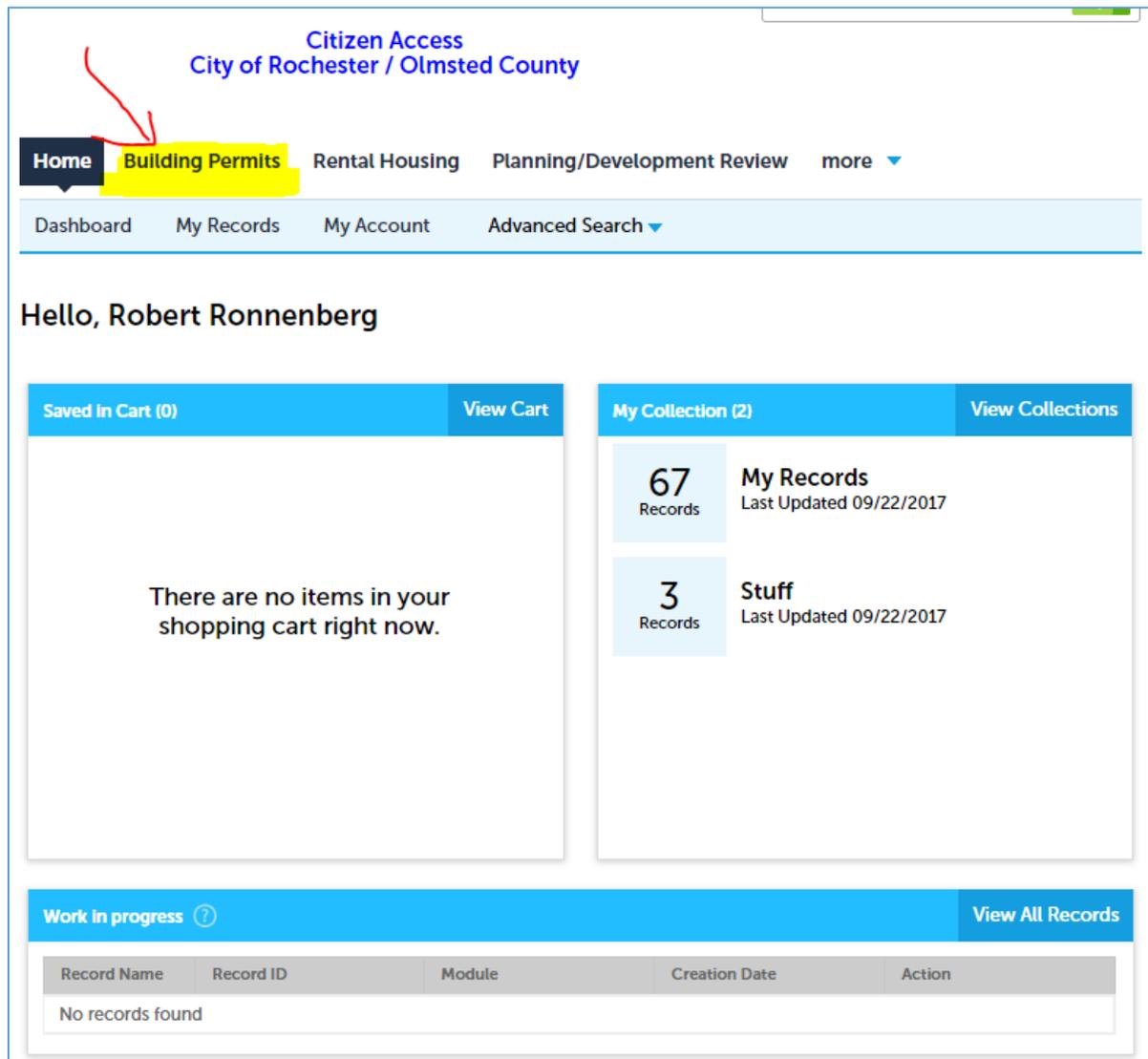


## Guide to Applying for Trade Permits Online

First – go to the web address: <https://aca.rochestermn.gov/citizenaccess/>

- You must have a Citizen Access account to submit permit applications. For additional resources regarding creating an account, electronic submittal requirements for building permits, or other relevant permit information, go to <https://www.rochestermn.gov/departments/building-safety/applications-and-forms>
  - PLEASE NOTE: if there is not an official address assigned to the work site yet, the application cannot be submitted online, please contact Community Development at 507-328-2600 or [buildingsafety@rochestermn.gov](mailto:buildingsafety@rochestermn.gov)
- As a public user you will see the list of permits you may be working on, any collections you have created, and you will have access to the different modules at the top.



