

PWD - Right of Way Management Inspection Request Process

1. Go to <https://pap.accela.com/envista-public-web/index/COSA/OnlineServices/OnlinePermit> and login using the login information you set up.
2. You will be taken to the ROW Landing Page. In order to request an inspection you will click on “My Stuff” in the upper right corner.

CITY OF SAN ANTONIO
TRANSPORTATION & CAPITAL IMPROVEMENTS

Online Permit | Citizens View

Welcome Kathy Goldey!
You are registered with the online permit system within the City of San Antonio. Use the links below to perform the following actions:

Apply Permit Fill out a new permit application and submit electronically to the City of San Antonio

Help/Support Email If you have any questions about this system or are

Right of Way Management Fee Schedule

Point Repair Permits (Excavation Under 50')
Permit Fee: \$50.00
Point Repair Inspection Fee: \$120.00
Expedited Permit Fee: \$250.00

3. This will bring you to the list of permits you have applied for.

| Id | URL | Object Type | Start Date | End Date | Current Status | Pending |
|--------------------|---------------------------------|-----------------------|-------------------|-------------------|----------------|---------|
| COSA-2513-20200130 | Training Permit | Excavation under 50ft | Jan/30/2020 00:00 | Feb/27/2020 00:00 | Applied | |

(1 of 1) << < 1 > >> 25

4. To request an inspection you would highlight the permit you need an inspection for:

| Id | URL | Object Type | Start Date | End Date | Current Status |
|--------------------|-----------------|-----------------------|-------------------|-------------------|----------------|
| COSA-2513-20200130 | Training Permit | Excavation under 50ft | Jan/30/2020 00:00 | Feb/27/2020 23:59 | Applied |

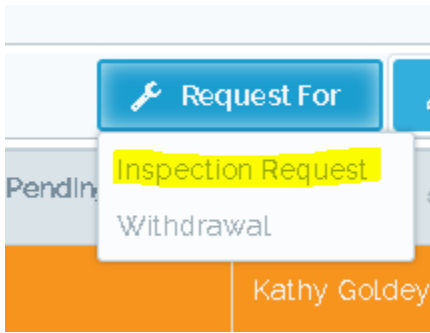
(1 of 1) << < 1 > >> 25

5. Click on “Request For”

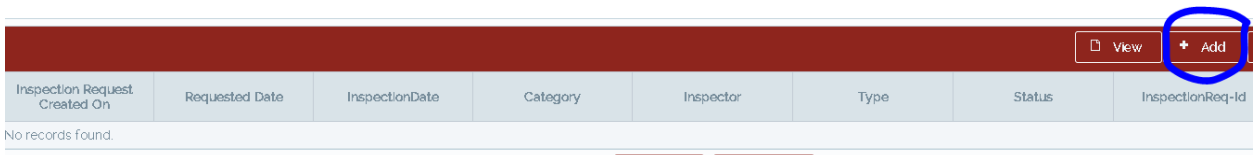
Request For

| Start Date | Current Status | Pending Status | Created By |
|------------|----------------|----------------|--------------|
| 27/2020 | Applied | | Kathy Goldey |

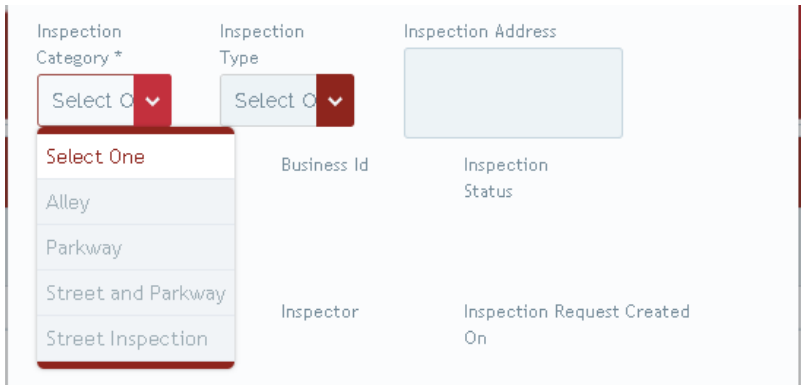
6. Click on "Inspection Request"



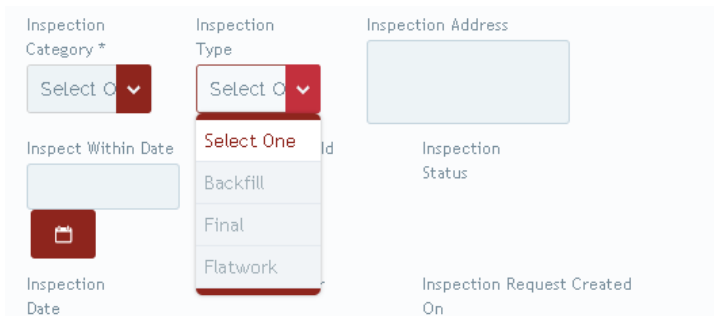
7. You will be routed to the inspections screen. Click "+Add"



8. A pop-up window will open up. You will click on the "Inspection Category" dropdown and choose where the location of your inspection/excavation is. (i.e. street, alley, parkway or street/parkway).



