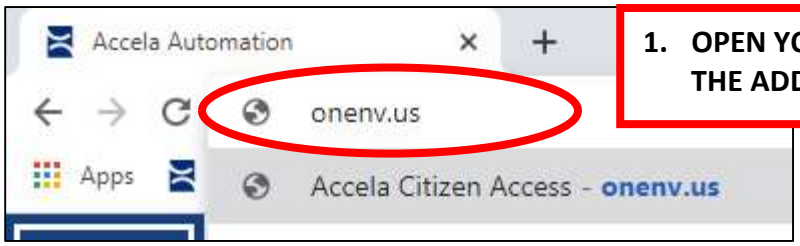
Online UST Construction Permit Application Submittal Instructions

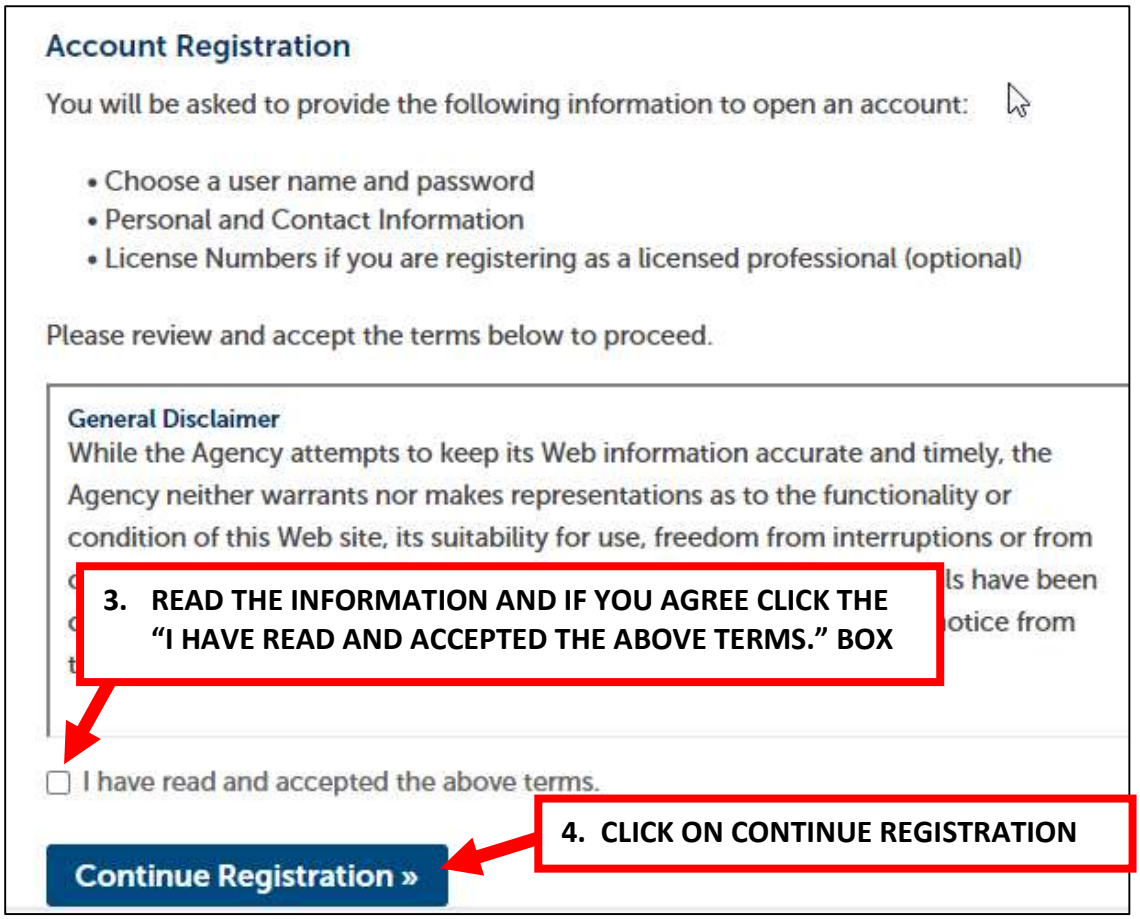


1. **OPEN YOUR INTERNET BROWSER AND IN THE ADDRESS BAR TYPE ONENV.US**

CREATE AN ACCELA CITIZEN ACCESS ACCOUNT

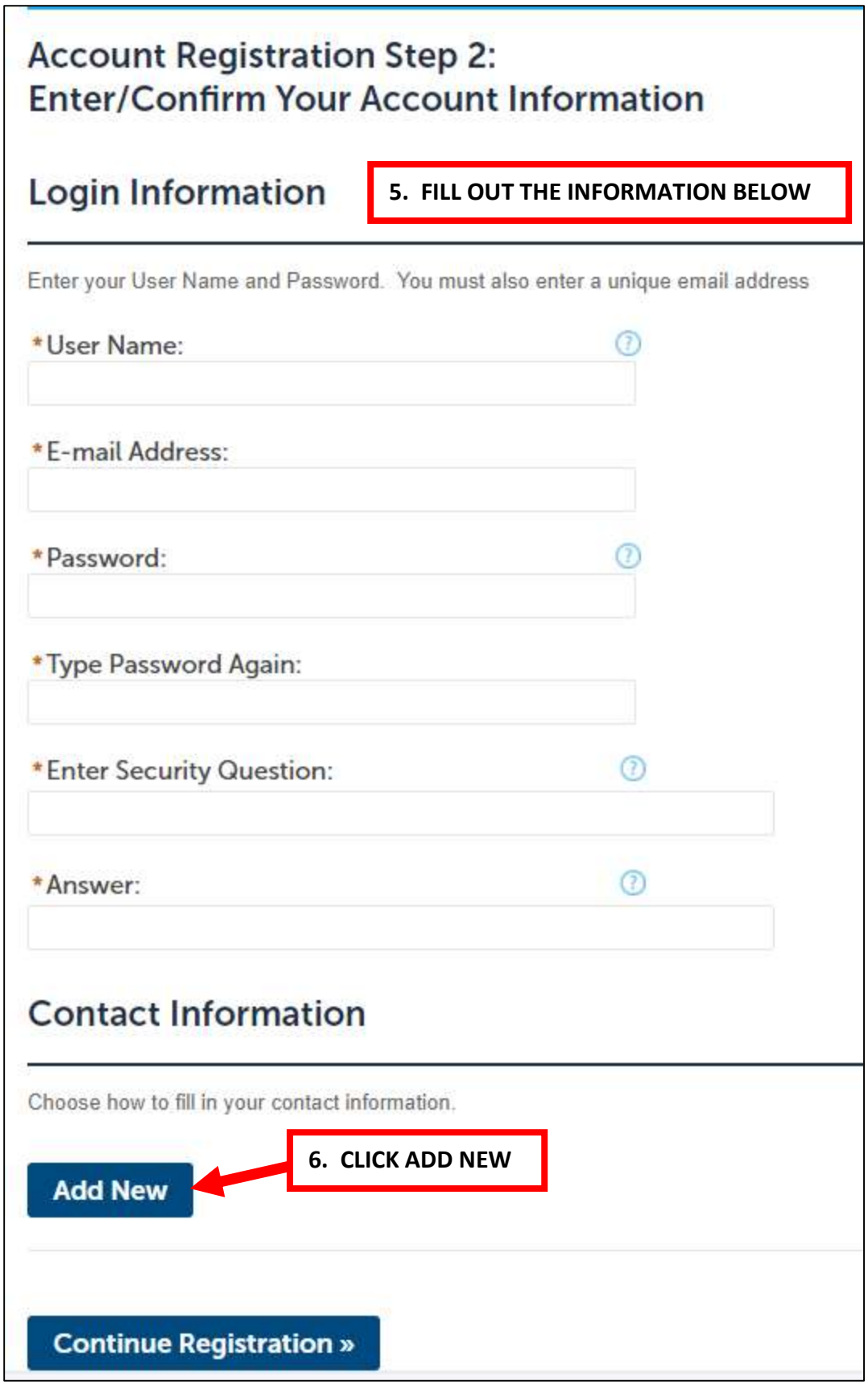
SKIP TO STEP 16 IF YOU ALREADY HAVE AN ACCOUNT