**Citizen Access**  
City of Rochester / Olmsted County

Home **Building Permits** Rental Housing Planning/Development Review more ▾

Dashboard My Records My Account Advanced Search ▾

Hello, Robert Ronnenberg

**Saved in Cart (0)** View Cart

There are no items in your shopping cart right now.

**My Collection (2)** View Collections

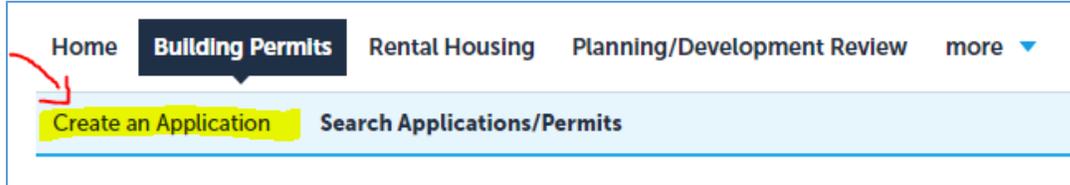
**67** My Records  
Records Last Updated 09/22/2017

**3** Stuff  
Records Last Updated 09/22/2017

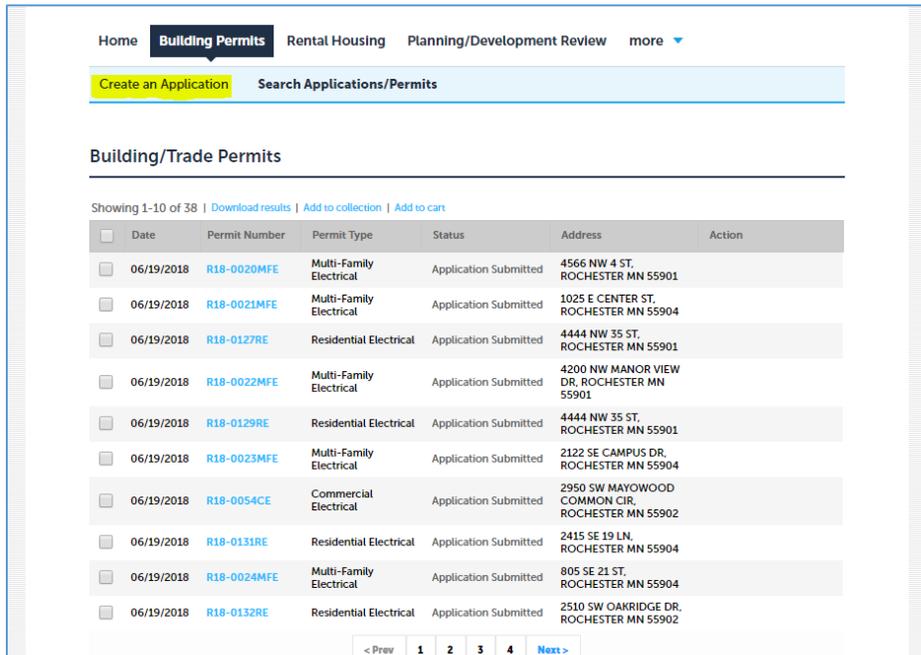
**Work in progress** ? View All Records

Record Name	Record ID	Module	Creation Date	Action
No records found				

- To start creating a permit click the **Building Permits** text as shown above.
- This page will list any permits that your Licensed Professional is associated with, and to create a new permit you can click **Create an Application**.



