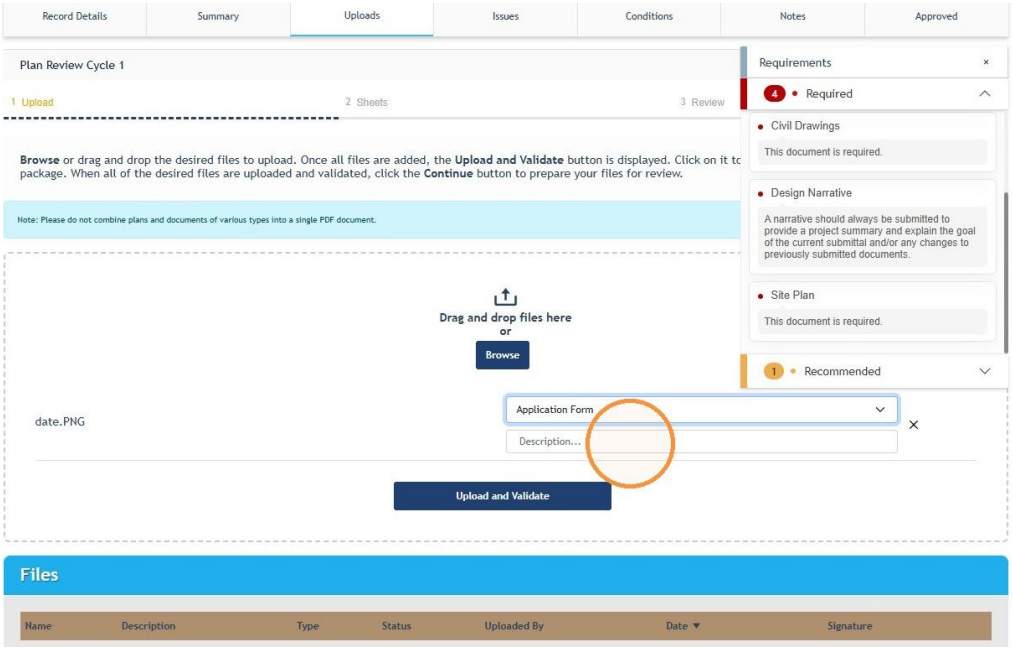
48. If you look to the right, there are "Requirements" and "Recommended" tabs. Click on either to show which plans and documents are required and recommended.



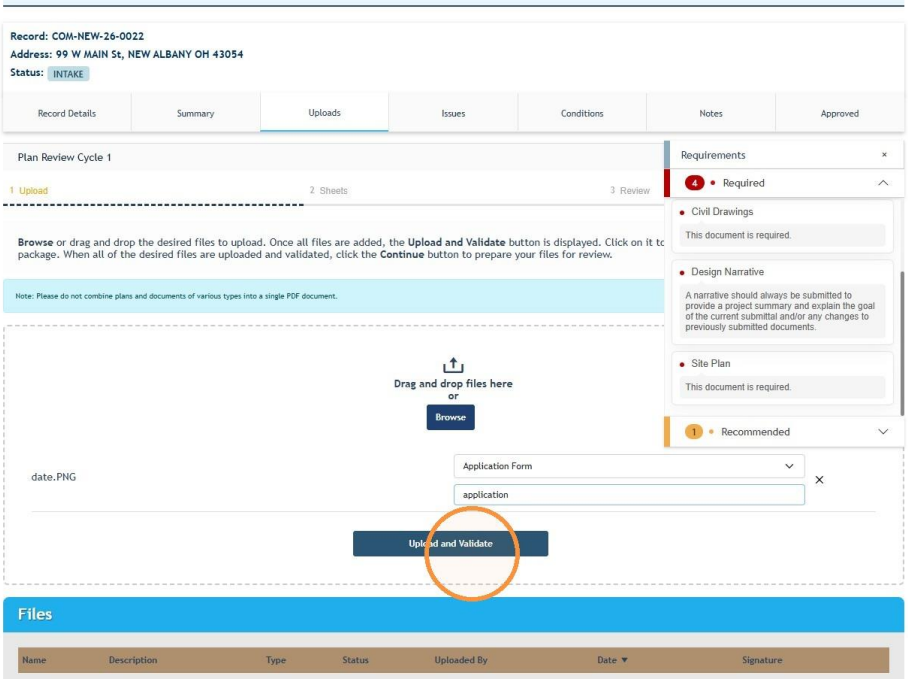
49. Here, a form has been uploaded, a drop down box will appear with a list of different files the form could be. Select what it applicable. For this guide, I have chosen, Application Form.



50. After selecting what the form that has been uploaded is, please provide a word or short sentence of what it is in "Description..." .