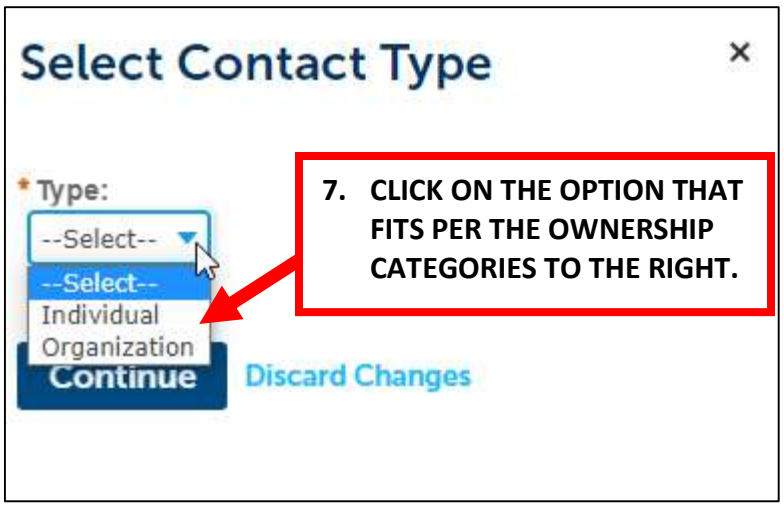
2. **CLICK ON REGISTER FOR AN ACCOUNT**



3. **READ THE INFORMATION AND IF YOU AGREE CLICK THE "I HAVE READ AND ACCEPTED THE ABOVE TERMS." BOX**

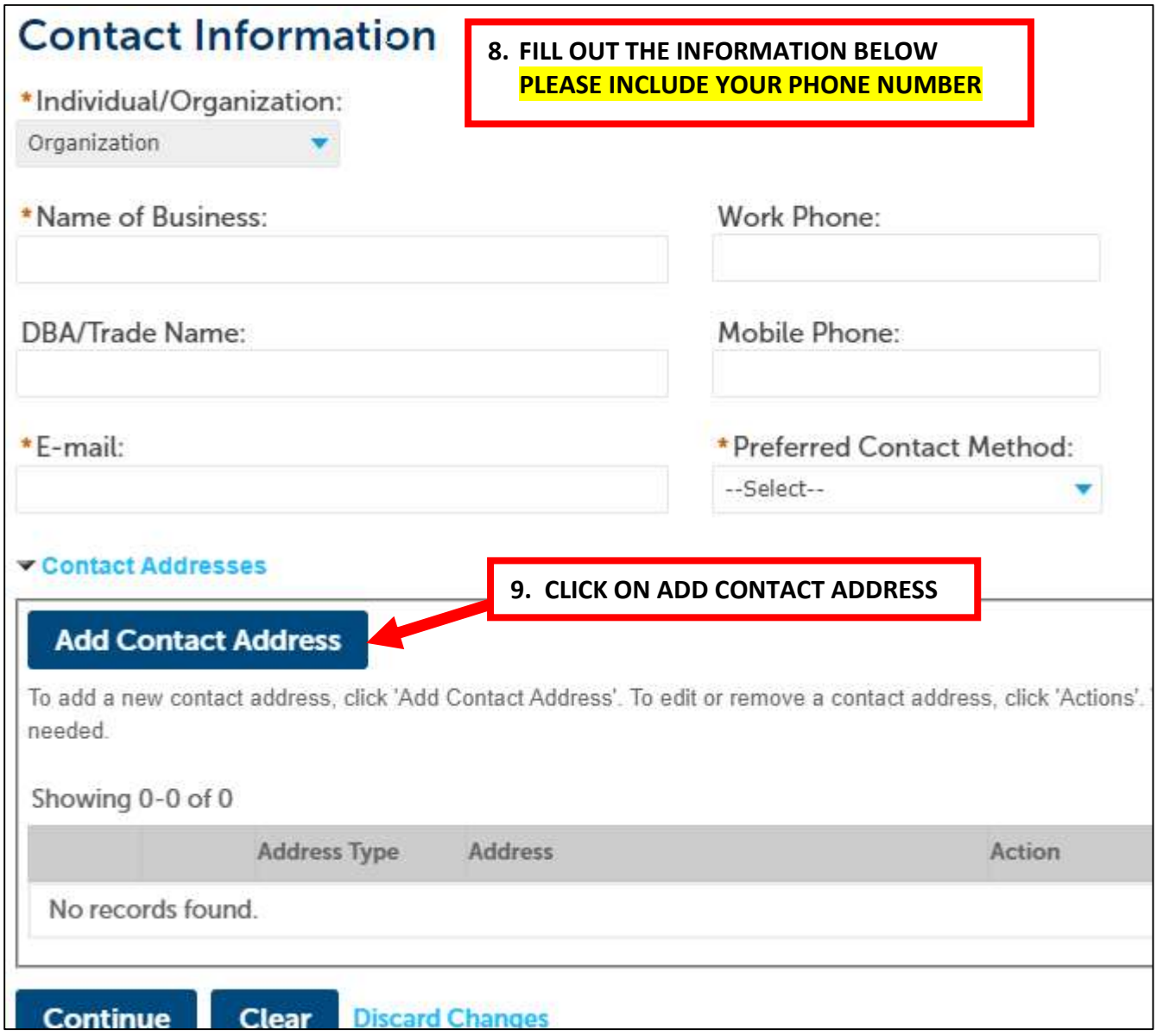
4. **CLICK ON CONTINUE REGISTRATION**

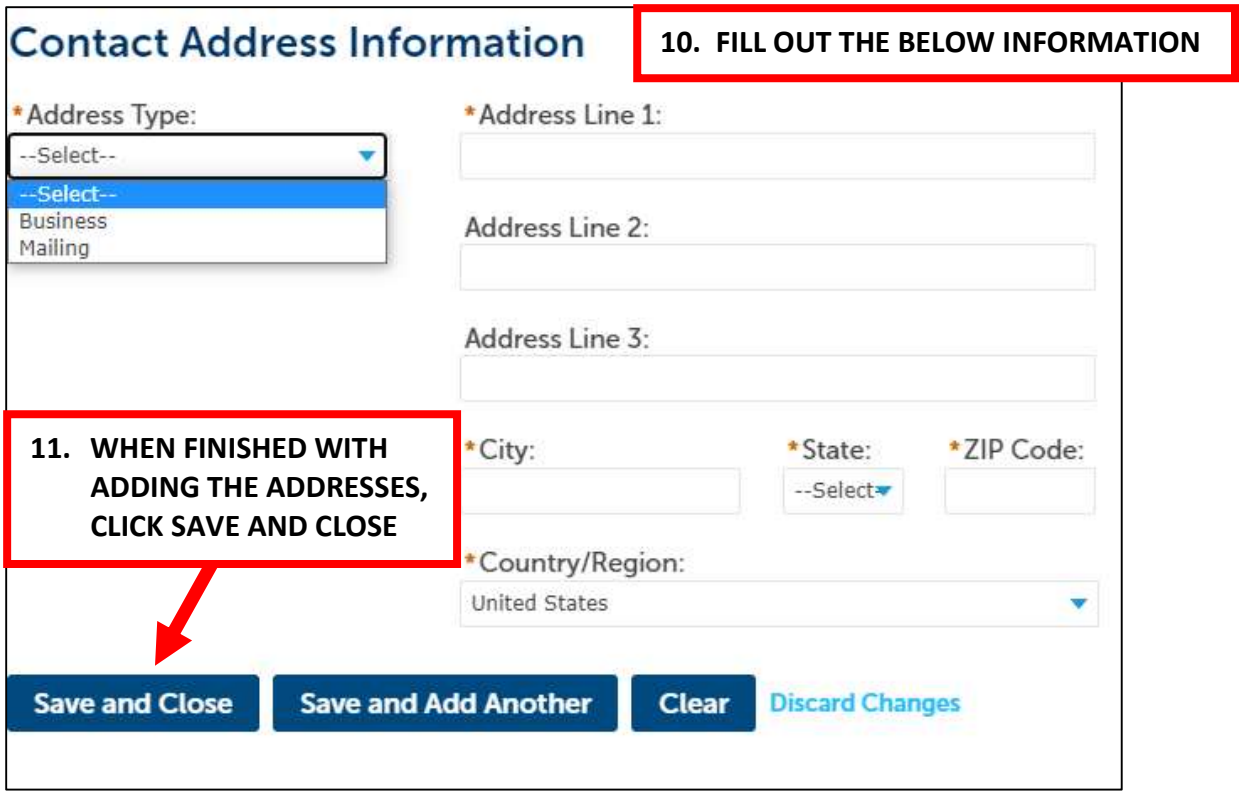

Account Registration Step 2:
Enter/Confirm Your Account Information
Login Information
5. FILL OUT THE INFORMATION BELOW
Enter your User Name and Password. You must also enter a unique email address
*User Name:
*E-mail Address:
*Password:
*Type Password Again:
*Enter Security Question:
*Answer:
Contact Information
Choose how to fill in your contact information.
6. CLICK ADD NEW
Add New
Continue Registration »