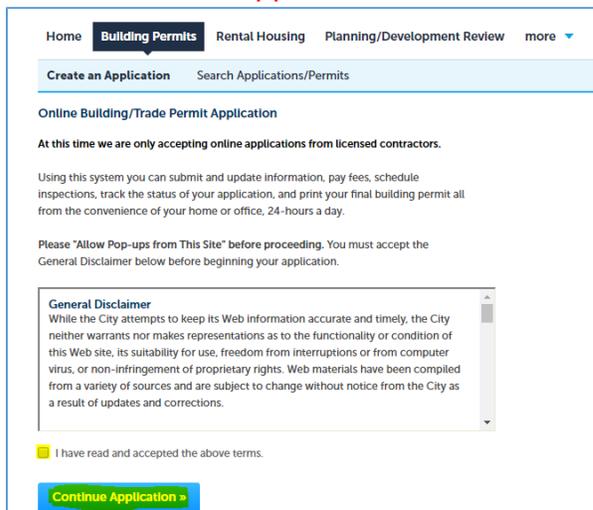
- Once you have created some applications, you will see them listed below this section.



The screenshot shows the 'Building/Trade Permits' section with a table listing 10 applications. The table has columns for Date, Permit Number, Permit Type, Status, Address, and Action. Below the table is a pagination control showing '< Prev 1 2 3 4 Next >'.

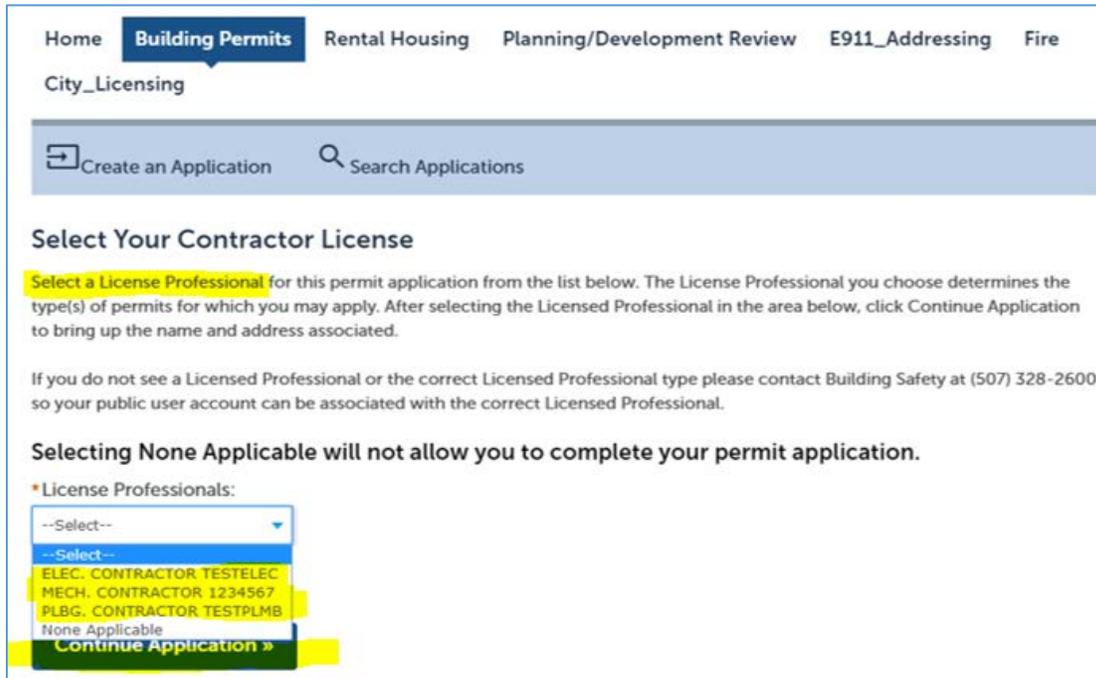
Date	Permit Number	Permit Type	Status	Address	Action
06/19/2018	R18-0020MFE	Multi-Family Electrical	Application Submitted	4566 NW 4 ST, ROCHESTER MN 55901	
06/19/2018	R18-0021MFE	Multi-Family Electrical	Application Submitted	1025 E CENTER ST, ROCHESTER MN 55904	
06/19/2018	R18-0127RE	Residential Electrical	Application Submitted	4444 NW 35 ST, ROCHESTER MN 55901	
06/19/2018	R18-0022MFE	Multi-Family Electrical	Application Submitted	4200 NW MANOR VIEW DR, ROCHESTER MN 55901	
06/19/2018	R18-0129RE	Residential Electrical	Application Submitted	4444 NW 35 ST, ROCHESTER MN 55901	
06/19/2018	R18-0023MFE	Multi-Family Electrical	Application Submitted	2122 SE CAMPUS DR, ROCHESTER MN 55904	
06/19/2018	R18-0054CE	Commercial Electrical	Application Submitted	2950 SW MAYWOOD COMMON CIR, ROCHESTER MN 55902	
06/19/2018	R18-0131RE	Residential Electrical	Application Submitted	2415 SE 19 LN, ROCHESTER MN 55904	
06/19/2018	R18-0024MFE	Multi-Family Electrical	Application Submitted	805 SE 21 ST, ROCHESTER MN 55904	
06/19/2018	R18-0132RE	Residential Electrical	Application Submitted	2510 SW OAKRIDGE DR, ROCHESTER MN 55902	

