

How To: Request a Permit Thru Accela

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

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

DEVELOP 901
MEMPHIS AND THE CITY OF MEMPHIS
DIVISION OF PLANNING
AND DEVELOPMENT

CITIZEN PORTAL

Spanish (MX) English (US)

Announcements Logged in as Elizabeth Barry Collections (0) Cart (1) Reports (4) Account Management Logout

*** All Division offices will close early at 1 pm on Friday, December 17, 2021.***

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, Arlington, 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.

Home Planning & Zoning Applications Construction Enforcement Licenses, Signs, & Elevators **Engineering Permits** Memphis Fire

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.



Having trouble logging in? Please click here and follow the steps.

Create an Application Search Applications Schedule an Inspection

Select a Record Type

Click the arrow > to the left of "Engineering" to expand the list. Choose one of the available record types. For assistance or to apply for a record type not listed below please contact us.

 Search

- Engineering - City of Memphis
 - ADA Curb Ramp
 - Bagged Parking Permit
 - Barrier Review
 - Cut Permit
 - Dumpster Permit
 - Fiber Optic and Underground Cable Permit
 - Floodplain Development Permit
 - Loading Zone Permit
 - Sign Installation
 - Right of Way Permit
 - Sidewalk Permit
 - Special Parking Permit
 - Traffic Control Permit
 - Valet/Ramping Permit
- Engineering - Unincorporated Shelby County

Continue Application >

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

Step 1 – Instructions

- First, you will need to read the [City of Memphis Procedures for Street/Utility Cut Permit](#) 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

The screenshot displays a web application interface with three main sections:

- Detail Information:** Contains two text input fields labeled "Application Name:" and "General Description:".
- Project Details - Part 1:** Includes a "General Information" section with:
 - A "Type of Work:" dropdown menu set to "--Select--".
 - Two radio button questions:
 - "* Has a sewer availability request/approval been submitted/approved?:" with "Yes" and "No" options.
 - "* Has an MOC (Memorandum of Conformance) been issued by the Division of Planning and Development (DPD)?:" with "Yes" and "No" options.
 - "* Has a building permit application been submitted to Code Enforcement?:" with "Yes" and "No" options.
 - A text input field for "Building Record Numbers:" with a "spell check" icon below it.
- Custom Lists:** A table titled "SANITARY SEWER" with columns "Item" and "Quantity (Linear Feet)". It shows "Showing 0-0 of 0" and "No records found." Below the table are buttons for "Add a Row", "Edit Selected", and "Delete Selected".

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
 - Contact Qaladize, Faraedoon Faraedoon.Qaladize@memphistn.gov

- Memorandum of Conformance (MOC)
 - Contact Norman Saliba Norman.Saliba@memphistn.gov
- Code Enforcement
 - Contact Bobby Decker Bobby.Decker@shelbycountyttn.gov

Step 3- Contact list

Right of Way Permit

1 Instructions	2 Application Information	3 Contact Information	4 Support Documentation	5 Review	6	7
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Step 3: Contact Information > Contact Information

In this page, fill in information for all contacts related to this application. Make sure the contact information is complete and current.

Applicant: This information pertains to the person applying for approval. In this section, you will supply the legal name of the applicant as it will be shown on your permit. It is important that you carefully and accurately communicate that information.

An Authorized Agent may submit this application on behalf of the Applicant. Please add contact information of the authorized agent in such case.

Licensed Professional: Depending on the scope of your project, a licensed professional may be required to perform the work. In this section, you will supply information of all licensed professionals who will do the proposed work, including subcontractors. If a licensed professional is the applicant, he/she needs to communicate their license information in this section as well.

For all licensed professionals listed here, please make sure that their licenses are not expired.

* indicates a required field.

Address

Please enter street number, select Search, and pick your address from the list. Select the parcel to add it to the record. Only type an address in directly if it is not in the list.

Street No.: Direction: Street Name: Street Type:

Unit Type: Unit No.:

City: State: Zip:

Contact List

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

Required Contact Type: Applicant

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
No records found.						