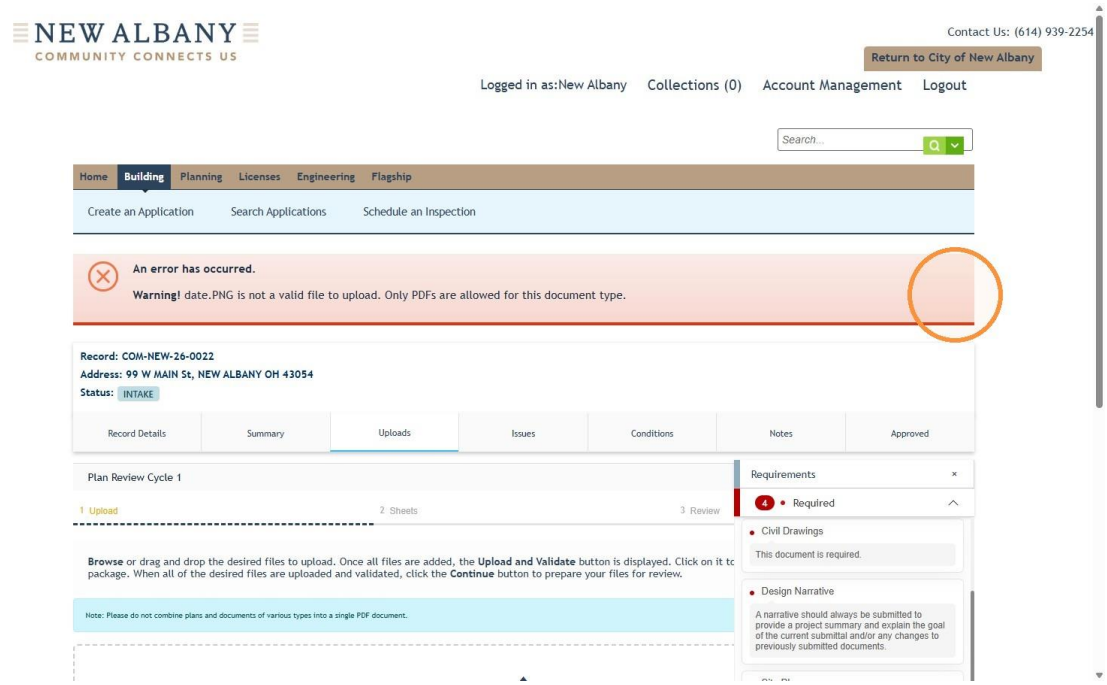


51. After you have added the description, Click "Upload and Validate"

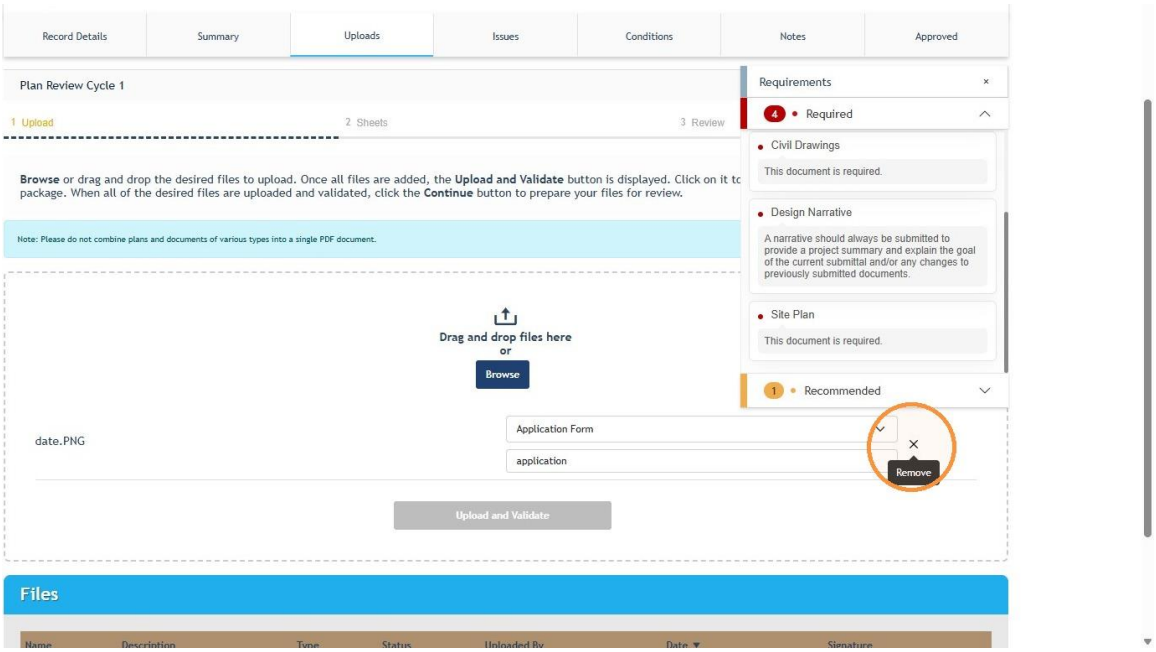


52. We only accept PDFs. This is an example of what will happen if another file type is uploaded. This is the error you will receive.

