

# Submitting an Individual Permit Application (Non Utility)

Home Permits Licensing Planning and Zoning Complaints/Violations **Public Works**

Create an Application Search Applications Schedule an Inspection

**Individual Permit Application**

1 Contact Information 2 Contractor 3 Application Information 4 Location Information 5 Road Cut Information 6 7 8 9

**Step 1: Contact Information > Contractor Information** \* indicates a required field

**Applicant Information**

Applicant Information

\* Please select which utility company: ⓘ  
General Row Work

**Applicant**

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

✔ Contact added successfully.

**Scott Blizzard**  
blizzard@percivall.com  
Home phone: (443)622-2356  
Mobile Phone:  
Work Phone: (410)222-7344  
Fax:  
Edit Remove

▼ Contact Addresses

**Add Contact Address**

To add a contact address, click the address link.  
Required contact address type(s): Mailing Address

Showing 1-1 of 1

Address Type	Address	Action
Mailing Address	2662 Riva Road, Suite 310	Actions ▼

**Application Delegates**

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

**Select from Account** **Add New**

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
No records found.						

**Job Site Address**

For best results, enter just the Street Number and the first few characters of the Street Name, then hit Search. A list of matching addresses will appear, and you must select the correct address from the list.

\* Street No.: 2662 \* Street Name: #2VA Street Type: RD Unit No.:  
City: ANNAPOLIS State: Zip: 21401

**Search** **Clear**

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

## Individual Permit Application

### Applicant Information

Select General/RoW Agreement/Government  
*If you're a Utility, refer to the Utility Instructions.*

*If you select Government, you must provide a County Project Number in one of the Job Number fields.*

### Applicant

Click [Select from Account](#) and select your name from the [Contact](#) list.

*You can add your information in the Account Management section.*

### Application Delegate

Click [Select from Account](#) and select your [Delegate](#) from the [Contact](#) list.

*Select Application Delegate in the popup window.*

*A Delegate entered in this section will only have access to this permit.*

*You can add enter a [Delegate](#) directly or select from your [Contact](#) list.*

### Job Site Address

Enter a House Number ([Street No.](#)) and the first couple of letters in the [Street Name](#) field.

Click Search.

Select an [Address](#) in the popup window. Then click [Select](#).

*The address should be located somewhere in the proposed work area.*

*Only enter the house number and the first couple of letters of the road name.*

*You must click Clear between entry attempts.*

In the popup only select an option from the [Address](#) section. Ignore the other sections.

*If you make a mistake entering the address, you must click the Clear before another attempt.*

Click [Continue Application](#).

# Accla Submitting an Individual Permit Application (Utility)

Home Permits Licensing Planning and Zoning Complaints/Violations **Public Works**

Create an Application Search Applications Schedule an Inspection

Individual Permit Application

1 Contact Information 2 **Contractor** 3 Application Information 4 Location Information 5 Road Cut Information 6 7 8 9

Step 2: Contractor > Contractor \* Indicates a required field

### Contractor

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

✔ Contact added successfully.

**Scott Blizzard**  
ABC Contractor  
contractor@abccontractor.com  
Home phone: (410) 222-7344  
Mobile Phone:  
Work Phone:  
Fax:  
Edit Remove

▼ Contact Addresses

Add Contact Address

To edit a contact address, click the address link.

Showing 1-1 of 1

Address Type	Address	Action
Mailing Address	2662 Riva Road, Suite 310	Actions ▼

Save and resume later Continue Application »

## Contractor

Enter the **Contractor's** information or select from your **Account**.

Click **Continue Application**.

## Map Tool

Start typing the house number and street name in the map search field.

Click on the roads for the proposed work

*Clicking on a road will toggle it on or off. The map only displays Anne Arundel County maintained roads.*

*Red – Arterial  
Green – Collector  
Blue – Local*

## Map Information

*Displays the roads selected on the map.*

## Proposed Work

### Description of Work

Enter a brief description of the proposed work.

### Anticipated Start Date

*The date must be 7 to 30 days from the current date.*

### Job Numbers

*Enter up to two job numbers.*

### Duration of Work

*Enter the Anticipated duration of work.*

### Proposed Work

*Select the best option from the dropdown.*

### Type of Work

*Click the check box best associated with your proposed work.*

Click **Continue Application**.

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Create an Application Search Applications Schedule an Inspection

Individual Permit Application

1 Contact Information 2 Contractor 3 **Application Information** 4 Location Information 5 Road Cut Information 6 7 8 9

Step 3: Application Information > Application Information \* Indicates a required field

Use the map to select street segments



Map Information

Road Information

\* Selected Road Names: RIVA RD

Proposed Work

Proposed Work Information

\* Description of Work:

\* Anticipated Start Date: 02/10/2025

Job Number: 1234567890

Additional Job Number: 0987654321

\* Duration of Work: 5 Days

\* Purpose: AACO Utility Operations

Type of Work

Type of Work

Electric:

Gas:

CATV:

Copper:

Fiber Optic:

Water:

Sewer:

Stormwater:

Other:

Save and resume later Continue Application »

# Accele Submitting an Individual Permit Application (Utility)

## Step 4: Location Information > Location Information

All quantities for construction activity must be entered.

\* indicates a required field.

