



Olmsted County Planning Department

How to Apply for a Permit in ACA

Guide to applying for building permits online

First, go to the web address - <https://aca-prod.accela.com/OLMSTED>

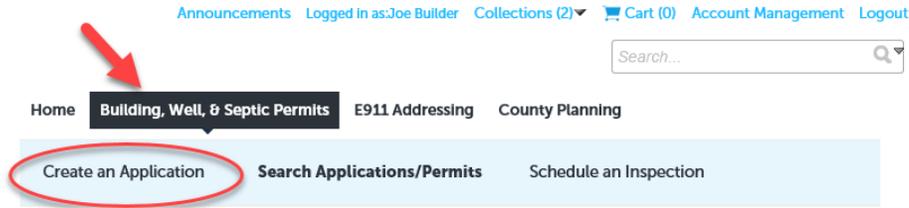
You must have a Citizen Access account to submit permit applications. For additional resources regarding creating an account, electronic submittal requirements for building permits, or other relevant permit information, go to - <https://www.olmstedcounty.gov/business/building-development-gis/building-well-septic/building-well-septic-inspections>

PLEASE NOTE: if there is not an official address assigned to the work site yet, the application cannot be submitted online. Please Contact the Olmsted County Planning Department at 507-328-7100 or planningweb@co.olmsted.mn.us

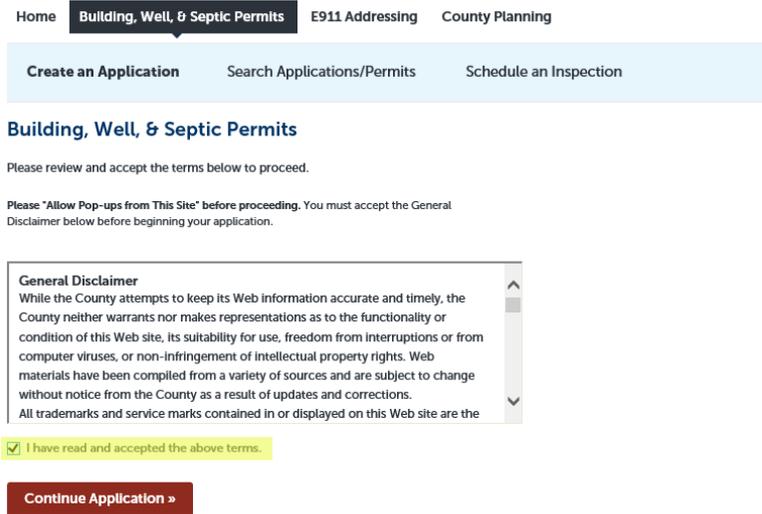
On the Citizen Access page, enter your username and password to log in.

The screenshot shows the Olmsted County Citizen Access Portal. At the top left is the Olmsted County Minnesota logo. To its right is the text "Welcome to the Olmsted County Citizen Access Portal" and "Main Phone: 507-328-7100". Below this are navigation links: "Announcements", "Accessibility Support", "Register for an Account", and "Login". A search bar is located below the navigation links. A menu bar contains "Home", "Building, Well, & Septic Permits", "E911 Addressing", and "County Planning". Below the menu bar is an "Advanced Search" dropdown. The main content area is titled "Welcome to the Citizen Portal" and contains a welcome message, a paragraph about the partnership with Accela, Inc., and a section titled "Access to these services is available by two methods:". Under this section, there are two options: "Unregistered (or anonymous) user" with a sub-link "Search and view records", and a "Login" form. The "Login" form is highlighted with a red box and contains fields for "User Name or E-mail:" and "Password:", a "Remember me on this computer" checkbox, a link for "I've forgotten my password", and a "Login »" button. At the bottom of the login form is a link for "New Users: Register for an Account".

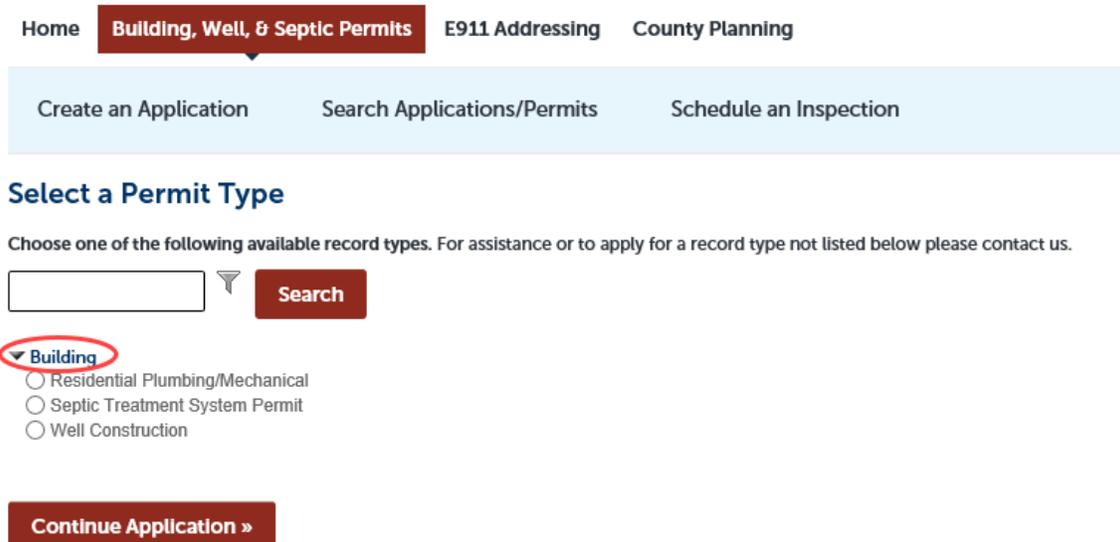
Towards the top of the page, click on Building, Well, and Septic Permits to get to the correct page for the application process. Then select Create an Application below where it says Building, Well & Septic Permits to begin the application process.



