New Construction Residential Electrical, Plumbing and Mechanical Permits

Online Application and Payments



Instructions for Contractors



https://access.okc.gov/aca



Application and Payment Process for Contractors

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Purpose

The purpose of this document is to provide instructions and assistance to contractors that purchase **New Construction Residential Electrical**, **Plumbing and Mechanical** permits from The City of Oklahoma City's Development Services Division. This can now all be done online without interaction with City staff by phone – including making payments online!

IMPORTANT!

The requirement is that the permit is being purchased as part of a **New**Construction Residential Building Permit. The correct building permit number will be required in order to obtain this Permit.

By default, the City's permit web portal provides read-only access to all City permit data. As you know, contractors are required to have an online account to access their permits to request inspections and make payments. You can find the document to help you with this here. You will also be required to log in to purchase a permit. Once a payment is made online, the permit is immediately emailed to the email address of the registered user. This functionality is available now.

We hope you find this document useful and helpful in working with the City regarding your permits. If you have additional questions about this document or the using the online system, please contact:

City of Oklahoma City
Development Services Department
Development Center Division
Phone 405-297-2948

Email: onlineinspectionregistration@okc.gov

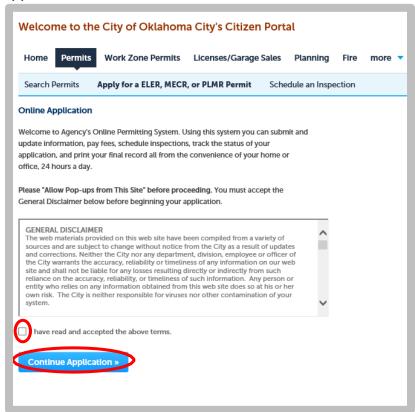
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Using the Citizen Portal for Residential Electrical Permits

After going to https://access.okc.gov and logging in, click on the **Permits** tab. To start a new Residential Construction Application, click on **Apply for a ELER, MECR, or PLMR Permit**.

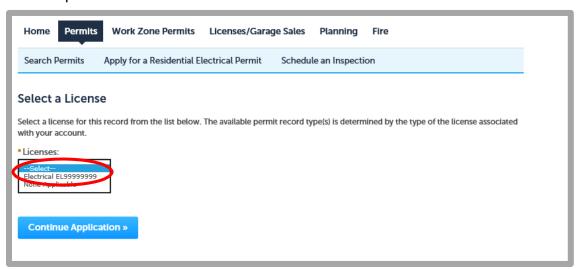


Read and accept the terms explained in the General Disclaimer and click Continue Application.

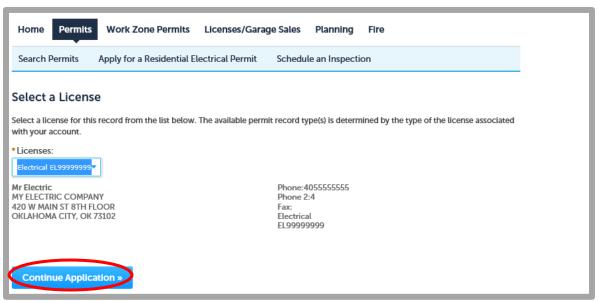


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Select your License from the dropdown. There should only be one EL_____ license in this dropdown.



After you select your license, information from your license is shown. Click **Continue Application** to continue and <u>wait</u> for screen to refresh to show the **Applicant** section.

