Effective January 1, 2022, all permit submittals for fire alarms, sprinkler/suppression, electronic door hardware, Plant extraction/processing and CO2 enhancement must be submitted through the Oklahoma City Citizens Portal (ACA) to be processed.

Log into the new ACA Citizens access portal; <https://access.okc.gov/aca>

If you are not a current user with a password, you will need to create one by clicking the “Registering for an account” link in blue next to the login box. Be sure to include the information about what specific contractor’s license you will be using to submit plans for. This will be needed later when you submit for the permit. Once this is done it may take a few minutes for your account to be “approved” by staff so you can login.

Once you have logged into the Citizens Access; choose the **PERMITS** tab just under the red “Welcome to the City of Oklahoma City Citizens Portal” banner.…

Next you will choose the “Applying for a permit” just below the permits tab and begin

The step-by-step directions on submitting for a permit are listed and can also be reviewed by clicking the blue “submitting an Application” next to the login box.

Follow the directions listed for “Applying for a permit” and when you get to the “Type of permit” be sure to select the proper type of permit. (a Kitchen hood is the only Hood permit). A dry chemical system should be entered as a suppression permit.

If you are submitting for a licensed contractor, be sure to click the proper company in the “Select a License” screen., this will bring up the contractors that you are associated with in the system. In most cases this will automatically populate the fields with the information the system already has for the Licensed Contractor. Door Hardware-FEDH, plant processing-FIRX, and enhanced CO2-FIRG, do not require licensed contractors so you will not see this option.

When you get to the section called “Applicant” be sure to select the “Select from Account” button (lower left side of the page) if you. This way you will be shown as the correct contact for email and other contact purposes.

Continue thru the application process completing the information requested and adding your plans and other documents as needed.

Once you have completed submitting the request the system will give you the application number. You can check on the status of it at any time by logging into the ACA website and clicking the “My Records” tab after you have logged in.

All submittal documents submitted for permits need to be arranged into a minimum number of PDF files to minimize the time taken to close, reopen, approve, and search for a specific plan or item. OKCFD wants a maximum of 3 attachments to each permit request sent thru the ACA portal. These attachments must be pdf or word files with 1 file- for the device specs, 1 file- for the calculations and 1 file- for the plans. There is a maximum file size so in some cases very large items may need to be separated into more than one. The max file size for uploading into the permit request is 300 MB. They system will not allow folders to be attached, it will open the folder and we will have dozens of attachments to search through to find what we need. Please follow these recommendations so it will not delay your approvals.

If you have any further questions or need additional help, you can contact the Fire Prevention, New Construction staff at 405-297-3584 or email us at ***fireprotection@okc.gov.***