The first page when applying for a building/trade, well, or septic permit is the General Disclaimer which must be read and accepted to proceed.



The next page will prompt you to select a permit type. Click the "Building" link to open the different permit types available for online applications. Select the permit type for which you are applying and click "Continue Application". If the permit type you are applying for is not listed, please contact the Olmsted County Planning Department at 507-328-7100 for other submittal options.



Next you will search for the site address of the project. Only search using the house number and street name/number. Do not include street type such as St, Ave, or Blvd. If there is no site address, you can search by parcel number (only use the last 6 digits if searching parcel number). See search examples document here:

1 Site Location	2 Contractor Info	3 Applicant	4 Application Info	5 Review	6	7
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Step 1: Site Location > Address, Parcel, Owner

* indicates a required field.

Address

Please search to enter the work location for your permit application.

For best results, only enter the "Building No" and the "Street Name" and click the "Search" button. Our address system will validate the address and auto-populate the Parcel and Owner information. If there are two or more addresses that meet your search criteria please select the correct address from the returned list. Here are some search [Examples](#) and an [FAQ](#) to help if you are having issues searching your work location.

* Building No: <input type="text" value="8378"/>	Pre Type: <input type="text"/>	* Street Name: <input type="text" value="14"/>	Street Type: <input type="text" value="--Select--"/>	Direction: <input type="text" value="--Select--"/>
Unit No.: <input type="text"/>	Unit Type: <input type="text" value="--Select--"/>			
City: <input type="text"/>	State: <input type="text" value="--Select--"/>	Zip: <input type="text"/>		
* Inspection District: <input type="text"/>	IDP <input type="text"/>			
<input type="button" value="Search"/>	<input type="button" value="Clear"/>			

After the address search is completed, the rest of the site location information should auto fill. Click "Continue Application".

If you are a homeowner acting as your own contractor and are not a licensed contractor, you can skip the contractor info/licensed professional section. If you are a licensed contractor, select the "Look Up" button to enter your contact information as the contractor.

1 Site Location	2 Contractor Info	3 Applicant	4 Application Info	5 Review	6	7
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Step 2: Contractor Info > Contractor

* indicates a required field.

Licensed Professional

Please click on "Look Up" to select the contractor who will be doing the work.

←

If you are a licensed contractor, enter the name of your business in the "Name of Business" field and select the "Look Up" button at the bottom of the window. If you receive multiple search results, select the radio button to the left of the appropriate result and select "Continue". You will then be taken back to the Licensed Professional page in Citizen Access.

If you have any PDF attachments to submit with your application form such as energy worksheets, construction plans, spec sheets, site plan, etc. you will click the "add" button under the attachment section of this page. A separate window will open where you will click the "add" button again and select the document you want to attach from your computer. Then click "continue".

From here, you will need to select a document type and add a description. Then click "save"

Attachment

Only PDF files are allowed for upload.

Name	Type	Size	Latest Update	Action
No records found.				

* Type: Remove

Site Plan

File:
Site Plan.pdf
100%

* Description:
Anderson site plan

[spell check](#)

Save **Add** **Remove All**

Continue Application » **Save and resume later**

After you have added all of your attachments, click the "Continue Application" button at the bottom of the page.

Next you will select the applicant for this permit. Click the "Select from Account" button.

1 Site Location	2 Contractor Info	3 Applicant	4 Application Info	5 Review	6	7
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Step 3: Applicant > Applicant * indicates a required field.

Applicant

Choose "Select from Account" if you want to utilize your registered account information saved in Accela database or Property Owner information.

Otherwise, select "Add" to enter information.

If any changes need to be made to your Public User Contact information, please call 507 328-7100.

Select from Account **Add**

Continue Application » **Save and resume later**

A window will open showing your account information and the property owner information, if different than the account holders. Select the radio button to the left of the appropriate result and select "Continue".

Next you will complete the application info fields. Any field with a red asterisk (*) is a required field that you must complete. If there is a Custom List area, click the blue "Add a Row" button to complete these fields. Once all of the applicable information has been entered, click the "Continue Application" button at the bottom of the page.

This will take you to the review screen. Take a moment to review all entered information the certification at the bottom of the page. You must agree to the certification by checking the box at the bottom before clicking "Continue Application".

Custom Lists

EQUIPMENT PROVIDED Edit

No Custom Lists data for the sub group above.

I hereby apply for a trade permit, and I acknowledge that the information above is complete and accurate; that the work will be in conformance with the ordinances of Olmsted County and with the Minnesota Building Codes; that I understand this is not a permit, but only an application for a permit, and work is not to start without a permit; and that the work will be in accordance with the approved plan in the case of work which requires a review and approval of plans.

By checking this box, I agree to the above certification. Date: 03/17/2021

Continue Application >> Save and resume later

Congratulations! You have applied for a permit on the Olmsted County Planning Departments ACA website! To review your permit information, make payments, or check the status, click the blue link under the site address. The blue link is your permit number. For more information on making payments or checking the status of your permit visit:

<https://www.olmstedcounty.gov/business/building-development-gis/building-well-septic/building-well-septic-inspections>

Home **Building, Well, & Septic Permits** E911 Addressing County Planning

Create an Application Search Applications/Permits Schedule an Inspection

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

Step 3: Receipt/Record issuance

Receipt

 Thank you for your application/permit submittal. **Your application will be reviewed and you will receive notice of when payment is due and application is accepted.**

Please contact the Olmsted County Planning Department with any questions at 507 328-7100.

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