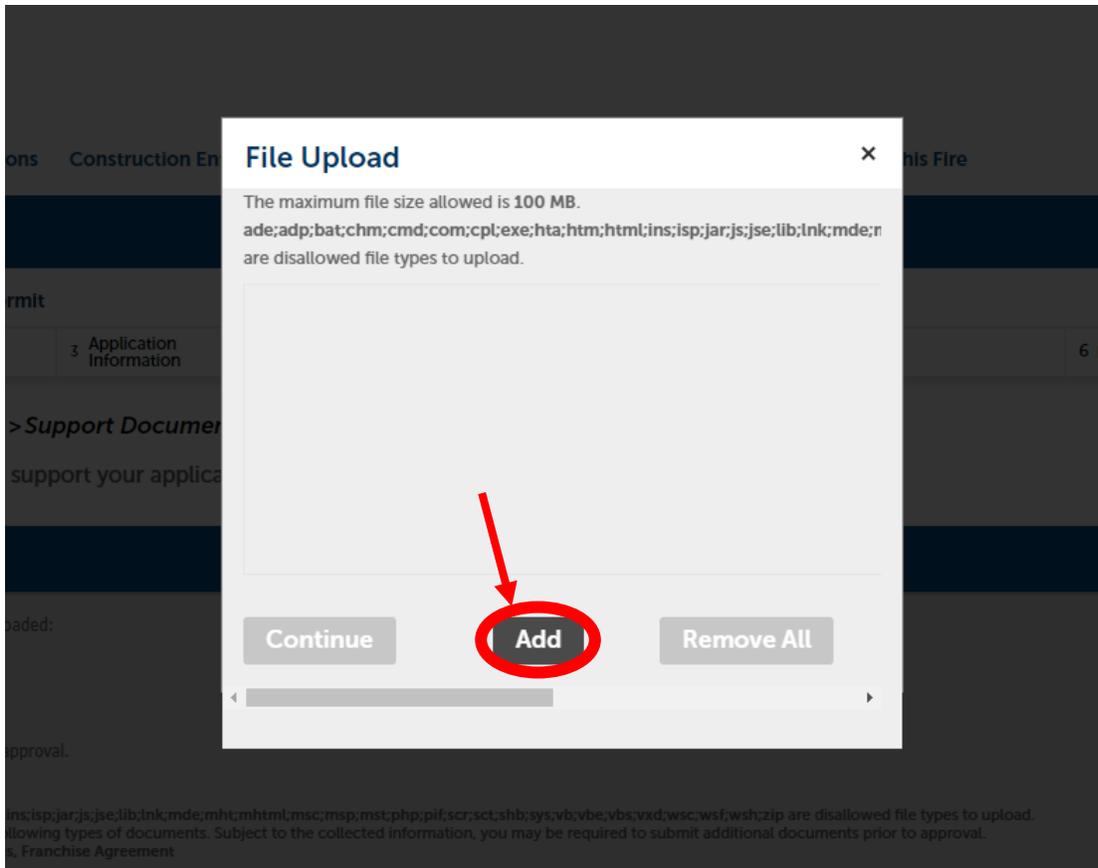
- Insert contact information. This will be the applicants that appear in the permit record. If there are more people you need on the emailing chains click ADD NEW.
- ****BE ADVISED – They must have an Accela Account.****

Step 4 – Support Documentation

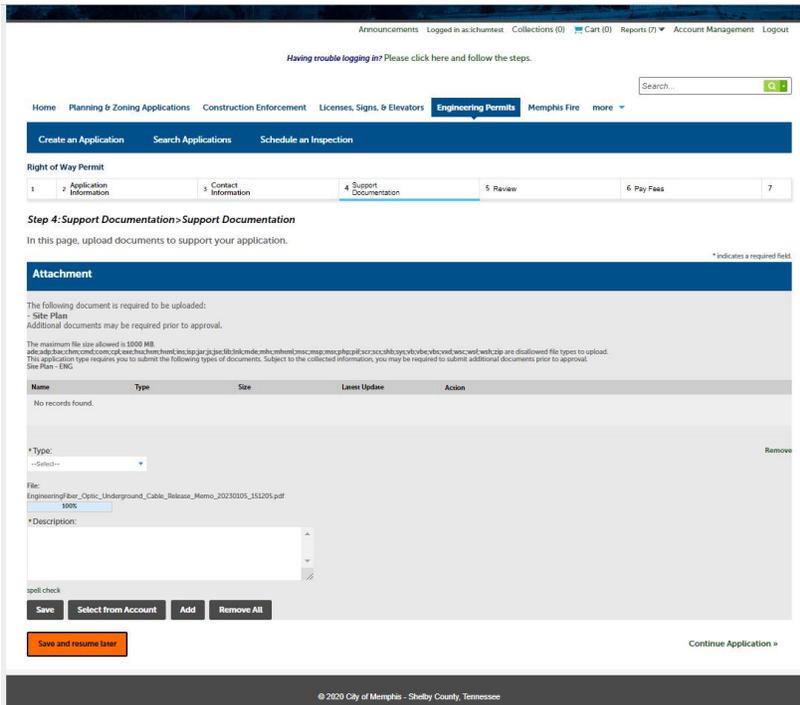
- Please attach your engineering drawings here:
- Click “Add”

The screenshot shows the 'DEVELOP 901' Citizen Portal for the Division of Planning and Development. The user is logged in as 'asichumtest'. The navigation menu includes 'Home', 'Planning & Zoning Applications', 'Construction Enforcement', 'Licenses, Signs, & Elevators', 'Engineering Permits', and 'Memphis Fire'. The 'Engineering Permits' section is active, showing a progress bar for a 'Right of Way Permit' with steps: 1 Application Information, 2 Contact Information, 3 Support Documentation (highlighted), 4 Review, 5 Pay Fees, and 6. The current step is 'Step 4: Support Documentation > Support Documentation'. The page instructs the user to upload documents to support their application. A table titled 'Attachment' shows no records found. Below the table, there is a 'Select from Account' dropdown and an 'Add' button, which is circled in red with a red arrow pointing to it. Other buttons include 'Save and resume later' and 'Continue Application >'. The footer contains the copyright notice: '© 2020 City of Memphis - Shelby County, Tennessee'.