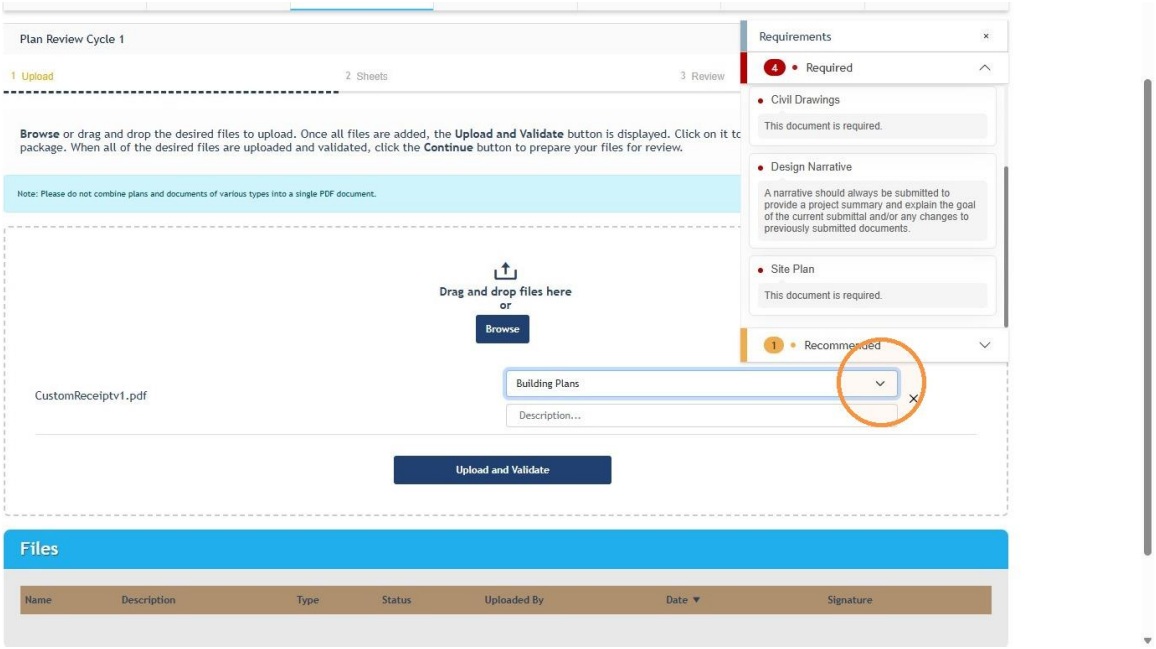
"An error has occurred. Warning! date.PNG is not a valid file to upload. Only PDFs are allowed for this document type."



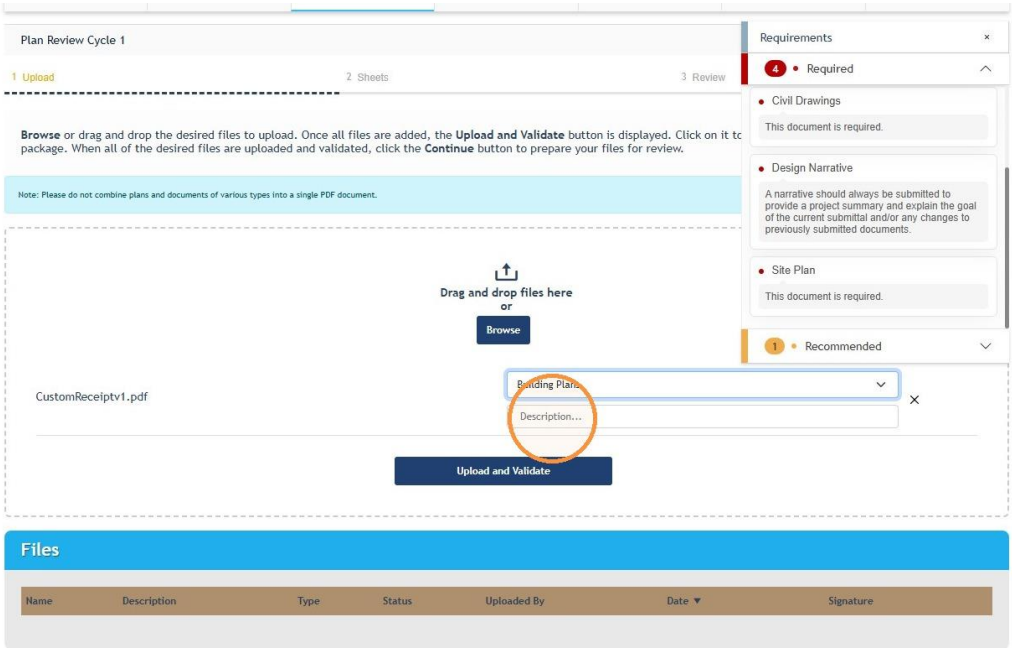
53. To remove this file, click on the "x"/remove.