- Read the Disclaimer and Check the box to accept the terms for the online permit submission then click **Continue Application**.

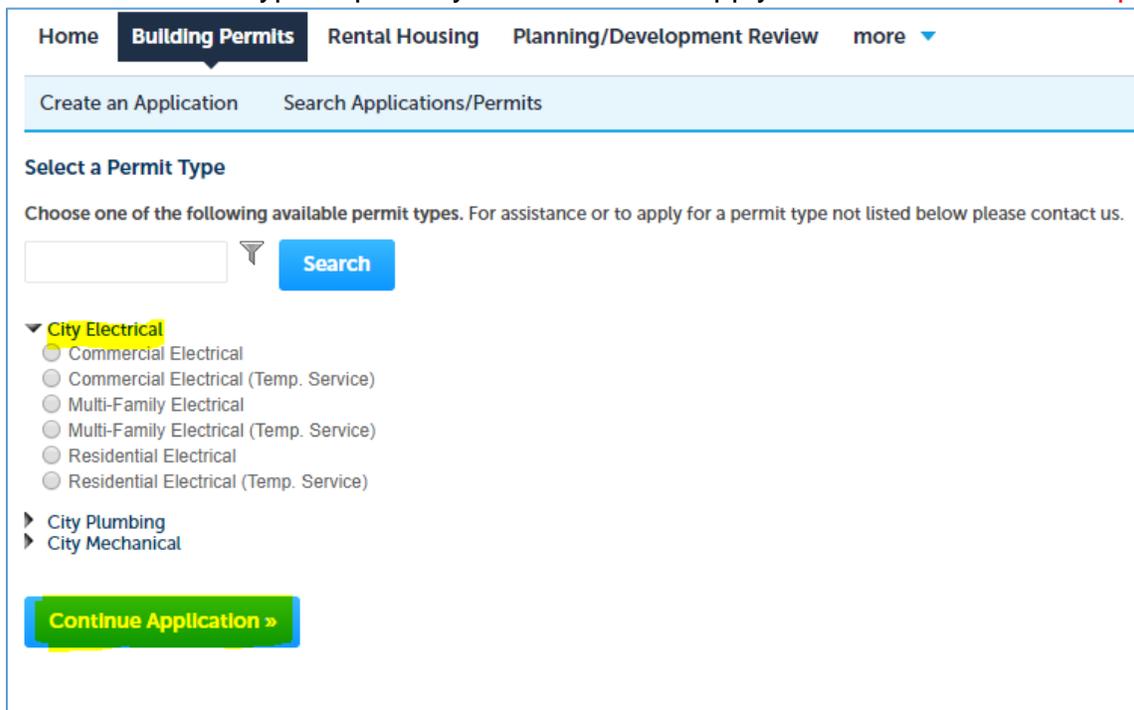


The screenshot shows the 'Online Building/Trade Permit Application' form. It includes a disclaimer section with a scrollable text area and a checkbox labeled 'I have read and accepted the above terms.' Below the checkbox is a yellow 'Continue Application' button.

6. Select the License Professional that you will use for the specific permit type you will be applying for. **Select ELEC or MECH or PLBG Contractor and Continue Application.**
  - a. If there isn't one to pick from you need to call Building Safety (507-328-2600).
  - b. *At this time a public user needs to be linked to a License Professional.*



7. You can search for the permit type or use the drop down lists below to see what types are available. Select the type of permit you would like to apply for and click **Continue Application.**



8. NOTE: If you are doing a Temporary Service (Electrical Only) this can be applied and paid for with a credit card and will be issued immediately.
9. (Step 1: Property Information) Search for the address the permit will be for.
  - a. This search uses our map service from Olmsted County so it must be a valid address.
  - b. The best way to search is to **enter the Building No and Street Name then click Search**.
  - c. We have an **Examples** link and an **FAQ** that can help with searching. It's extremely important when searching that LESS is MORE.