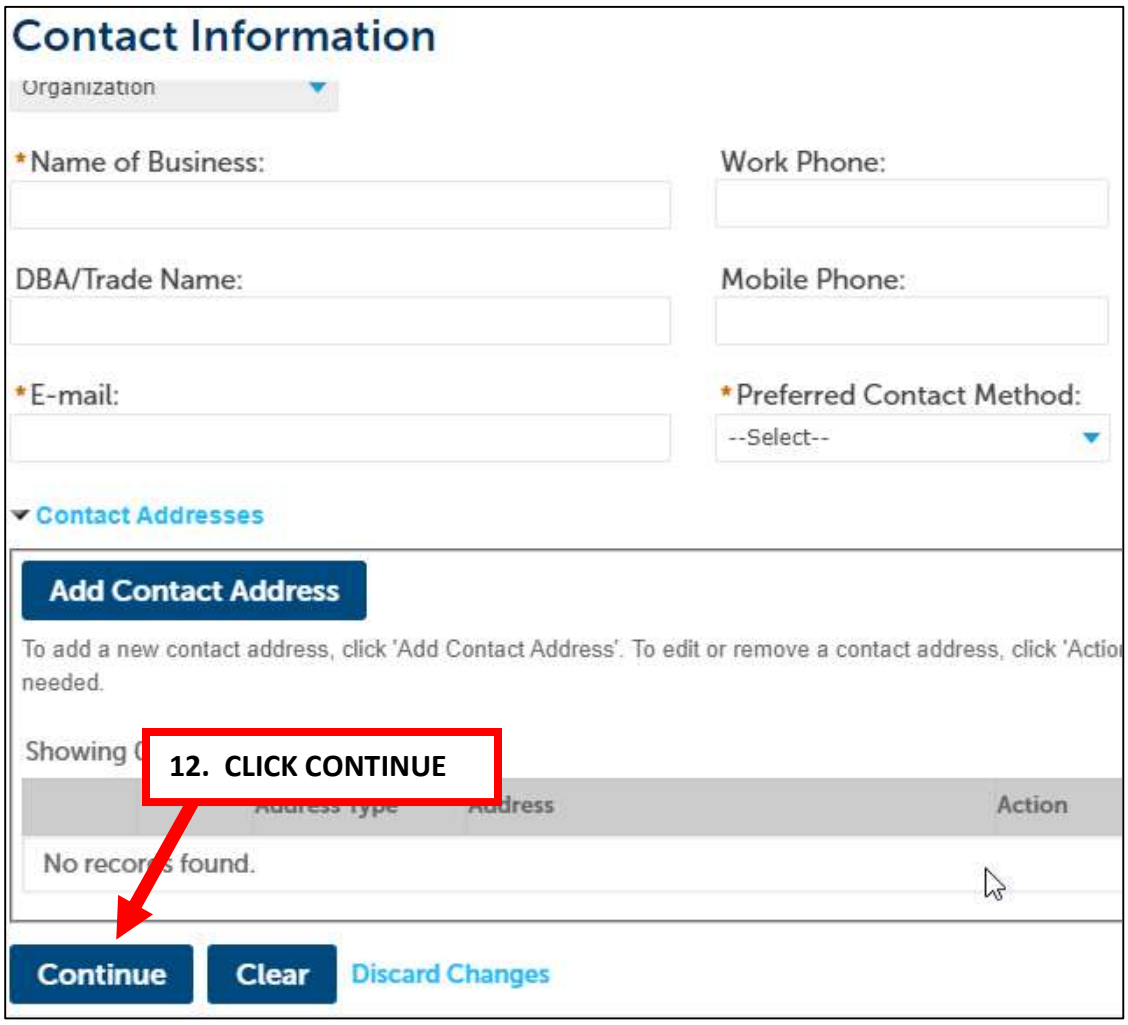


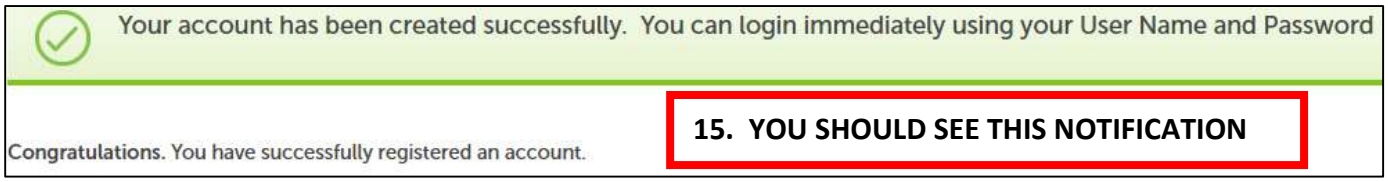
OWNERSHIP CATEGORY

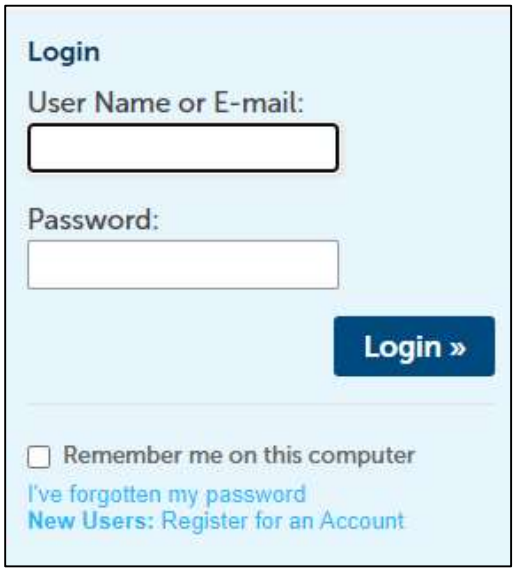
CORPORATION - ORGANIZATION
PARTNERSHIP - ORGANIZATION
LLC - ORGANIZATION
INDIVIDUAL - INDIVIDUAL




Contact Address Information
10. FILL OUT THE BELOW INFORMATION
*Address Type:
--Select--
--Select--
Business
Mailing
*Address Line 1:
Address Line 2:
Address Line 3:
11. WHEN FINISHED WITH ADDING THE ADDRESSES, CLICK SAVE AND CLOSE
*City:
*State:
--Select--
*ZIP Code:
*Country/Region:
United States
Save and Close
Save and Add Another
Clear
Discard Changes

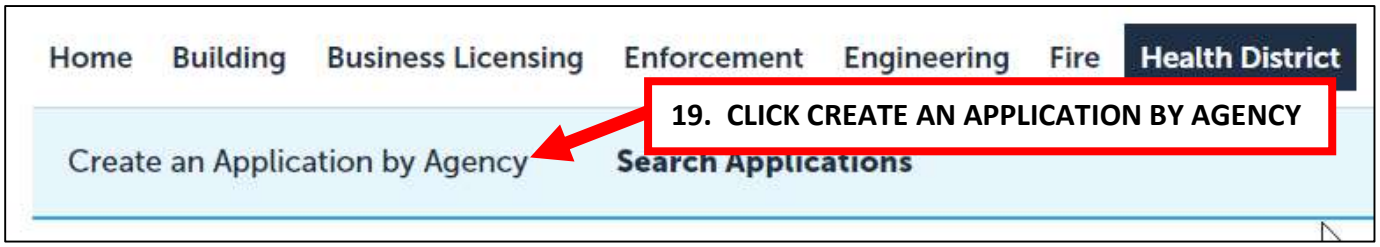

Contact Information
Organization
*Name of Business:
Work Phone:
DBA/Trade Name:
Mobile Phone:
*E-mail:
*Preferred Contact Method:
--Select--
Contact Addresses
Add Contact Address
To add a new contact address, click 'Add Contact Address'. To edit or remove a contact address, click 'Actio
needed.
Showing
12. CLICK CONTINUE
Address Type
Address
Action
No records found.
Continue
Clear
Discard Changes