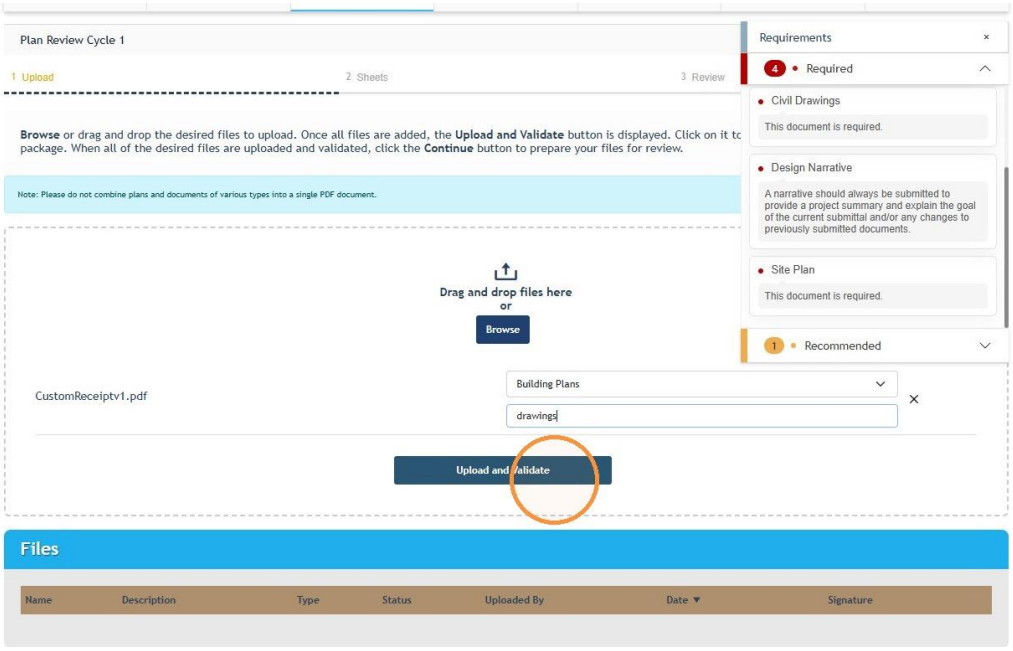
54. We are back to same page; a form has been uploaded, a drop down box will appear with a list of different files the form could be. Select what it applicable. For this guide, I have chosen the "Building Plans" option.



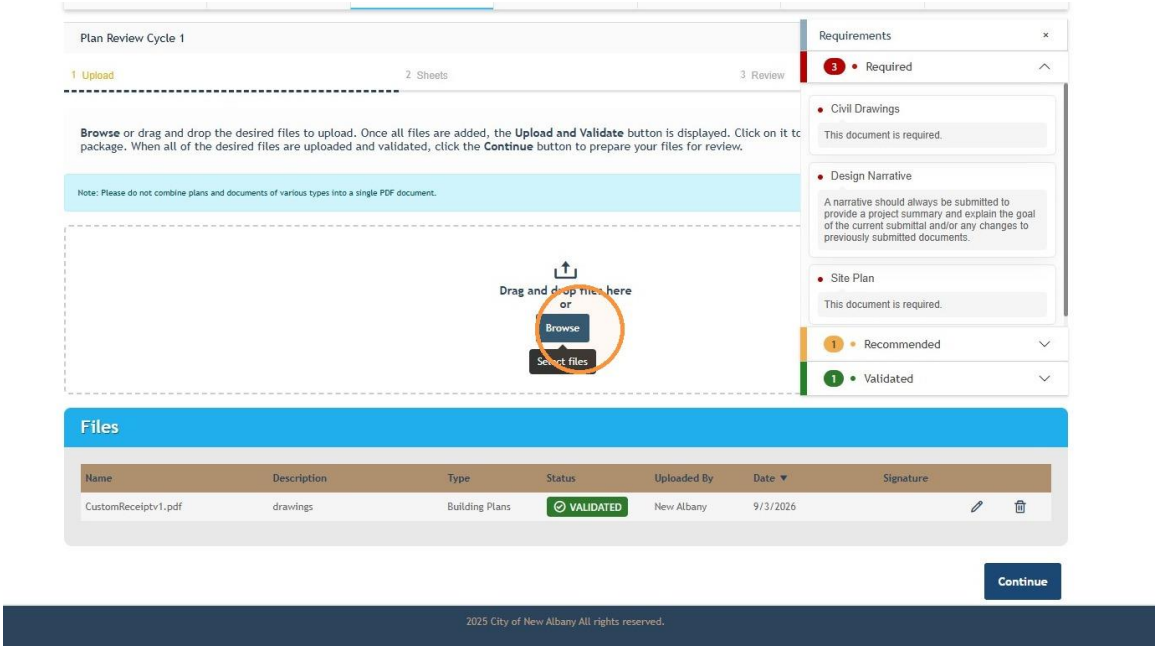
55. After selecting what the form that has been uploaded is, please provide a word or short sentence of what it is in "Description..." .