Examples: Real Address - 2122 Campus Dr. SE    What to Enter: Building No: 2122    Street Name: Campus

---

Home    **Building Permits**    Rental Housing    Planning/Development Review    more ▾

Create an Application    Search Applications/Permits

**Residential Plumbing**

1 Property Information	2 Contacts	3 Job Detail	4 Review	5 Pay Fees	6
------------------------	------------	--------------	----------	------------	---

**Step 1: Property Information > Address/Parcel/Owner** \* indicates a required field.

**Project Address**

---

Please **search** to enter the work location for your permit application. For best results, **only** enter the "Building No" and the "Street Name" and click the "Search" button. Our address system will validate the address and auto-populate the Parcel and Owner information. If there are two or more addresses that meet your search criteria please select the correct address from the returned list. Here are some search **Examples** and an **FAQ** to help if you are having issues searching your work location.

\* Building No:     \* Street Name:     Street Type:     Direction:     Unit No.:     Unit Type:

\* For Internal Use Only

10. After you click Search, the results may just populate the fields if there is just one match. Or, you will see a page like below if there are 2 owners. Pick the correct owner and the system will populate the rest of the info.
  - a. (At this time there is a bug in the system, if you want the 2<sup>nd</sup> owner that comes back from the search, it will need to be typed in manually on the Step 1 page.)

**Address Search Result List** ✕

---

**Addresses**

Showing 1-1 of 1

Address
2122 SE SE CAMPUS DR. A. CRO City of Rochester, ROCHESTER MN 55904, 2122 CAMPUS DR SE ROCHESTER MN 55904

**Associated Parcels**

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
069165			CITY LANDS 107-13-31

**Associated Owners**

Showing 1-2 of 2

Name	Address
ATTN DALE PRESTEGARD	2122 CAMPUS VILLAGE DR SE SUITE 200 ROCHESTER MN 55904
COUNTY OF OLDMSTED	151 4 ST SE ROCHESTER MN 55904

11. The Project Address page is now complete. If the permit is for an occupied structure, you'll need to enter a phone number under the Owner section. **Click Continue Application.**

**Project Address**

---

Please **search** to enter the work location for your permit application. For best results, **only** enter the "Building No" and the "Street Name" and click the "Search" button. Our address system will validate the address and auto-populate the Parcel and Owner information. If there are two or more addresses that meet your search criteria please select the correct address from the returned list. Here are some search [Examples](#) and an [FAQ](#) to help if you are having issues searching your work location.

\* Building No:  \* Street Name:  Street Type:  Direction:  Unit No.:  Unit Type:

\* For Internal Use Only

---

**Parcel**

\* Parcel Number:  Lot:  Block:

---

**Owner**

\* Owner Name:   Phone: (Req. for occupied structures)

\* Address Line 1:

\* City:  \* State:  \* Zip:

12. (Step 2: Contacts) We have your public user information automatically populating into the Applicant field, verify it is correct. Click **Continue Application**.

Home **Building Permits** Rental Housing Planning/Development Review more ▾

Create an Application Search Applications/Permits

**Residential Plumbing**

1 Property Information	2 Contacts	3 Job Detail	4 Review	5 Pay Fees	6
------------------------	------------	--------------	----------	------------	---

**Step 2: Contacts > Applicant** \* indicates a required field.

**Applicant**

---

Please review your contact information and note that all emails will be sent to the email address below. If any changes need to be made to your Public User Contact information, please call 507-328-2600.

**Robert Ronnenberg**

2122 Campus Drive SE Rochester MN 55904  
Phone:  
Email: [rnnenberg@rochestermn.gov](mailto:rnnenberg@rochestermn.gov)  
[Edit](#)

**Continue Application »**

13. Verify the Licensed Professional contact information then click **Continue Application**.

Home **Building Permits** Rental Housing Planning/Development Review more ▾

Create an Application Search Applications/Permits

**Residential Plumbing**

1 Property Information	2 Contacts	3 Job Detail	4 Review	5 Pay Fees	6
------------------------	------------	--------------	----------	------------	---

**Step 2: Contacts > Licensed Professional** \* indicates a required field.

**Licensed Professional**

---

Below is the licensed professional information selected. If you need to make changes to your licensed professional please contact Building Safety at 507-328-2600.