### In Pavement

#### In Paved Area

Showing 1-3 of 3

<input type="checkbox"/>	Road Name	Number of Road Cuts	Number of Road Crossings	Longitudinal Road Bore (Ft)	Trenching (Ft)	Lane Closure	Road Closure / Detour	Actions
<input type="checkbox"/>	RIVA RD	2	2	0	0	No	No	Actions
<input type="checkbox"/>	MARQUISE LN	0	0	0	0	No	No	Actions
<input type="checkbox"/>	BAUSUM RD	0	0	0	0	No	No	Actions

[Edit Selected](#)

### Outside Paved Area

#### Outside Paved Area

Showing 1-3 of 3

<input type="checkbox"/>	Road Name	Grass Bore Footage	Grass Trench Footage (Ft)	Sidewalk Cut	Driveway Cut	Driveway Bore	Aerial Footage (Ft)	Actions
<input type="checkbox"/>	RIVA RD	306	10	No	No	Yes	0	Actions
<input type="checkbox"/>	MARQUISE LN	30	0	No	No	No	0	Actions
<input type="checkbox"/>	BAUSUM RD	89	0	No	No	No	0	Actions

[Edit Selected](#)

[Save and resume later](#)

[Continue Application](#)

## In Pavement

Edit each road listed.

Every field is required. Use a zero in any unused field.

## Number of Road Cuts

Enter the number of proposed road cuts.

## Number of Road Crossings

Enter the number of proposed road crossings.

## Longitudinal Road Bore

Enter the bore footage. Longitudinal road bores are not road crossings.

## Trenching

Enter the trench footage in the roadway.

## Lane Closure

Select Yes or No.

## Road Closure

Select Yes or No.

## Outside Paved Area

Edit each road listed.

Every field is required. Use a zero in any unused field.

## Grass Bore Footage

Enter the bore footage

## Grass Trench Footage

Enter the bore footage.

## Sidewalk Cut

Select Yes or No

## Driveway Cut

Select Yes or No

## Driveway Bore

Select Yes or No

## Aerial Footage

Select Yes or No

Click [Continue Application](#).

# Accla Submitting an Individual Permit Application (Utility)

Step 5: Road Cut Information > Road Cut Information

\*Indicates a required field

### Road Cut Information

Road Cut Information

Showing 1-2 of 2

Street Name	Patch Length (Number in Feet)	Patch Width (Number in Feet)	Actions
<input type="checkbox"/> RIVA RD	1	1	Actions
<input type="checkbox"/> RIVA RD	1	1	Actions

[Edit Selected](#)

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

## Road Cut Information

This section will only display if a number was entered in the Number of Road Cuts Field.

Edit each road listed.

Every field is required. Use a zero in any unused field.

Enter the **Length** and **Width** of the proposed road cuts.

Step 6: Supporting Documents > Supporting Documents

\*Indicates a required field

### Attachments

Documents can be batch uploaded then individually labeled or uploaded one at a time and then labeled. For each document uploaded, indicate the document type, provide a description, and click the "Save" button to attach it to your application.

- Construction Plans:** You are required to upload a copy of the Construction Plan for this application. Include all dimensions, square footage and distance (setbacks) from all property lines, if applicable.
- The following information must be provided when applicable:
  - Site Specific Traffic Control Plans** will be required if you have a lane closure on an arterial road.
  - SHA Typical** will be required if you have a lane closure on a collector road.
  - Detour Plan** will be required if you have a road closure.

The maximum file size allowed is 100 MB.  
File: Backup Documents.pdf 100%  
File: Site Specific Traffic Control Plan.pdf 100%  
File: SHA Typical.pdf 100%  
File: Construction Plan.pdf 100%

[Save](#) [Add](#) [Remove All](#)

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

## Attachments

Select **Add** to upload you required documents.

Once the documents have been selected, click **Continue**.

Label the **Attachments**.

## Attachment Labels

Backup Documents

Construction Plans

Detour Plan

Paved Trench Justification

Right of Way Agreement

Road Closure Form

Road Closure Justification

Road Closure Outreach Materials

Road Closure Outreach Plan

SHA Typical

Site Photos

Site Specific Traffic Control Plans

Supporting Documents

The app will let you know if you are missing a required attachment.

Click **Save**.

Review the **Attachments** and **Labels**.

Click Continue **Application**.

### Attachments

Documents can be batch uploaded then individually labeled or uploaded one at a time and then labeled. For each document uploaded, indicate the document type, provide a description, and click the "Save" button to attach it to your application.

- Construction Plans:** You are required to upload a copy of the Construction Plan for this application. Include all dimensions, square footage and distance (setbacks) from all property lines, if applicable.
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The maximum file size allowed is 100 MB.  
File: Backup Documents.pdf 100%  
File: Site Specific Traffic Control Plan.pdf 100%  
File: SHA Typical.pdf 100%  
File: Construction Plan.pdf 100%

Name	Type	Size	Latest Update	Action
Backup Documents.pdf	Backup Documents	134.21 KB	02/02/2025	Actions
Site Specific Traffic Control Plan.pdf	Site Specific Traffic Control Plans	134.20 KB	02/02/2025	Actions
SHA Typical.pdf	SHA Typical	134.20 KB	02/02/2025	Actions
Construction Plan.pdf	Construction Plans	134.19 KB	02/02/2025	Actions

[Add](#)

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