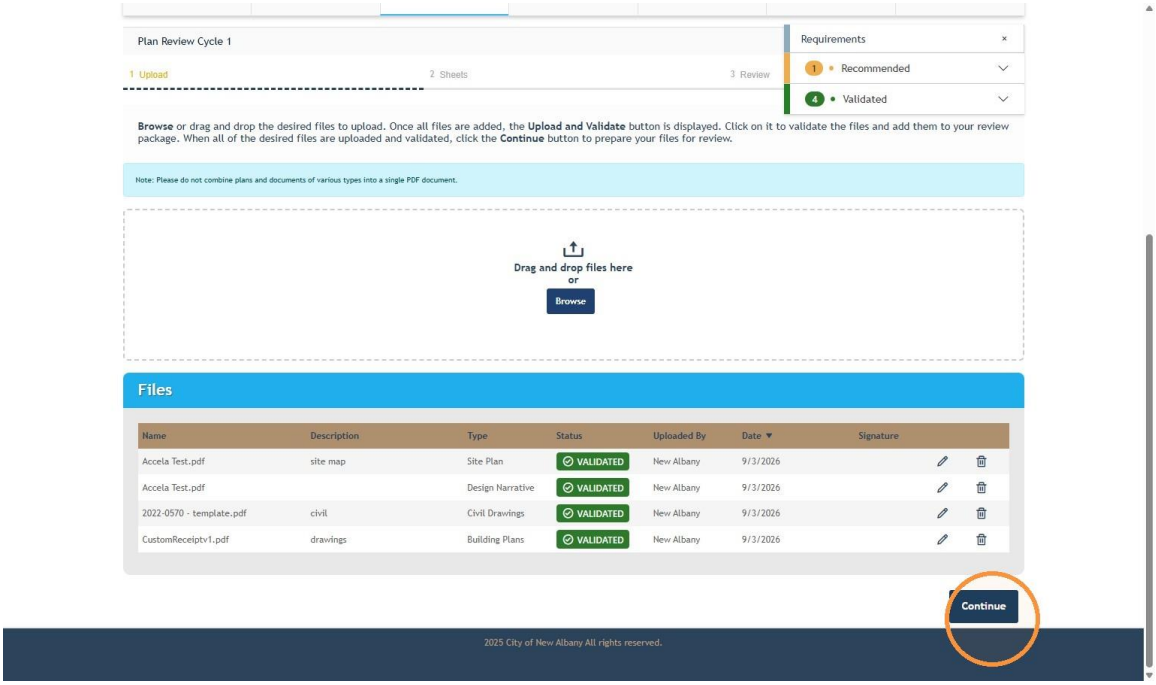
56. After you have added the description, Click "Upload and Validate"