**Rob Ronnenberg**  
**TEST BOB'S PLUMBING FUN**  
Address: 2122 Campus Dr SE Rochester 55904  
Email: [rnnenberg@rochestermn.gov](mailto:rnnenberg@rochestermn.gov)  
Phone:  
5073282606

[Edit](#)

**Continue Application »**

14. (Step 3: Job Detail) This is where the details about the job will be entered. The first section is Project Information. Use the Examples to help with describing your work in the Detailed Description text box.
  - a. \*\*If the description is vague or not enough for us to understand the work being done, the application will be returned to you for corrections. It's best to be concise and clear.
15. Under the Project Valuation section there is a text box labeled Job Value(\$), this is where you enter the total cost of the materials and labor it will take to complete this project.
  - a. \*\*If this valuation seems far too low or high, the application may be returned to you for corrections. We understand it's an estimate, but we expect it to be within reason.
16. Once the Detailed Description and Job Value(\$) boxes are entered, click **Continue Application**.

Home **Building Permits** Rental Housing Planning/Development Review more ▾

Create an Application Search Applications/Permits

**Residential Electrical**

1 Property Information	2 Contacts	3 Job Detail	4 Review	5 Pay Fees	6
------------------------	------------	--------------	----------	------------	---

**Step 3 : Job Detail > Job Description and Value**

Please be specific with your detailed description below. Failure to enter complete information may result in a delay in processing your permit. \* indicates a required field.

**Project Information**

---

Please be specific with your detailed description below.

Examples: -Electrical work for new single family dwelling  
 -Electrical work for furnace air conditioner replacement  
 -Electrical to upgrade service to 200 amp and wire hot tub  
 -Electrical work for basement finish

\* Detailed Description: ?

*(Please enter a detailed description of work.)*

[spell check](#)

**Project Valuation**

---

Please enter total valuation of work below. This includes cost of Materials and Labor.

\* Job Value(\$):

*(Cost of Materials & Labor)*

[Continue Application »](#)

17. The top section under ACA Related Record Info is to let us know if the permit you are applying for is associated with a Building Permit, if it is not then select “No”. If it is, select “Yes” and enter the Building Permit number in the box.

1 Property Information	2 Contacts	3 Job Detail
------------------------	------------	--------------

**Step 3: Job Detail > Permit Information**

Custom Fields

---

**ACA RELATED RECORD INFO**

Associated w/Building Permit: \*  Yes  No

Building Permit Number:

- After the ACA Related Record Info the information you enter will vary based on the type of permit it is for ELEC, MECH, or PLBG permits.
- After entering the necessary information click **Continue Application**.

18. (Step 4: Review) This is the summary page for what you have entered, carefully review everything and make sure it’s correct.

- If something is not correct you can click the blue Edit button to the right of section to go fix the information.
- After you make the edits and click Continue Application you will be brought back to the review screen so you don’t need to go through all the pages again.
- Top half of review screen

**Step 4 : Review**

[Continue Application »](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to submit your permit application.

**Building Type**

Residential Electrical

---

**Project Address** [Edit](#)

2122 SE CAMPUS DR  
CRO

---

**Parcel** [Edit](#)

Parcel Number: 069165

---

**Owner** [Edit](#)

ATTN DALE PRESTEGARD  
2122 CAMPUS VILLAGE DR SE  
ROCHESTER MN 55904

---

**Applicant** [Edit](#)

Robert Ronnenberg  
2122 Campus Drive SE  
Rochester, MN, 55904

E-mail: rronnenberg@rochestermn.gov

---

**Licensed Professional** [Edit](#)

Rob Ronnenberg  
TEST BOB'S ELECTRIC FUN  
2122 Campus Dr SE  
Rochester, 55904

Office Phone: 5073282606  
ELEC. CONTRACTOR -TESTELEC  
rronnenberg@rochestermn.gov

d. Bottom half of review screen.

