

County of Monterey

Resource Management Agency

www.co.monterey.ca.us/rma
(831) 755-5025

Online Services

How to Apply Online for a Transportation Permit

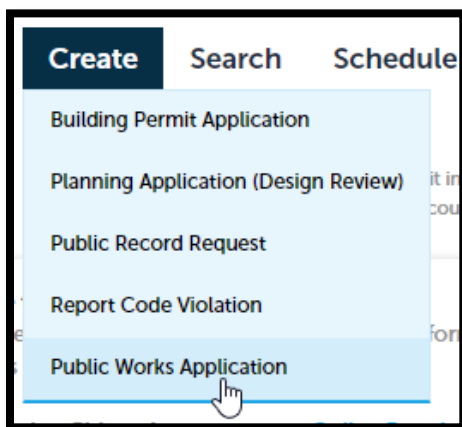
This document provides step-by-step instructions on how to submit a Transportation Permit application via Resource Management Agency's citizen access portal. Visit our [online services webpage](#) to see what other types of permits can be applied for online.

Preliminary Steps: Register for an ACA account

- ✓ Go to <https://aca.accela.com/monterey/Default.aspx> (or just search for "Monterey County Citizen Access") and register for a Citizen Access Account. Instructions for registering can be found in the document "[How to Register for a Citizen Access Account](#)".

Once you've registered for an account and verified that there are no outstanding issues on the property, you are ready to begin the actual application process.

- 1) Go to <https://aca.accela.com/monterey/Default.aspx> (or just search for "Monterey County Citizen Access") and log into your Citizen Access account.
- 2) When you first login you will see a list of any permit "collections" you may have created and any unfinished applications that you started.
- 3) To apply for a new permit, hover over the "Create" button and select "Public Works Application" from the drop-down list. This will take you to the first screen of the application.




- 4) During the application process, you will be prompted to step through several screens and provide the following information:
 - a. **Accept a General Disclaimer.**

- b. **Provide Contact information.** The primary contact associated with your Citizen Access account will be automatically added to your application. At least one “Permittee” contact type must be added to the application - you can also select additional contacts associated with your account or you can manually enter new contact information by clicking the “Add New” button.
- c. You will then be prompted to enter information related to the Transportation Permit application including:
- Type of load
 - Requested start and end dates
 - Description of work
 - Origin, destination and requested route
 - Permit type (annual or daily)
 - **Completed Application - you must upload a completed application. Without this, your application cannot be processed. Applications can be found here:**
<https://www.co.monterey.ca.us/home/showdocument?id=3904>

After entering the requested information and uploading the attachments, you will be taken to a summary page where you will have a chance to review and edit your entries if needed, and check a box to certify the truthfulness and authenticity of your submittal. The final page will indicate that your application has been successfully submitted and provide a file number for your application. Remember this number for future correspondence.

1 2 Contacts 3 Application 4 Review 5 Pay Fees 6 Application Submitted

Step 6: Application Submitted

 Your application has been successfully submitted.
Please print your record and retain a copy for your records.

Thank you for using our online services.

Your Record Number is 17CP01123.

Remember your application number

You will need this number to check the status of your application or to schedule/check results of inspections.

What Happens After Application Submittal?

Upon receipt of the application, staff will review your application and assess application fees. An invoice will be emailed to you requesting payment of application fees which can be paid online via credit card or e-check. Click here for instructions on making a payment online using Citizen Access:

<http://www.co.monterey.ca.us/home/showdocument?id=63959>

Application fees must be paid before the permit can be issued. When the permit is ready to issue, you will receive an email notifying you that the permit card has been issued and uploaded to the “Attachments” section of the permit on Citizen Access.