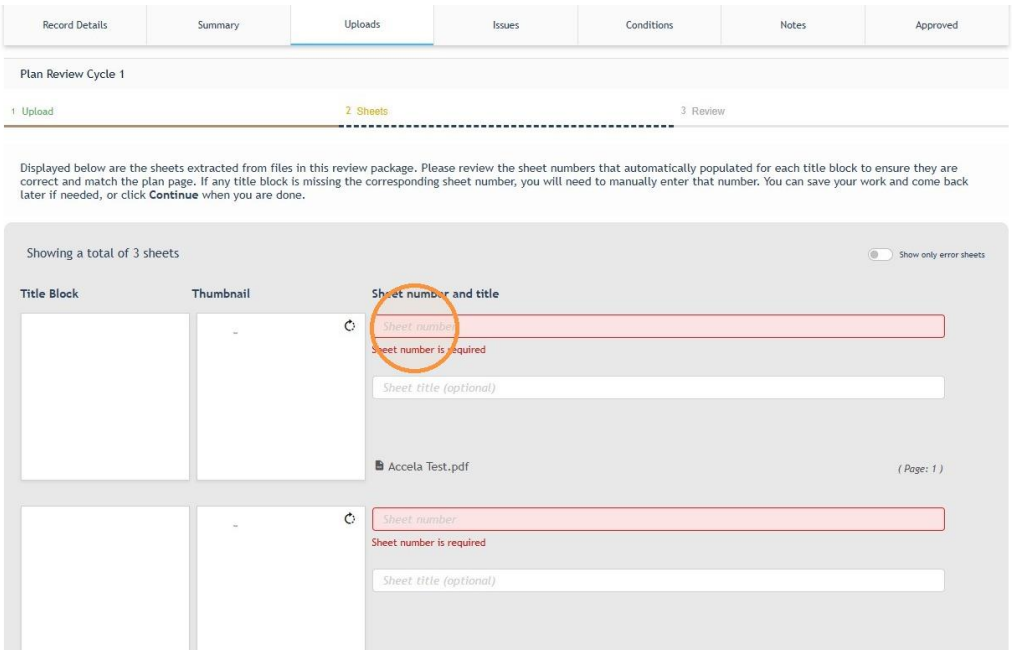
57. From here, repeat the steps with how ever many files you have.



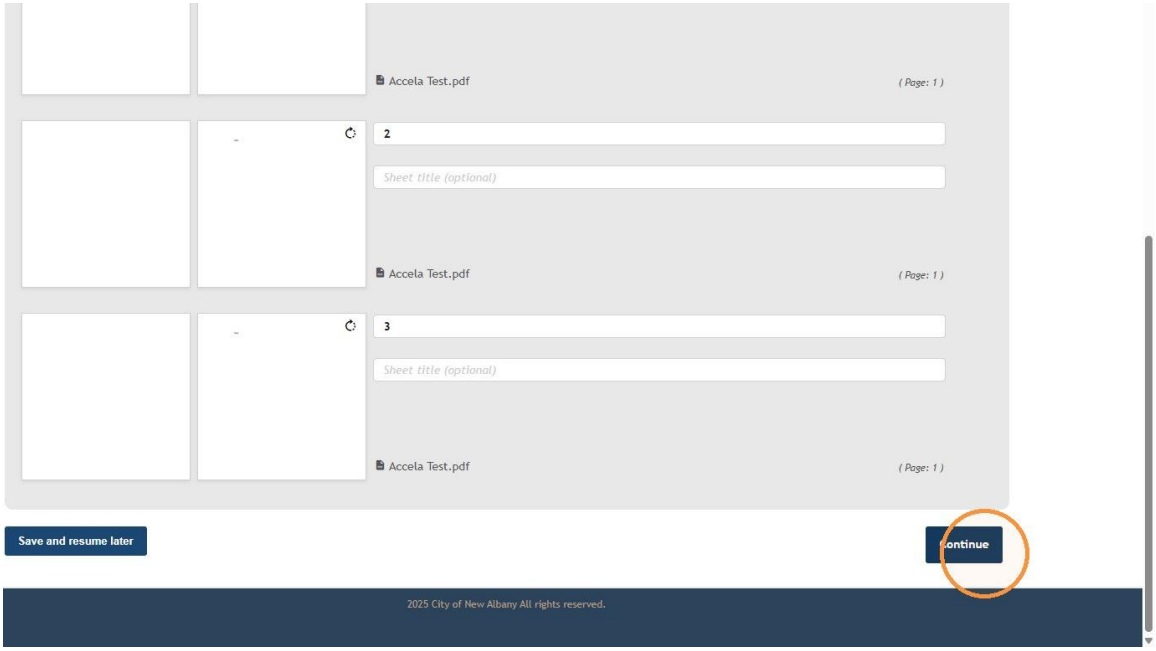
58. After you have uploaded everything needed, each status will say validated. Click "Continue" to move forward.