**Project Information** Edit

Detailed Description: Electrical work for a new air conditioner

**Project Valuation** Edit

Job Value(\$): 1,234.00

**Custom Fields**

**ACA RELATED RECORD INFO** Edit

Associated w/Building Permit: No  
Building Permit Number:

**ACA SERVICE INFORMATION** Edit

Does this work include a service change?: No  
Type of Service:  
Voltage:  
Voltage Other:  
Amperage:  
Amperage Other:  
Connection:  
Number of Meters Set:

**CONTRACTOR TRUST ACCOUNT** Edit

Pay with Contractor Trust Account?: No

**Certification**

I hereby apply for an electrical permit and I certify that the information above is complete and accurate. The work will be in conformance with applicable laws of the State of Minnesota and ordinances of the City of Rochester, including City Sales and Use Tax Ordinance 129.25. I understand this is not a permit but only an application for a permit, and work is not to start without a permit. I certify that the work will be in accordance with all permit conditions and approved plans (in the case of work which requires a review and approval of plans).  
I hereby certify that I am properly registered and/or licensed as required by the State of Minnesota and/or the City of Rochester.

By checking this box, I agree to the above certification. Date: \_\_\_\_\_

**Continue Application »**

19. Please read the Certification and check the box to agreement for the online permit submission. Then click **Continue Application**.
20. The next page says “Step 3: Receipt/Record issuance” at the top which seems backward because the last page was “Step 4: Review”, but it is the correct page. When you are here your permit application has been submitted. The new permit number is below.
  - a. **It has not been issued or paid yet.**
  - b. You will get separate emails for the payment step after it has been reviewed by the office staff and is accepted.
    - i. If corrections are required you will get an email letting you know to go in and make corrections.
    - ii. \*\*If you checked the box to pay with a Trust Account, you will be notified by email when the payment is made and the permit is issued.

Home **Building Permits** Rental Housing Planning/Development Review more ▾

Create an Application Search Applications/Permits

1 Select item to pay 2 Payment information 3 **Receipt/Record issuance**

**Step 3 : Receipt/Record issuance**

**Success**

 For Building Permits you will receive an email with further instructions.

**2122 SE CAMPUS DR**

**R18-0152RE**

21. After submitting the permit, you'll receive an email notifying you it's been submitted.

 Wed 7/25/2018 9:47 AM  
accela\_mailStaging  
Online Building Permit has been Successfully Submitted

To: Ronnenberg, Rob  
Retention Policy: 60 Day Delete Inbox (COR) (60 days) Expires: 9/23/2018

Your online Building Permit has been successfully submitted, but is not yet issued. You will receive additional emails on status changes with instructions to complete permit.

**Permit Type:** Building/City of Rochester/Residential Trade/Electrical

**Site Address:** 2122 SE CAMPUS DR, ROCHESTER, MN 55904

**Work Description:** Electrical work for a new air conditioner

Please Note: You can access your permit information through our Citizen Access Website. <https://acatest.rochestermn.gov/citizenaccessstaging>

Please do not reply to this email.  
Please call (507) 328-2600 if you have any questions.

22. \*If you picked a Temporary Service (Electrical Only) permit you can go right to the next step of paying for the permit to have it issued without waiting for the email notice to pay.

23. After the review page you click on Building Permits at the top and it will show the list of permits you have submitted and the status of them. To pay with your credit card you can click **Pay Fees Due** for a single permit to the right side of the screen, or select multiple boxes for permits at the left side and then click **Add to cart** so you can pay for multiple permits at a time.