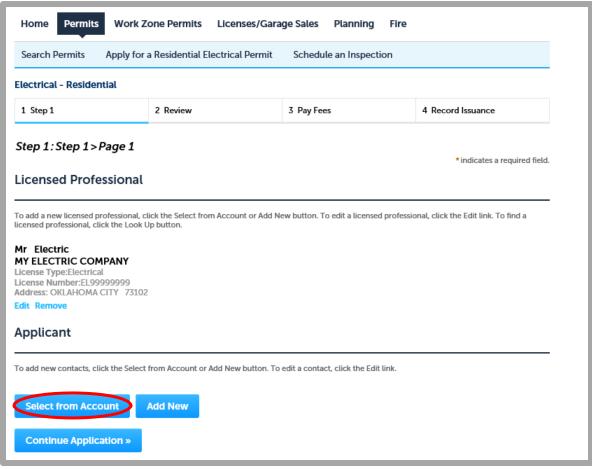


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Application and Payment Process for Contractors

Click **Select from Account** and choose your information from the list. You should select the line that has the type of "Contractor" or you can click **Add New** to enter your information. Regardless of how you get your information entered, you can always click **Edit** to correct anything. You can also click **Remove** to start over with entering Applicant information. When finishing with the Applicant information, click **Continue Application**.





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Application and Payment Process for Contractors

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.



Contact added successfully.

Stan Reichert City of OKC

stan.reichert@okc.gov Home phone: Mobile Phone: Work Phone:

Edit Remove



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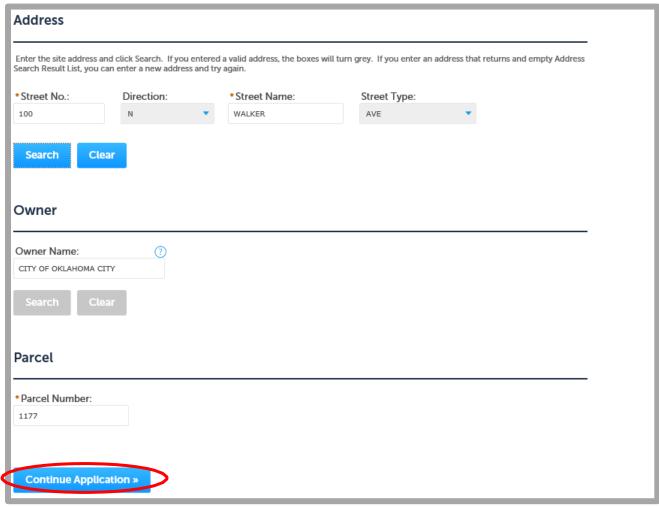


Application and Payment Process for Contractors

Next, enter the address and click **Search** to confirm you have the exact City address. Partial addresses are accepted as long as Street Number and Street type are entered.



The address has been verified when you see something show up in the Owner Name and Parcel Validation fields. If no address exists with what was entered, you will need to search for a new address. When address information is accepted, click **Continue Application**.



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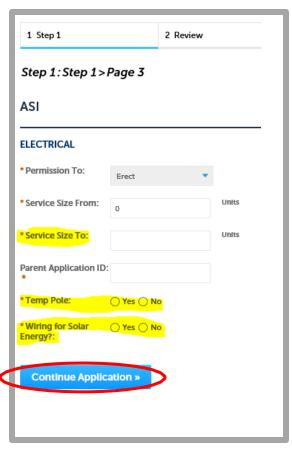


Application and Payment Process for Contractors

Next, you will need to enter the details of the permit. All four of these fields are required:

- Service Size (Amps)
- Building Permit Number
- Temp Pole
- Wiring for Solar Energy?

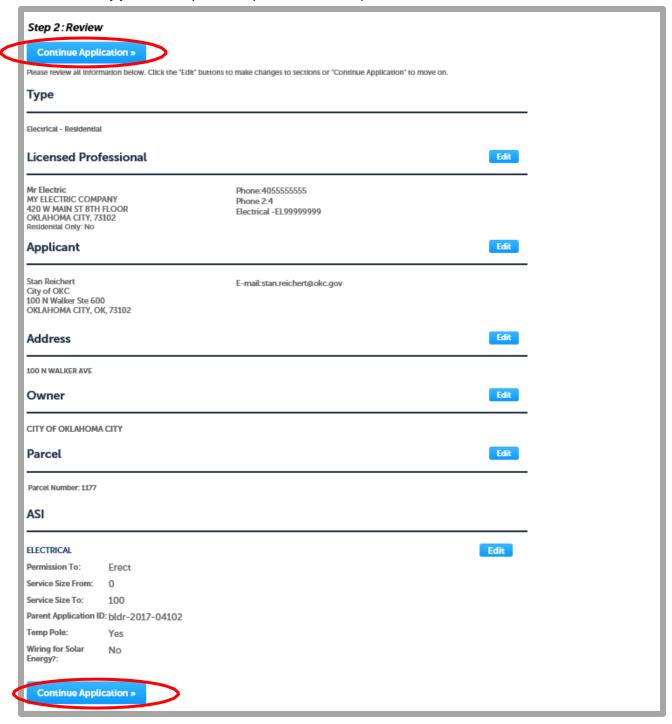
Click Continue Application.