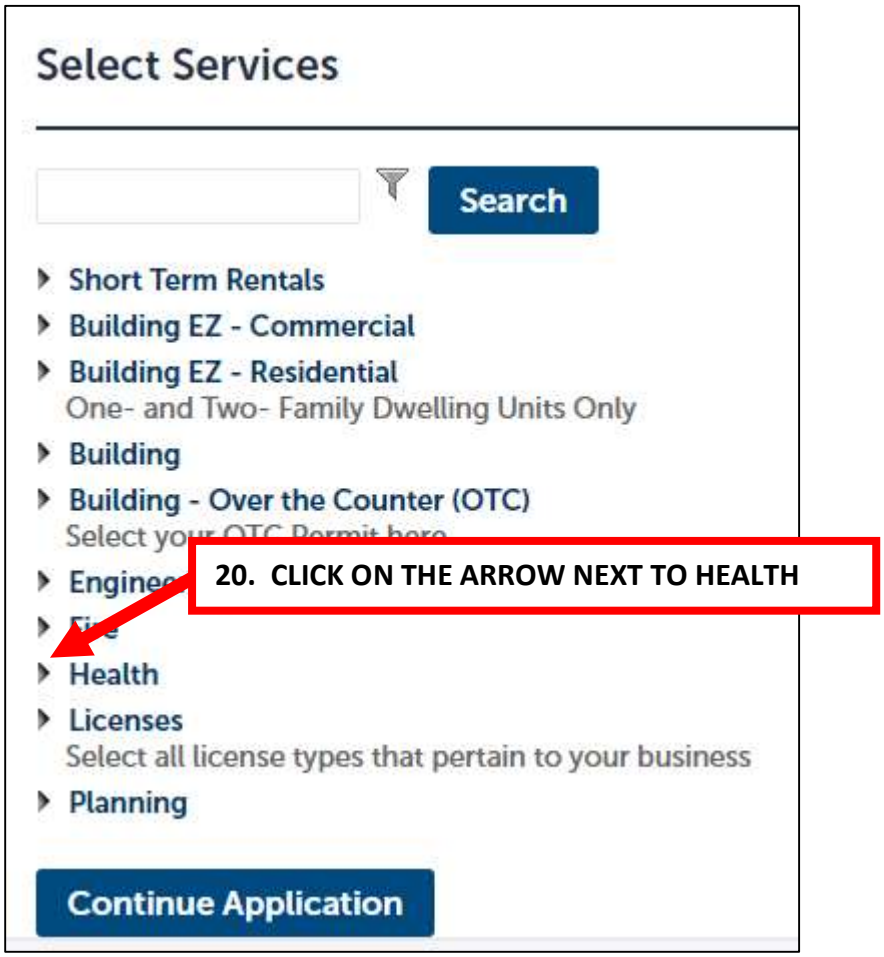


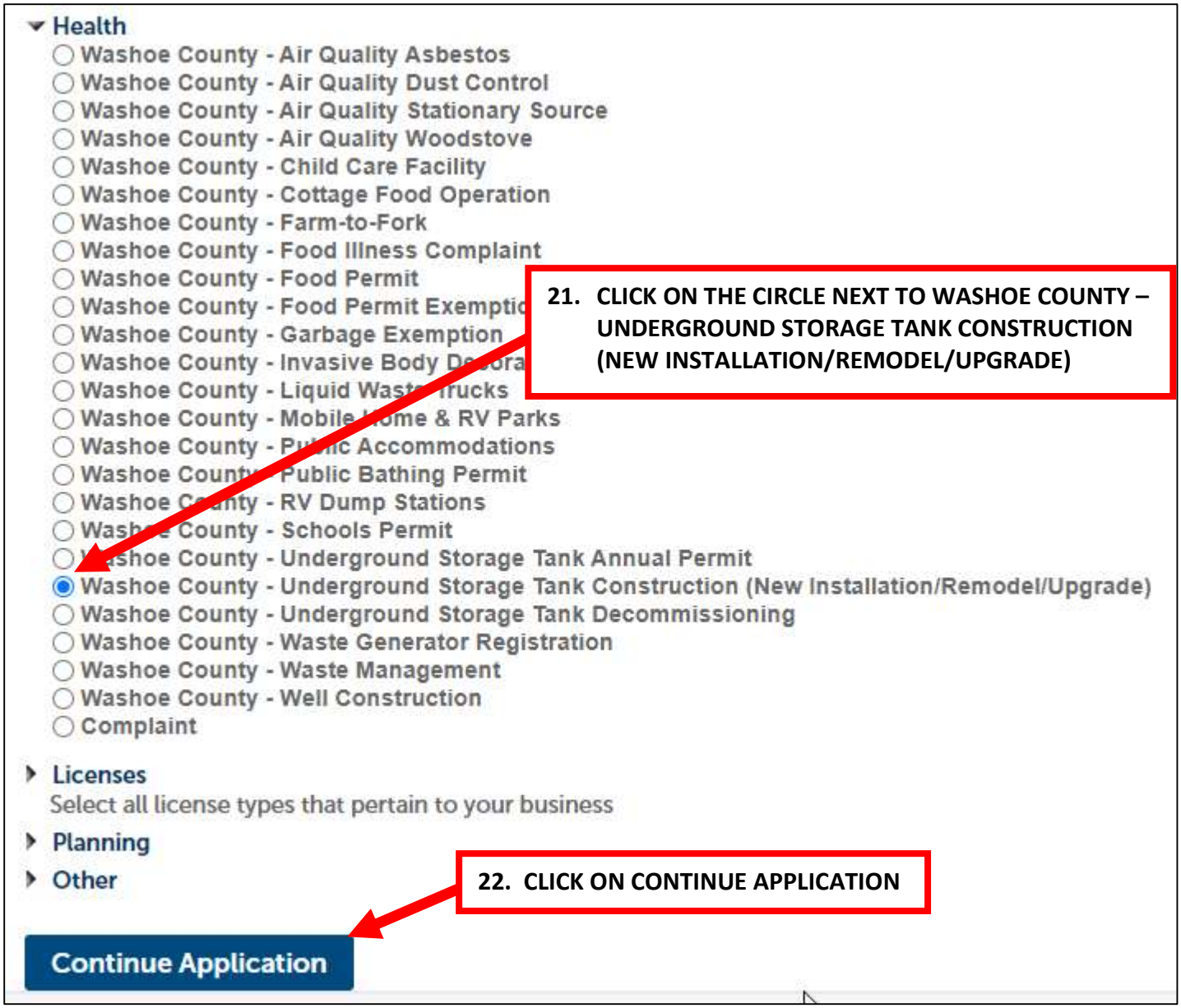


17. LOGIN WITH YOUR USER NAME AND PASSWORD YOU CREATED

Home
Building
Business Licensing
Enforcement
Engineering
Fire
Health District
Planning
Dashboard
My Records
My Account
18. CLICK HEALTH DISTRICT


Home
Building
Business Licensing
Enforcement
Engineering
Fire
Health District
19. CLICK CREATE AN APPLICATION BY AGENCY
Create an Application by Agency
Search Applications


Select Services
Search
Short Term Rentals
Building EZ - Commercial
Building EZ - Residential
One- and Two- Family Dwelling Units Only
Building
Building - Over the Counter (OTC)
20. CLICK ON THE ARROW NEXT TO HEALTH
Health
Licenses
Select all license types that pertain to your business
Planning
Continue Application