Home **Building Permits** Rental Housing Planning/Development Review more ▾

Create an Application Search Applications/Permits

### Building/Trade Permits

Showing 1-10 of 21 | Download results | Add to collection | Add to cart

<input type="checkbox"/>	Date	Permit Number	Permit Type	Status	Address	Action
<input checked="" type="checkbox"/>	07/25/2018	R18-0155RE	Residential Electrical	Ready to Issue	2122 SE CAMPUS DR, ROCHESTER MN 55904	Pay Fees Due
<input checked="" type="checkbox"/>	07/24/2018	R18-0058CE	Commercial Electrical	Ready to Issue	2122 SE CAMPUS DR, ROCHESTER MN 55904	Pay Fees Due
<input type="checkbox"/>	07/24/2018	R18-0154RP	Residential Plumbing	Application Submitted	2122 SE CAMPUS DR, ROCHESTER MN 55904	
<input checked="" type="checkbox"/>	07/24/2018	R18-0025MFP	Multi-family Plumbing	Ready to Issue	2122 SE CAMPUS DR, ROCHESTER MN 55904	Pay Fees Due
<input checked="" type="checkbox"/>	07/24/2018	R18-0059CP	Commercial Plumbing	Ready to Issue	2122 SE CAMPUS DR, ROCHESTER MN 55904	Pay Fees Due
<input type="checkbox"/>	07/19/2018	R18-0151RP	Residential Plumbing	Issued	2122 SE CAMPUS DR, ROCHESTER MN 55904	
<input type="checkbox"/>	07/11/2018	R18-0148RP	Residential Plumbing	Issued	2122 SE CAMPUS DR, ROCHESTER MN 55904	
<input type="checkbox"/>	07/11/2018	R18-0147RE	Residential Electrical	Issued	2122 SE CAMPUS DR, ROCHESTER MN 55904	
<input type="checkbox"/>	06/19/2018	R18-0135RE	Residential Electrical	Issued	2122 SE CAMPUS DR, ROCHESTER MN 55904	
<input type="checkbox"/>	06/13/2018	R18-0122RE	Residential Electrical	Issued	2122 SE CAMPUS DR, ROCHESTER MN 55904	

< Prev 1 2 3 Next >

24. When paying for a single permit it will show you the fees and you can click **Check Out**. This is shown on the next page.

**Residential Electrical (Temp. Service)**

1   2 Contacts   3 Job Detail   4 Review   **5 Pay Fees**   6 Record Issuance

**Step 5: Pay Fees**

Listed below are total fees based upon the information you've entered.

**Application Fees**

Fees	Qty.	Amount
Application Fee	1	\$25.00
Permit Fee	1	\$20.00
State Surcharge	1	\$0.74

**TOTAL FEES: \$45.74**  
Note: This does not include additional inspection fees which may be assessed later.

[Check Out »](#)

25. If you have multiple items checked to pay for, the screen will show the different permits listed on the screen, clicking the carrot to the left of the permit will drop down the fees list to show you how the cost is being figured.
- You can now click **Check Out** to pay,
  - Click **Edit Cart** to change which ones you want to pay at this time,
  - Or click **Continue Shopping** to save what's in your Cart and apply for another permit.

**Step 1: Select item to pay**

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

**PAY NOW**

2122 SE CAMPUS DR  
2 Application(s) | \$323.00

▶ Multi-family Plumbing R18-0025MFP	Total due: \$109.00
▶ Commercial Plumbing R18-0059CP	Total due: \$214.00

**Total amount to be paid: \$323.00**  
Note: This does not include additional inspection fees which may be assessed later.

[Checkout »](#)   [Edit Cart »](#)   [Continue Shopping »](#)

26. To continue and pay click **Checkout**.
- At this time we are only allowing credit card payments.

**Step 2 : Payment information**  
Currently the only available payment type is debit/credit card.  
•Credit/Debit Card \* indicates a required field.

**Payment Options**

---

Amount to be charged: \$45.74  
 Pay with Credit Card

**Credit Card Information:**

\* Card Type:  \* Card Number:  \* Security Code:  [?](#)

\* Name on Card:  \* Exp. Date:

**Credit Card Holder Information:**

Auto-fill with

Country:

\* Street Address:

\* City:  \* State:  \* Zip:

\* Phone:

E-mail:

[Submit Payment >>](#)

27. Once the card information is entered you can click **Submit Payment** to complete the transaction. This pays for the permit and then issues it automatically.

**Citizen Access**  
City of Rochester / Olmsted County  
Staging

**Home** Building Permits Rental Housing Planning/Development Review more ▾

Dashboard My Records My Account Advanced Search ▾

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

**Step 3: Receipt/Record issuance**  
Success

 You will receive an email with further instructions.

[Print/View Receipt](#)

2122 SE CAMPUS DR

[R18-0163RE](#) [View Receipt](#)

[Print/View Receipt](#)

28. The Print/View Receipt button is now available if you would like to print a receipt. You will also receive a copy of the receipt and issued permit at the email address of your Public User account.

29. This completes the online permit submission and issuance process.