

## HOW TO APPLY FOR A SIGN PERMIT (CONCORD)

- 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
- Click **PLANS REVIEW**
- **PLAN REVIEW – BUILDING**
- **CONTINUE APPLICATION**
- Property Information is provided; verify for accuracy, scroll to the bottom and click **CONTINUE APPLICATION**
- **Applicant:**
  - **SELECT FROM ACCOUNT** (existing account contact info) or **ADD NEW**
  - **ADDITIONAL CONTACT** is not required
  - Make sure ALL of the starred items are filled in and click **CONTINUE APPLICATION**
- Complete **PROJECT TYPE & DETAIL INFORMATION** about the work being done, fill in ALL starred items
- Select **REVIEW TYPE: SIGN** in the drop-down box
- Click **CONTINUE APPLICATION**
- Accept the **PLAN ROOM ACKNOWLEDGEMENT**
- You will have a chance to upload Renderings, elevations, applications, etc. later on
- Review information. Click **EDIT** to make changes.
- Click **CONTINUE APPLICATION** when complete
- At this point your application has been submitted, but not complete. Upload Renderings, elevations, applications, etc.
- After the files have **PROCESSED**, click **CONTINUE**
- Label each plan with a title and sheet number
- Click **CONTINUE**
- Review the information to ensure you have uploaded all plans for review
- Click **FINISH**