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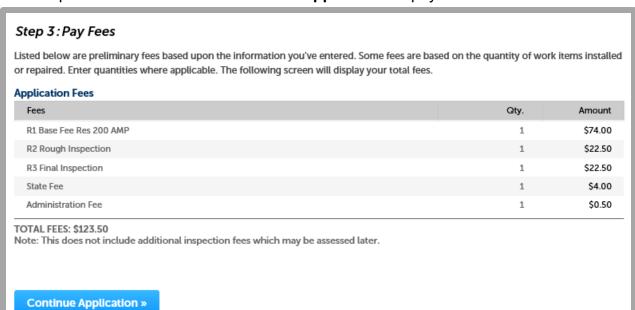
The next screen allows you to review everything that has been entered. You can click **Edit** in any of the sections if you want to change anything. Once everything is correct, click **Continue Application** (at the top or the bottom).



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Once the address and building permit are verified, you can click Continue Application. If the verification failed, click Edit and change the building permit number and submit again.

The next screen shows the fees that were assessed based on the information you entered on the previous screens. Click **Continue Application** to pay for the fees.

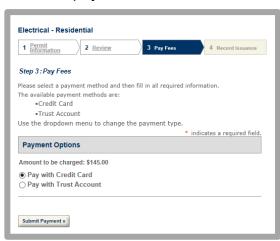


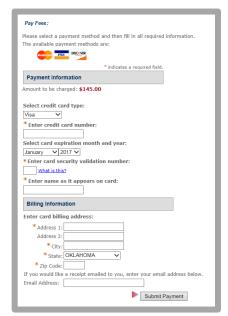
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Application and Payment Process for Contractors

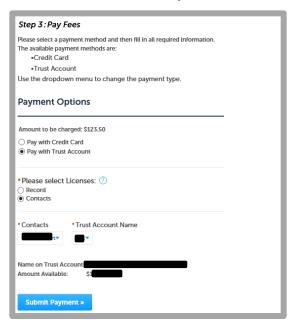
You can pay your fees with Credit Card or with your Trust Account (if you have a trust account and enough money in it). Choose your option.

Credit Card: When you select **Pay with Credit Card**, simply complete the next screen to make a payment.



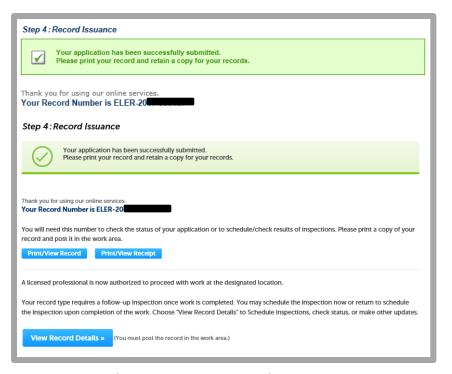


Trust Account: When you select **Pay with Trust Account**, under **Please select Licenses**, click on **Contacts** to reveal your license number and trust account. Your balance will show and you can click **Continue Payment**.



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Upon approved payment and if you included your email in your contact information, you will receive an email with the permit attached to it and see this screen:



You can view/print the permit, view/print the payment receipt or go back to review the permit information online and/or request an inspection.

This completes the New Construction Residential Permit process.

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