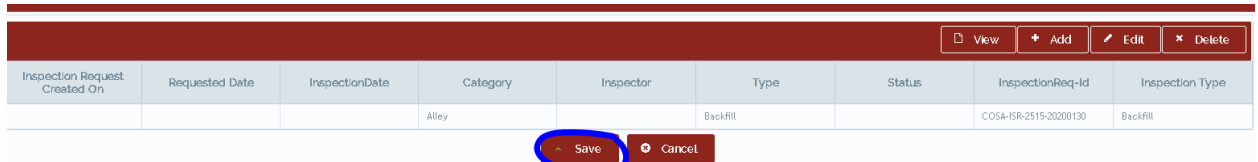
9. Next you will choose the type of inspection you need by clicking the drop down under "Inspection Type" (i.e. backfill, flatwork or final)



10. Under “Inspection Address” input the address of where you need an inspection.
Example: 1901 S. Alamo. If you are unsure of the address you can always input an intersection or text that would help the inspector get to you. (i.e. In the alley behind address 1901 S. Alamo).

11. Click “Save”

12. You will be brought back to the inspections page. Click “Save” again in order for your inspection request to be sent.



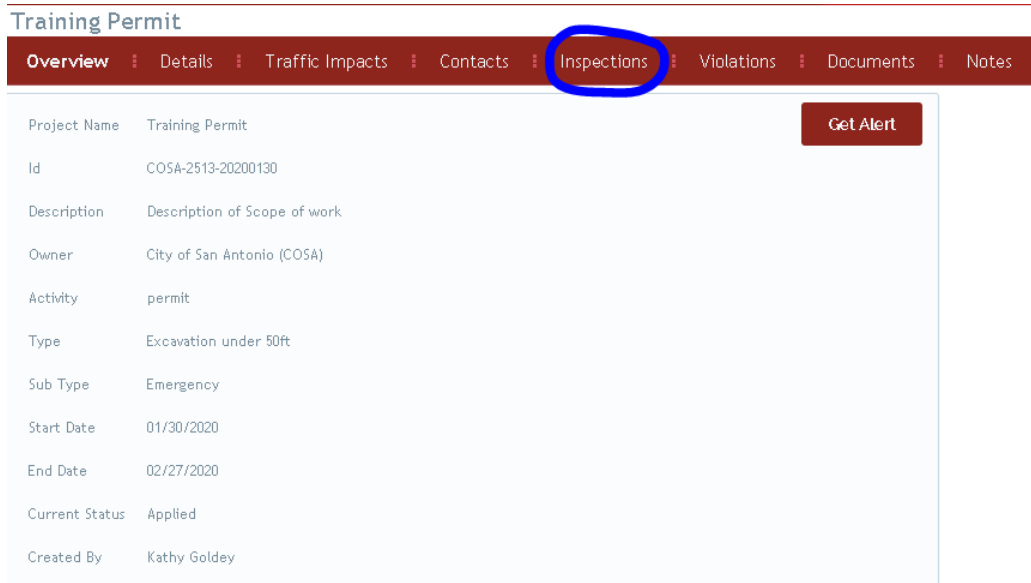
The screenshot shows a table with columns: Inspection Request Created On, Requested Date, InspectionDate, Category, Inspector, Type, Status, InspectionReq-Id, and Inspection Type. A row is visible with Category 'Alley' and Type 'Backfill'. Below the table, there are two buttons: 'Save' (circled in red) and 'Cancel'.

13. You will be taken back to the “My Stuff” screen and a confirmation should be in green across the top of the page.



The screenshot shows a green confirmation message: "Successfully Saved Inspection Request for Activity Id COSA-2513-20200130". Below it is a sidebar with "My Activities" selected. The main content area shows a table with columns: Id, URL, and Object Type. A row is visible with Id "COSA-2513-20200130", URL "Training Permit", and Object Type "Excavation under 50ft".

14. To view the inspection requests for a permit, click on the permit you want. You will be brought to this window. Click on “Inspections”.



The screenshot shows the "Training Permit" details page. The "Inspections" tab is circled in red. The page displays the following information:

| | |
|----------------|------------------------------|
| Project Name | Training Permit |
| Id | COSA-2513-20200130 |
| Description | Description of Scope of work |
| Owner | City of San Antonio (COSA) |
| Activity | permit |
| Type | Excavation under 50ft |
| Sub Type | Emergency |
| Start Date | 01/30/2020 |
| End Date | 02/27/2020 |
| Current Status | Applied |
| Created By | Kathy Goldey |

A "Get Alert" button is visible in the top right corner.

15. All requested inspections will be visible along with the results once the inspection is completed.

| Training Permit | | | | | | | |
|--------------------------|-------------------------|---|--------------------------|-----------------------------|----------------------------|---------------------------|-------------------------------|
| Overview | Details | Traffic Impacts | Contacts | Inspections | Violations | Documents | Notes |
| Inspection Request | | | | | | | |
| Business ID | Inspector Test | Inspection Address | Inspection Date | Inspect With-In | Inspection Type | Inspection Category | Inspection Request Created On |
| COSA-ISR-2515-20200130 | | 1901 S. Alamo in the alley behind 1901 S. Alamo | | | Backfill | Alley | Thu Jan 30 10:48:06 EST 2020 |
| Inspections | | | | | | | |
| Inspection Id | Inspection Notes | Inspector Name | Inspector Visit Date | Inspector Visit Id | Inspection Result | Inspection Subtype | |
| No records found. | | | | | | | |