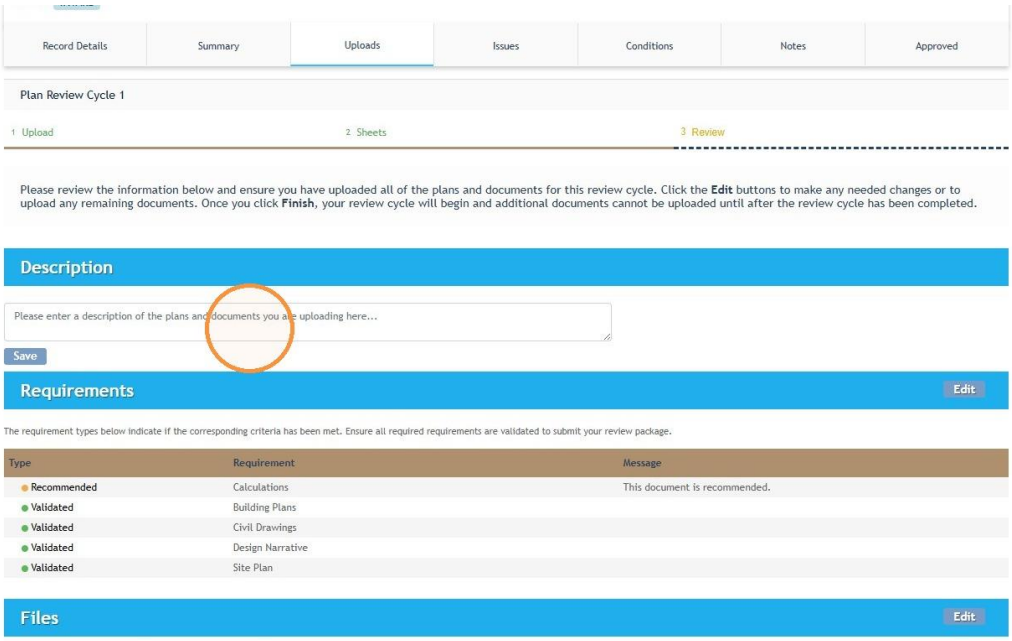
59. Normally the sheet number and title will auto-populate. If it doesn't, please fill in the sheet number and title.



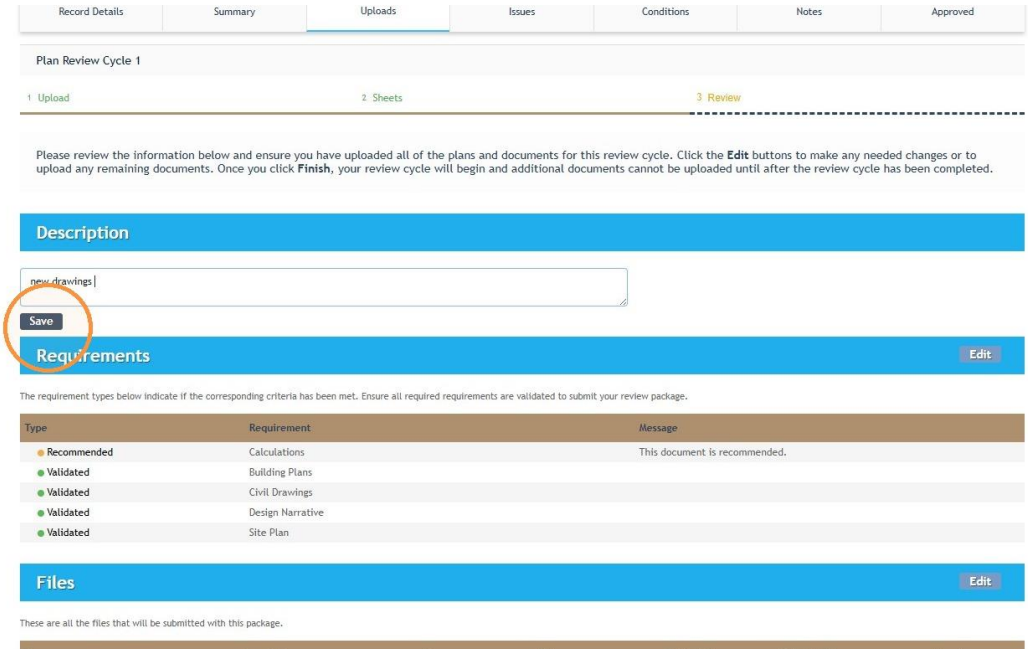
60. Click "Continue" once each file has a sheet number and title attached.



