

Bernalillo County Citizen Access

Create an Application or, 'Pull a Permit'

Note: These steps are to be used from a laptop/computer only, not a cell phone or tablet

1. Log into BernCo Citizen Access, <https://aca-prod.accela.com/bernco/Default.aspx>

User Name or E-mail: Password: [Login »](#)

2. From the top horizontal menu, select **Building**. Then, from the menu directly below select **Create an Application**

Home **Building** Planni

Create an Application

3. Check the disclaimer box then select **Continue Application**

I have read and accepted the above terms.

[Continue Application »](#)

4. At the next window, we're going to select the License. Select the dropdown menu just below License and select your respective Contractor License #, then select **Continue Application**

Select a License

Select your NM State License number required to obtain your permit.

* Licenses:

Contractor 123456789*

Martin Lewis
PDS CONTRACTOR
111 Union Square St SE
Albuquerque, NM 87102

Home Phone:505481579
Mobile Phone:5052053655
Fax:
Contractor
123456789

[Continue Application »](#)

5. At the next window, we're going to option the Permit/Record Type. Look just below the open box field along the left side for **Building** – select it. It will expand to show all permit types – select one. Then select **Continue Application**

Select a Record Type

Only choose one of the following record types you're
Development Services staff at 505-314-0350.

[Search](#)

- ▼ **Building**
- Electrical Commercial
 - Electrical Residential
 - Mechanical Commercial
 - Mechanical Residential
 - Plumbing Commercial
 - Plumbing Residential

[Continue Application »](#)

- The next window is verifying you as the Contractor on record. Select **Continue Application**, found along the lower right side.

Electrical Residential

1 Contractor Info 2 Location 3 Permit Information 4 Review 5 Pay Fees 6

Step 1: Contractor Info > Applicant and Location * indicates a required field.

Licensed Professional

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

Martin Lewis
PDS CONTRACTOR
 License Type: Contractor
 License Number: 123456789
 Address: Albuquerque 87102
[Edit](#) [Remove](#)

[Save and resume later](#) [Continue Application >](#)

- Next, we will select the actual site for which the permit is being pulled. As mentioned on the ACA page, enter the street number and only the first three letters of the respective street name then select **Search**. Note: if multiple addresses appear in a popup window, select the applicable location.

Step 2: Location > Location Information

Enter Street No. and The First 3 Letters of the Street Name only then click the 'Search' button to validate address. Only valid addresses will be accepted. * indicates a required field.

Address

*Street No.: 415 *Street Name: Silver Street Type: Ave Direction: --Select* Unit No.:

City: Albuquerque State: NM Zip: 87102

[Search](#) [Clear](#)

- All information groups below will then become populated with related information, ie. **Address, Parcel, and Owner**.
- Next, within the Applicant group at the very bottom, click **Select from Account**

Applicant

To add a new contact, click the Add Contact link. To edit a contact, click the link next

[Select from Account](#) [Add New](#) [Look Up](#)

- A popup will appear with two or three contact options to select from – select the option with Associated License – Contractor, then select **Continue**

Select Contact from Account

Select a contact to attach to this application.
 If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-3 of 3

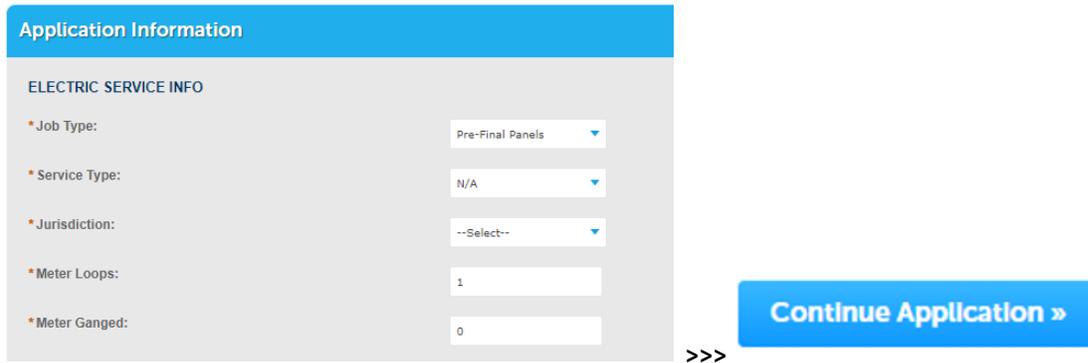
Category	Type	Name
<input type="radio"/> Associated Contact	Applicant	Martin Lewis
<input checked="" type="radio"/> Associated License Contractor		PDS CONTRACTOR Martin Lewis Contractor 123456789
<input type="radio"/> Associated Owner		COUNTY OF BERNALILLO

[Continue](#) [Discard Changes](#)

11. You should now see **Contact added successfully**. Select **Continue Application** in the far, lower right.



12. Next is Permit Information, identifying specifics of the job. Select/Enter all required information then select **Continue Application** in the far lower right.



13. Next is Review page. Please read through to identify any changes or confirm to move forward. You can select Save and resume later in the upper left portion of the page or select **Continue Application**.

14. Fee payment is next. To do so, select **Check Out** in the far lower left of the page.

TOTAL FEES: \$43.50
Note: This does not include additional inspection fee:



15. The next page summarizes license type and amount due – select **Checkout**

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for later link.



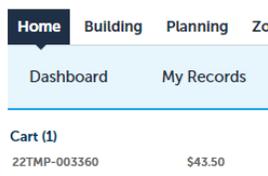
Total amount to be paid: \$43.50
Note: This does not include additional inspection fees which may be assessed later.



16. Credit card payment entry is at the next window. Please populate accordingly then select **Continue**.

17. Our permit techs usually process within two hours.

18. When ready, the new record will appear at your ACA login page,



** For questions about the permit itself, please contact our permit techs at:

OFFICE: 505.314.0351

EMAIL: permits@bernco.gov

** For issues with this process, please contact our Accela staff at:

Accela@bernco.gov