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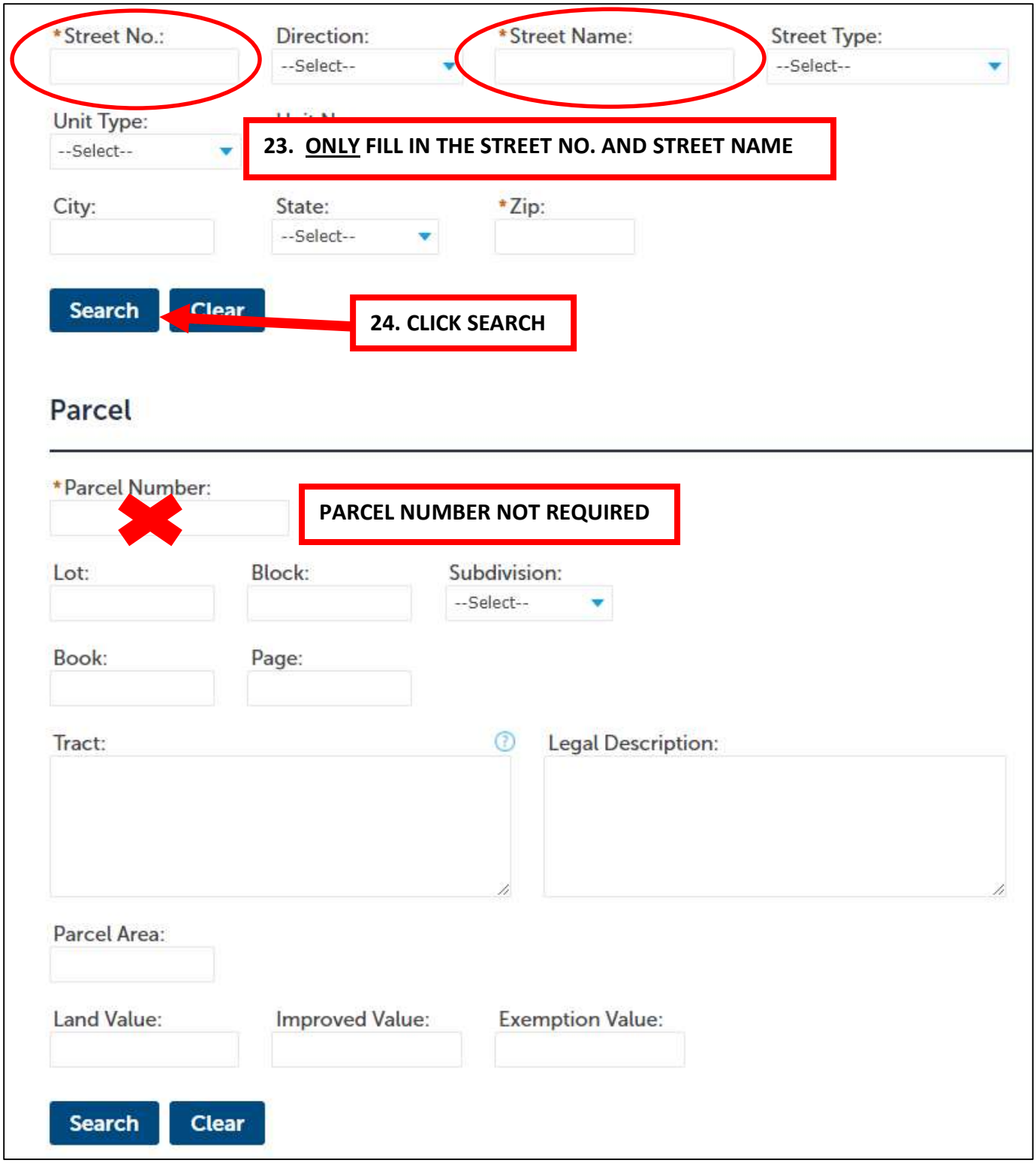
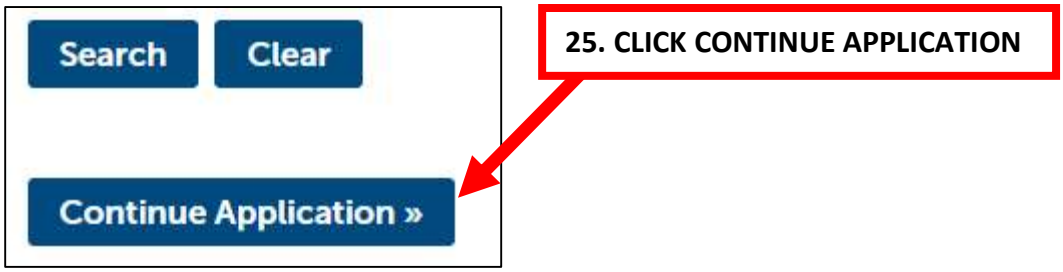
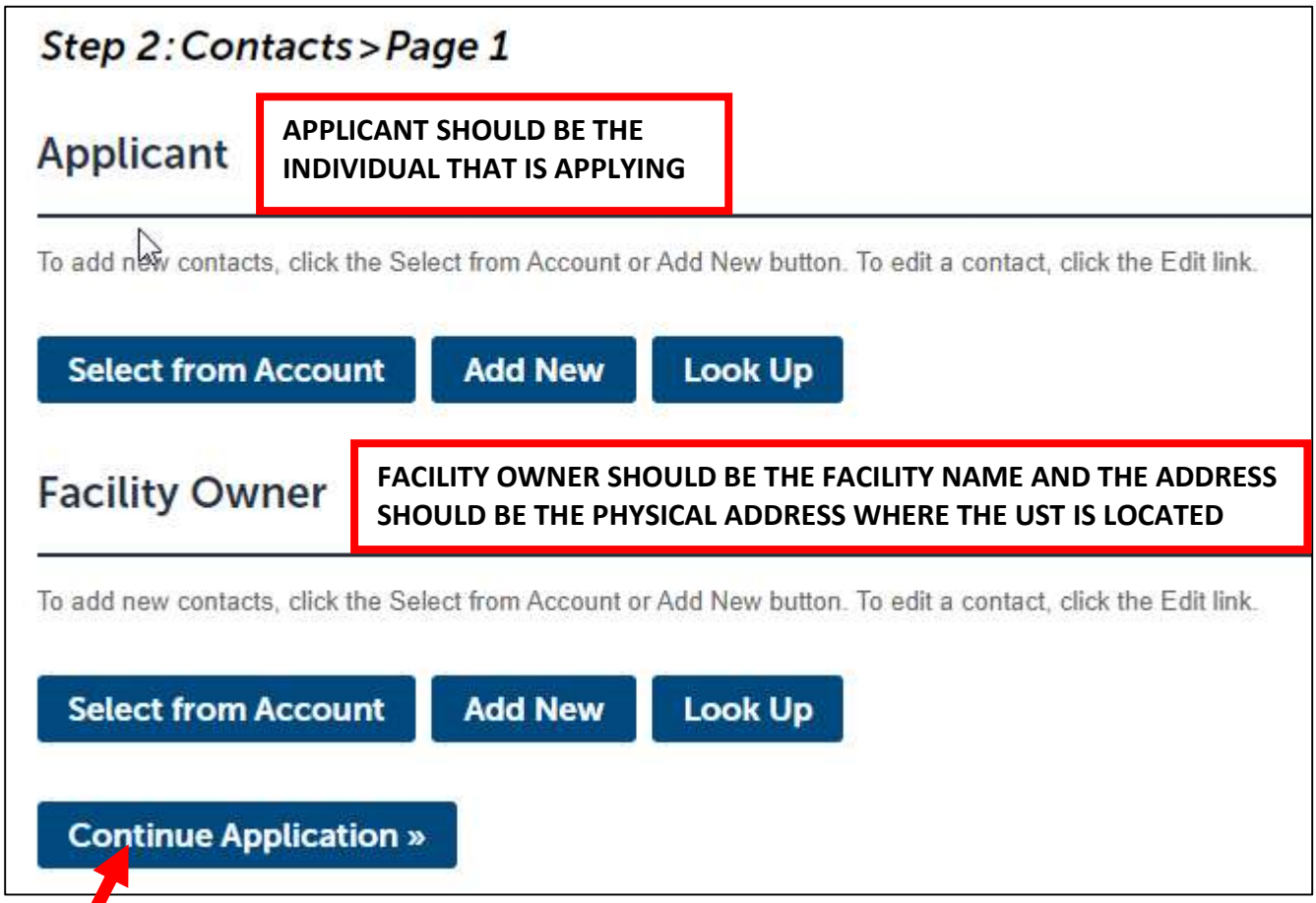

*Street No.:
Direction:
--Select--
*Street Name:
Street Type:
--Select--
Unit Type:
--Select--
23. ONLY FILL IN THE STREET NO. AND STREET NAME
City:
State:
--Select--
*Zip:
Search
Clear
24. CLICK SEARCH
Parcel
*Parcel Number:
PARCEL NUMBER NOT REQUIRED
Lot:
Block:
Subdivision:
--Select--
Book:
Page:
Tract:
Legal Description:
Parcel Area:
Land Value:
Improved Value:
Exemption Value:
Search
Clear


Search
Clear
25. CLICK CONTINUE APPLICATION
Continue Application »