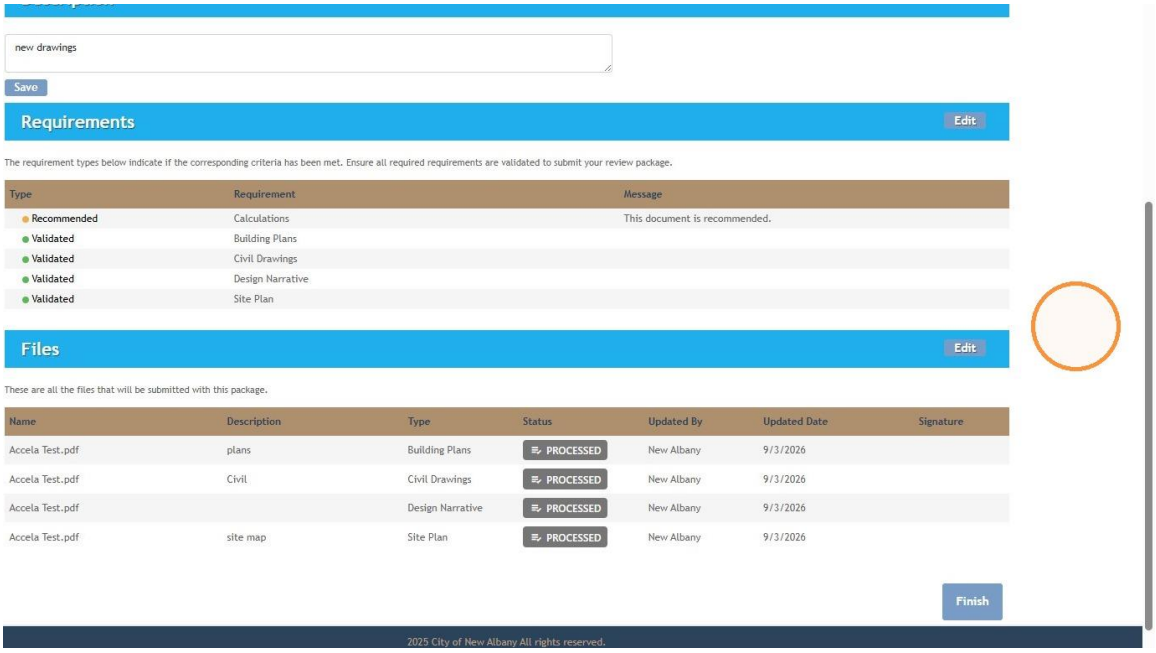
61. Please enter a description of the plans and documents you are uploading here under the "Description" blue banner.



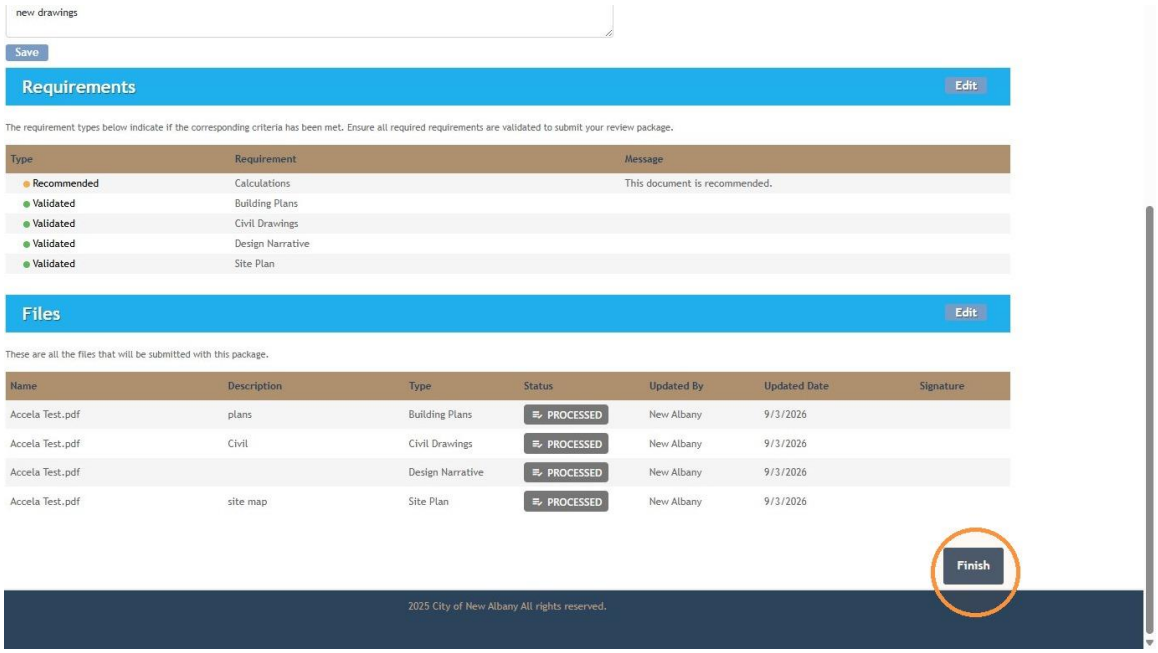
62. Click "Save"



63. Review this page



64. Click "Finish"



65. You have completed the upload process. This is the summary page that includes the status of your submittal.