- The following window will pop up. Click “Add” again and you will be taken to your files to select one.



- 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



Step 5 – Review

- 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”

Create an Application
Search Applications
Schedule an Inspection

Right of Way Permit

1	2	3 Contact Information	4 Support Documentation	5 Review	6 Pay Fees	7 Record Issuance
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Step 5: Review

Save and resume later
Continue Application >

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Rights of Way Permit

Detail Information Edit

Application Name: TEST DO NOT RUN
General Description: IBRAHIM CHUM

Project Details - Part 1 Edit

General Information

Has a sewer availability request/approval been submitted/approved?: No	Has an MOC (Memorandum of Conformance) been issued by the Division of Planning and Development (DPD)?: No
Has a building permit application been submitted to Code Enforcement?: No	

Custom Lists Edit

SANTARY SEWER
No Custom Lists data for the sub group above.

Address Edit

Contact List Edit

Required Contact Type: Applicant Minimum: 1

Showing 1-1 of 1

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
Ibrahim Sagassume	Cannon & Cannon Inc.	Applicant			ibrahimchum@gmail.com	Edit

Attachment Edit

The maximum file size allowed is 1000 MB.
adfc;adp;bac;chm;cmd;com;cpk;exe;hta;htm;html;ins;ipr;jar;jsp;js;lib;lnk;mda;mh;c;mhml;msc;mst;msp;php;pic;scr;scsh;sys;vbx;vbe;vsd;wsc;wsf;wsh;zip are disallowed file types to upload.
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.
Site Plan - ENG

Name	Type	Size	Latest Update	Action
EngineeringFiber_Optic_Underground_Cable_Release_Memo_20230105_151205.pdf	Site Plan - ENG	121.00 KB	01/06/2023	Actions

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

Step 6- Pay Fees

The screenshot shows the 'DEVELOP 901' logo and 'CITIZEN PORTAL' header. The user is logged in as 'asichumtest'. The navigation menu includes 'Home', 'Planning & Zoning Applications', 'Construction Enforcement', 'Licenses, Signs, & Elevators', 'Engineering Permits' (selected), and 'Memphis Fire'. Below the navigation is a search bar and a secondary menu with 'Create an Application', 'Search Applications', and 'Schedule an Inspection'. The main content area is titled 'Right of Way Permit' and shows a progress bar with steps 1 through 7. Step 6, 'Pay Fees', is the current step. Below the progress bar, the text reads 'Step 6: Pay Fees' and 'Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.' A table titled 'Application Fees' lists various fees with their quantities and amounts. A 'Recalculate' button is located below the table. The total fees are \$538.65. A note states: 'Note: This does not include additional inspection fees which may be assessed later.' A 'Check Out >' button is at the bottom of the form area. The footer contains the copyright notice: '© 2020 City of Memphis - Shelby County, Tennessee'.

Announcements Logged in as:ichumtest Collections (0) Cart (0) Reports (7) Account Management Logout

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Search...

Home Planning & Zoning Applications Construction Enforcement Licenses, Signs, & Elevators **Engineering Permits** Memphis Fire more

Create an Application Search Applications Schedule an Inspection

Right of Way Permit

1 2 3 Contact Information 4 Support Documentation 5 Review **6 Pay Fees** 7 Record Issuance

Step 6: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Plan Review Fee	1	\$525.00
Credit Card Use Fee	1	\$13.65
Sewer Tap Fee	<input type="text" value="0"/>	\$0.00
Sewer Tap with Traffic Control Fee	<input type="text" value="0"/>	\$0.00
Easement/Street and Alley Closure/Encroachment Fee	<input type="text" value="0"/>	\$0.00
Final Plat Re-record Fee	<input type="text" value="0"/>	\$0.00

TOTAL FEES: \$538.65
Note: This does not include additional inspection fees which may be assessed later.

Recalculate

Check Out >

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



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

- Home
- Planning & Zoning Applications
- Construction Enforcement
- Licenses, Signs, & Elevators
- Engineering Permits
- Memphis Fire
- more ▾

- Dashboard
- My Records
- My Account
- Advanced Search ▾

Cart

- 1 Select item to pay
- 2 Payment information
- 3 Receipt/Record issuance

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

No Address

1 Application(s) | \$538.65

▶ Right of Way Permit 23TMP-000843 Total due: \$538.65

Total amount to be paid: \$538.65

Note: This does not include additional inspection fees which may be assessed later.

- Checkout >
- Edit Cart >
- Continue Shopping >