26. ADD CONTACTS



27. CLICK CONTINUE APPLICATION

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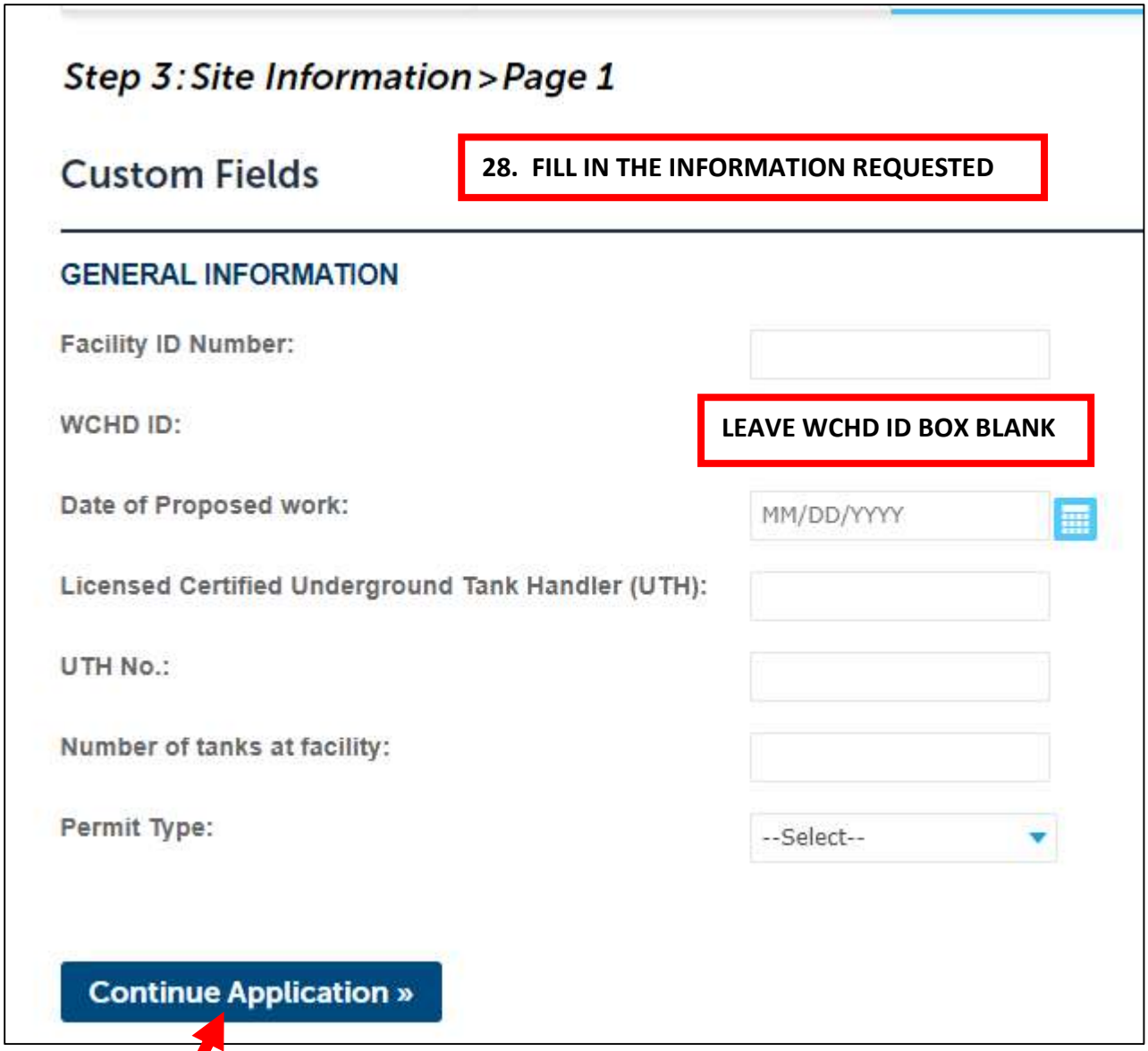
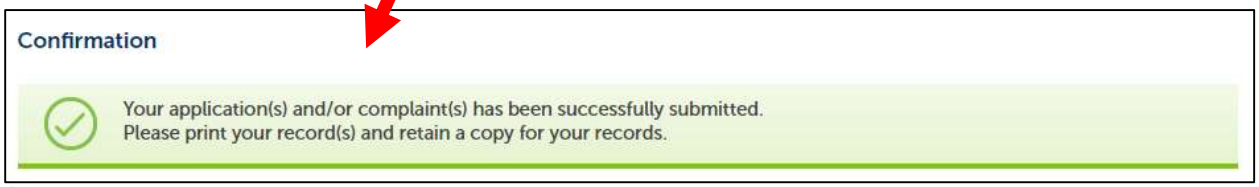


29. CLICK CONTINUE APPLICATION

30. VERIFY ALL THE INFORMATION IS CORRECT (IF INCORRECT CLICK EDIT TO THE RIGHT OF THE SECTIONS YOU WANT TO CHANGE)

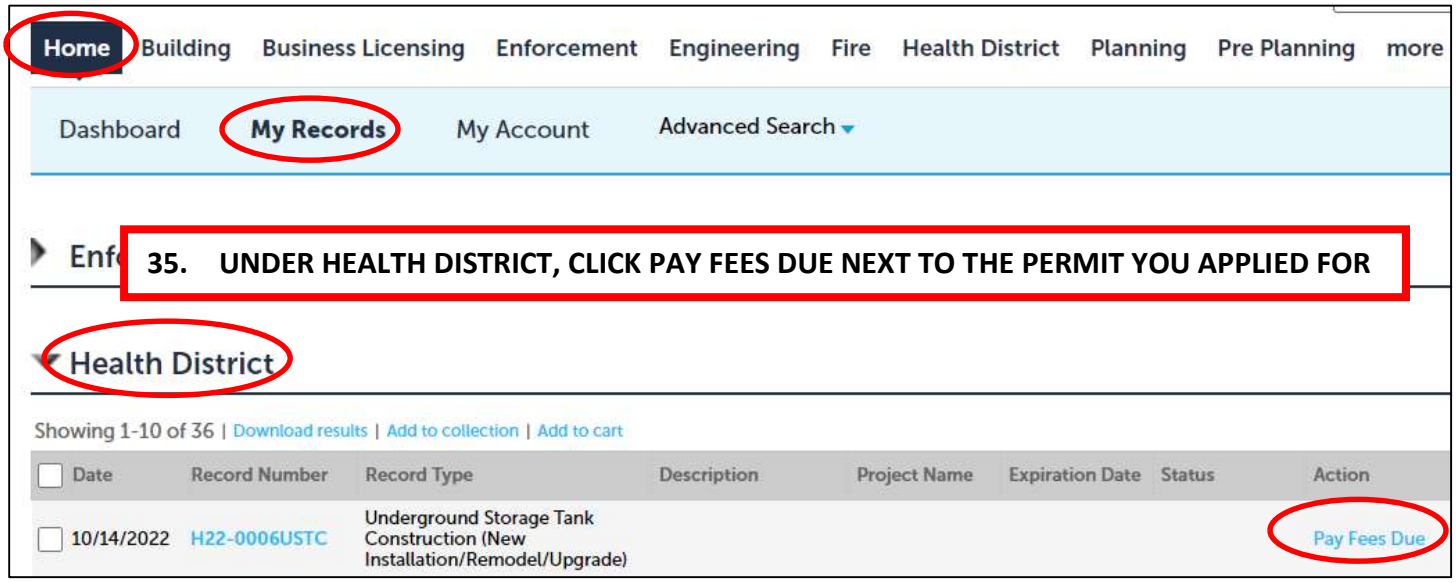
31. CLICK CONTINUE

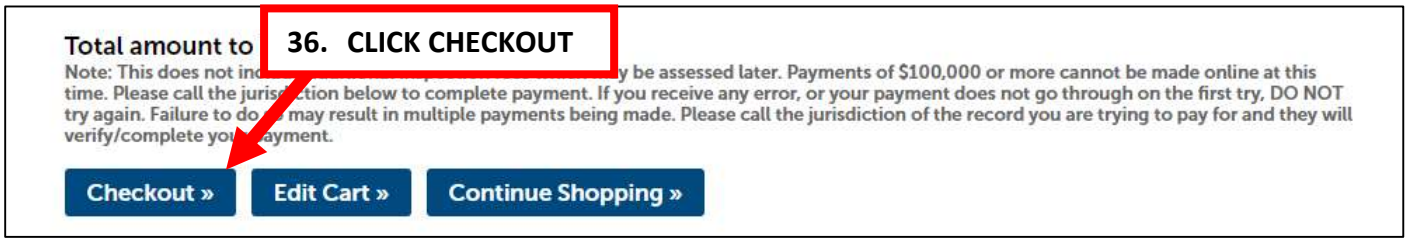
32. THERE SHOULD BE A CONFIRMATION THAT YOU SUCCESSFULLY SUBMITTED YOUR APPLICATION

