

HOW TO APPLY FOR A CERTIFICATE OF COMPLIANCE

- Go to <https://accela1.cabarruscounty.us/CitizenAccess/>
- **NEW USERS:** Register for an Account then **LOG IN**. **EXISTING USERS:** Login to your account
- Click **CONCORD PLANNING** to get started
- Click **CONCORD PLANNING** in the blue box below (Beside Search) to create a new record
- Click the box to accept the above terms and click **CONTINUE APPLICATION**
- **Enter Work Location:**
 - Put the street NUMBER in the **FROM** box
 - Skip the **TO** box
 - Put only the first 3 letters of the street name in the **STREET NAME** box (Example: 65 Church St. will be entered as 65 CHU)
- Click **SEARCH**
- **SELECT** the correct address to continue
- Select **OTHER** at the bottom of the list under **SELECT SERVICES**
- Select **CONCORD NEW TENANT CERTIFICATE OF COMPLIANCE**
- Click **CONTINUE APPLICATION**
- Property Information is provided; verify for accuracy, scroll to the bottom and click **CONTINUE APPLICATION**
- **APPLICANT**
 - Click **ADD NEW** and enter your business contact information
 - Make sure ALL of the starred items are filled in and click **CONTINUE**
- Confirm Applicant info OR Edit to correct
- Click **CONTINUE APPLICATION**
- Complete the information about your business (both Fields should be the same)
- **CONTINUE APPLICATION**
- Add documents (not required)
- Click **CONTINUE APPLICATION**
- Review information. If it is not correct, Click EDIT to make changes
- Click **CONTINUE APPLICATION** when complete
- You will receive **CONFIRMATION** you've submitted your application successfully
- Once the application is processed, an email will be sent with a link for payment, please **PAY PERMIT FEES**
- **AFTER PAYMENT OF FEES**, contact Fire Prevention to schedule your inspection. **AFTER** your inspection, please allow up to 24 hours to receive a copy of your Certificate of Compliance.