#### How To: Request a Permit Thru Accela

Website: <u>http://aca-prod.accela.com/shelbyco</u>

- Visit the above website address and create an account for Accela. Once you have created an account log in
- Select "Engineering Permits"

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Announcements Logged in as:Elizabeth Barry Collections (0)	
WELCOME TO THE DEVELOP 901 CITIZEN PORTAL	
The Develop 901 Citizen Portal provides an online platform to apply for planning permits, engineering permits, construction permits and licenses, and to schedule construction inspections.	
We serve the following municipalities/areas: Memphis, Artington, Germantown, Lakeland, Millington, and unincorporated Shelby County. Projects in Bartlett and Collierville cannot be submitted here. Please apply in their respective offices.	
WE CARE WHAT YOU THINK!	
Please click here to take our survey.	
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Home Planning & Zoning Applications Construction Enforcement Licenses, Signs, & Elevator Engineering Permits Licenses, Signs, Belevator Engineering Permits	
Dashboard My Records My Account Advanced Search	
Hello, Elizabeth Barry	

- Read the general disclaimer and accept the terms in order to move forward. After doing this, click "Continue application"
- Click the drop-down arrow next to "Engineering City of Memphis" in order to see a list of different types of permits you can apply for.



• Select "Right of Way Permit" and the "Continue Application"

#### Step 1 – Instructions

- First, you will need to read the <u>City of Memphis Procedures for Street/Utility Cut Permit</u> document. Please make sure to read these through and to familiarize yourself with them if you are not already familiar with this document.
- After familiarizing yourself with the General Procedures, click "Continue Application"
- \*\*Note- at any point you can save your progress, close out of it, and resume the application later.\*\*

### **Step 2 – Application Information**

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Detail Information		
Application Name:		
General Description:		
Project Details - Part 1		
General Information		
Type of Work:	*Has a sewer availability request/approval been submitted/approved?:	
Select	○ Yes ○ No	
*Has an MOC (Memorandum of Conformance) beer (DPD)?:	issued by the Division of Planning and Development *Has a building permit application been submitted to Code Enforcement?:	
⊖ Yes ⊖ No	○ Yes ○ No	
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Fill these out to the best of your ability. If you have any questions with Sewer availability, MOC's, or Code Enforcement, here are some useful contacts below.

#### USEFUL CONTACTS

- Sewer availability
  - o Contact Qaladize, Faraedoon Faraedoon.Qaladize@memphistn.gov

- Memorandum of Conformance (MOC)
  - o Contact Norman Saliba Norman.Saliba@memphistn.gov
- Code Enforcement
  - Contact Bobby Decker <u>Bobby.Decker@shelbycountytn.gov</u>

### Step 3- Contact list

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Instructions		2 Application Information		3 Contact Information	4 Support Documentation	5 Review	6	7
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- Insert contact information. This will be the applicants that appear in the permit record. If there are more people you need on the emailing chains click ADD NEW.
- \*\*BE ADVISED They must have an Accela Account.\*\*

## <u>Step 4 – Support Documentation</u>

- Please attach your engineering drawings here:
- Click "Add"

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- You can select multiple documents at a time to upload. Then click "Continue"
- Now, you will need to go in and label what each of these documents are

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### <u>Step 5 – Review</u>

- Review all of the information to ensure that everything is correct. You have the opportunity at this time to go back and fix any mistakes.
- If everything looks good, click "Continue Application"

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At this time, your application will be submitted to Accela/City of Memphis for review and the assessment of fees.

# Step 6- Pay Fees

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\*\*The fees in the system are for the initial review fee. \*\*



We serve the following municipalities/areas: Memphis, Arlington, Germantown, Lakeland, Millington, and unincorporated Shelby County. Projects in Bartlett and Collierville cannot be submitted here. Please apply in their respective offices.

Having trouble accessing records or scheduling? You may need a browser refresh. Please click here and follow the steps.

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