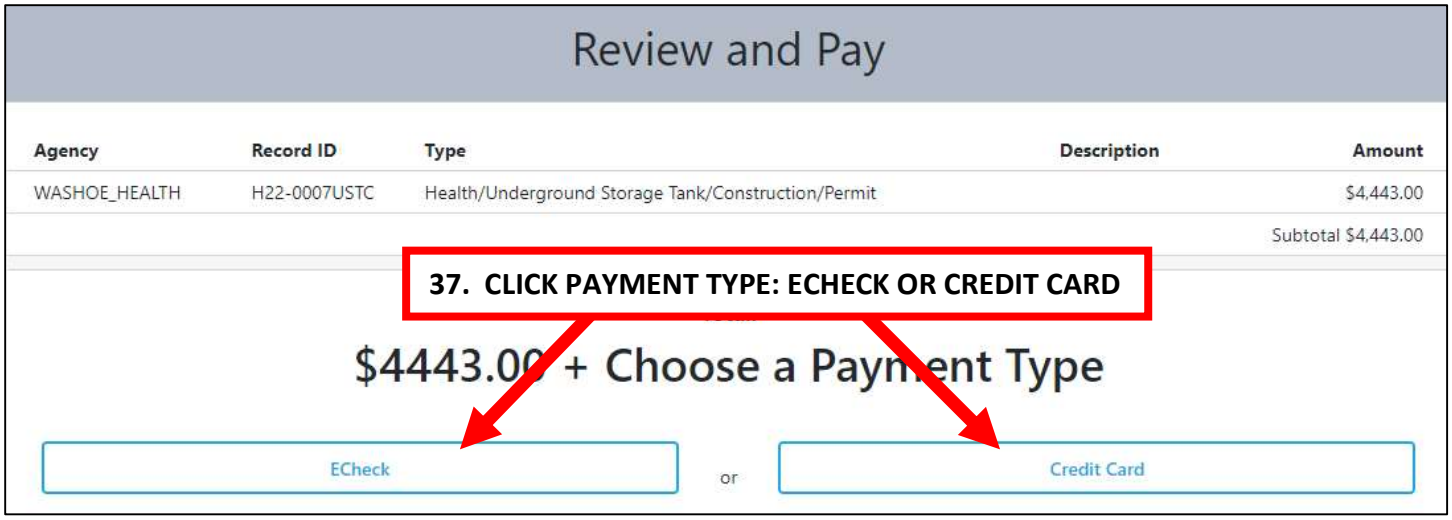


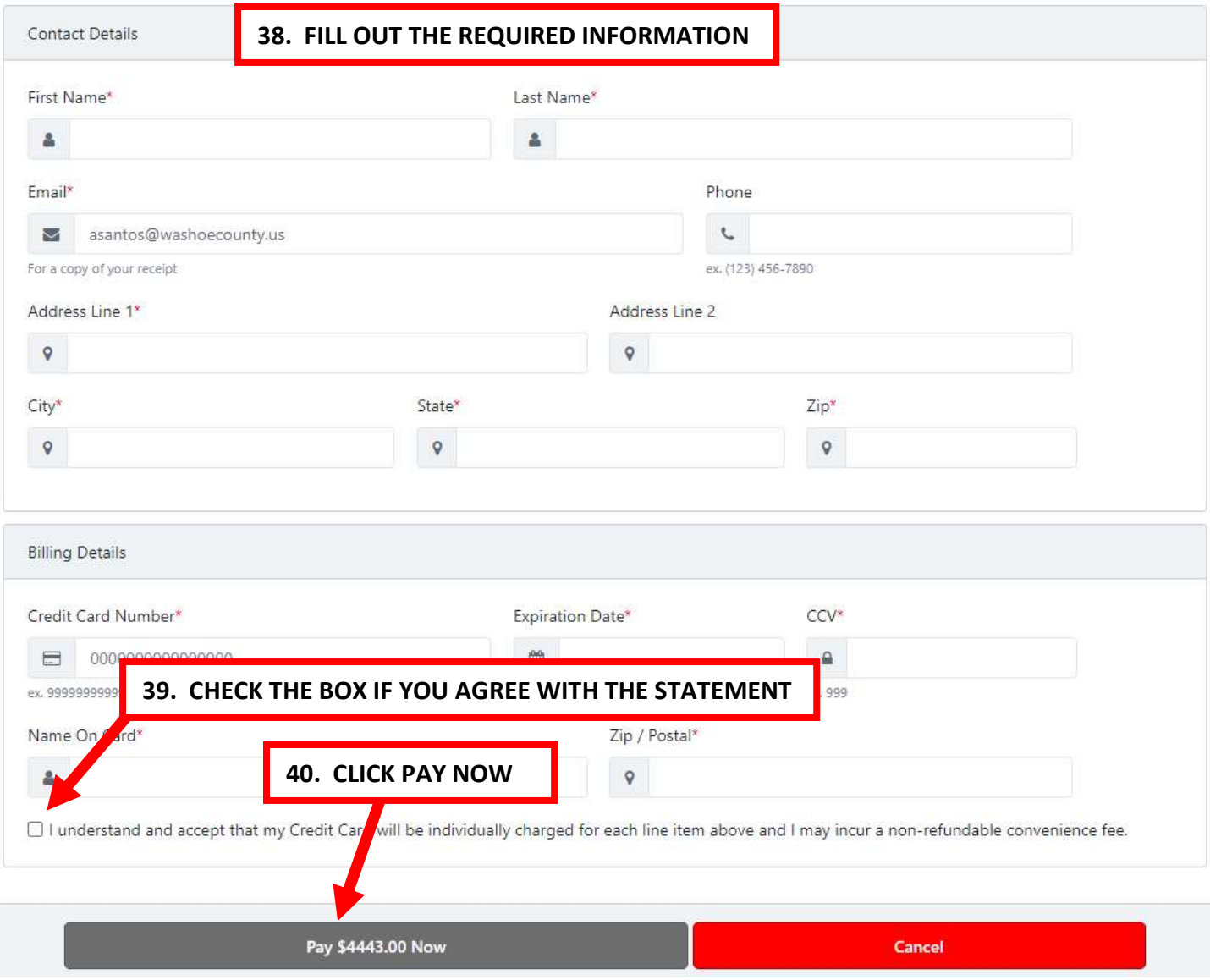
33. <u>ONCE THE APPLICATION IS REVIEWED, AN EMAIL WILL BE SENT NOTIFYING THE APPLICANT THE PERMIT FEES ARE READY TO BE PAID</u>

34. TO PAY, LOGIN TO YOUR ACA ACCOUNT AND CLICK ON MY RECORDS ON THE HOME TAB









41. APPLICATION SUBMITTAL IS COMPLETE