

City of Rochester - Online Trade Permit Application Walk Through

Address for the logging in: <https://aca.rochestermn.gov/citizenaccess/>

Once you are logged in you can do a number of things, this is about entering permits

1. 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 Records My Records
Last Updated 09/22/2017

3 Records Stuff
Last Updated 09/22/2017

Work in progress ⓘ View All Records

Record Name	Record ID	Module	Creation Date	Action
No records found				

2. To start creating a permit click the **Building Permits** text as shown above.
3. 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**.

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Create an Application Search Applications/Permits

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

The screenshot shows the 'Building Permits' section of the City of Rochester's online permit application system. The navigation bar includes 'Home', 'Building Permits', 'Rental Housing', 'Planning/Development Review', and 'more'. Below the navigation bar, there are two buttons: 'Create an Application' and 'Search Applications/Permits'. The main heading is 'Building/Trade Permits'. Below this, it says 'Showing 1-10 of 38' with links for 'Download results', 'Add to collection', and 'Add to cart'. A table lists 10 applications, each with a checkbox, date, permit number, permit type, status, address, and an action link.

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

5. 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' page. The navigation bar is the same as in the previous screenshot. Below the navigation bar, there are two buttons: 'Create an Application' and 'Search Applications/Permits'. The main heading is 'Online Building/Trade Permit Application'. Below this, there is a notice: 'At this time we are only accepting online applications from licensed contractors.' This is followed by a paragraph explaining the system's capabilities. Below that, there is a paragraph asking the user to 'Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.' A 'General Disclaimer' box is shown, containing text about the City's responsibility for the accuracy and timeliness of its web information. Below the disclaimer, there is a checkbox with the text 'I have read and accepted the above terms.' and a green 'Continue Application »' button.

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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.*

The screenshot shows the 'Select Your Contractor License' page. At the top, there is a navigation bar with 'Home', 'Building Permits' (highlighted), 'Rental Housing', 'Planning/Development Review', 'E911 Addressing', and 'Fire'. Below the navigation bar is a search bar with 'Create an Application' and 'Search Applications' buttons. The main heading is 'Select Your Contractor License'. Below this, there is a yellow highlighted instruction: 'Select a License Professional for this permit application from the list below. The License Professional you choose determines the type(s) of permits for which you may apply. After selecting the Licensed Professional in the area below, click Continue Application to bring up the name and address associated.' Below this is a note: 'If you do not see a Licensed Professional or the correct Licensed Professional type please contact Building Safety at (507) 328-2600 so your public user account can be associated with the correct Licensed Professional.' A warning states: 'Selecting None Applicable will not allow you to complete your permit application.' Underneath, there is a section titled '* License Professionals:' with a dropdown menu. The dropdown menu is open, showing options: '--Select--', '--Select--', 'ELEC. CONTRACTOR TESTELEC', 'MECH. CONTRACTOR 1234567', 'PLBG. CONTRACTOR TESTPLMB', and 'None Applicable'. The 'Continue Application >' button is highlighted in green.

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.**

The screenshot shows the 'Select a Permit Type' page. At the top, there is a navigation bar with 'Home', 'Building Permits' (highlighted), 'Rental Housing', 'Planning/Development Review', and 'more'. Below the navigation bar is a search bar with 'Create an Application' and 'Search Applications/Permits' buttons. The main heading is 'Select a Permit Type'. Below this, there is a note: 'Choose one of the following available permit types. For assistance or to apply for a permit type not listed below please contact us.' Below this is a search bar with a 'Search' button. Underneath, there is a list of permit types under the heading 'City Electrical':

- Commercial Electrical
- Commercial Electrical (Temp. Service)
- Multi-Family Electrical
- Multi-Family Electrical (Temp. Service)
- Residential Electrical
- Residential Electrical (Temp. Service)

Below this list, there are two more categories: 'City Plumbing' and 'City Mechanical'. At the bottom, there is a green highlighted 'Continue Application >' button.

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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
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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 2nd owner that comes back from the search, it will need to be typed in manually on the Step 1 page.)

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Address Search Result List

Addresses

Showing 1-1 of 1

Address
<input checked="" type="radio"/> 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
<input checked="" type="radio"/> 069165			CITY LANDS 107-13-31

Associated Owners

Showing 1-2 of 2

Name	Address
<input type="radio"/> ATTN DALE PRESTEGARD	2122 CAMPUS VILLAGE DR SE SUITE 200 ROCHESTER MN 55904
<input type="radio"/> COUNTY OF OLMSTED	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:

* Address Line 1:

* City: * State: * Zip:

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

The screenshot shows the 'Building Permits' section of the City of Rochester's online permit application system. The navigation bar includes 'Home', 'Building Permits', 'Rental Housing', 'Planning/Development Review', and 'more'. Below the navigation bar are two buttons: 'Create an Application' and 'Search Applications/Permits'. The main content area is titled 'Residential Plumbing' and features a progress bar with six steps: 1 Property Information, 2 Contacts (highlighted), 3 Job Detail, 4 Review, 5 Pay Fees, and 6. Below the progress bar, the heading 'Step 2: Contacts > Applicant' is displayed, followed by a note: '* indicates a required field.' The 'Applicant' section contains the following information: Robert Ronnenberg, 2122 Campus Drive SE Rochester MN 55904, Phone: (blank), Email: rronnenberg@rochestermn.gov, and an 'Edit' link. At the bottom of the form is a green 'Continue Application >' button.

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

The screenshot shows the 'Building Permits' section of the City of Rochester's online permit application system. The navigation bar includes 'Home', 'Building Permits', 'Rental Housing', 'Planning/Development Review', and 'more'. Below the navigation bar are two buttons: 'Create an Application' and 'Search Applications/Permits'. The main content area is titled 'Residential Plumbing' and features a progress bar with six steps: 1 Property Information, 2 Contacts (highlighted), 3 Job Detail, 4 Review, 5 Pay Fees, and 6. Below the progress bar, the heading 'Step 2: Contacts > Licensed Professional' is displayed, followed by a note: '* indicates a required field.' The 'Licensed Professional' section contains the following information: Rob Ronnenberg, TEST BOB'S PLUMBING FUN, Address: 2122 Campus Dr SE Rochester 55904, Email: rronnenberg@rochestermn.gov, Phone: 5073282606, and an 'Edit' link. At the bottom of the form is a green 'Continue Application >' button.

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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.
- **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.
- **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**.

The screenshot shows the 'Building Permits' section of the application. It includes a navigation bar with 'Home', 'Building Permits', 'Rental Housing', 'Planning/Development Review', and 'more'. Below the navigation bar are two buttons: 'Create an Application' and 'Search Applications/Permits'. The main content area is titled 'Residential Electrical' and contains a progress bar with six steps: 1 Property Information, 2 Contacts, 3 Job Detail (highlighted), 4 Review, 5 Pay Fees, and 6. Below the progress bar is the heading 'Step 3: Job Detail > Job Description and Value'. A note states: 'Please be specific with your detailed description below. Failure to enter complete information may result in a delay in processing your permit.' A red asterisk indicates a required field. The 'Project Information' section has a heading and a note: 'Please be specific with your detailed description below.' It provides 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', and '-Electrical work for basement finish'. Below the examples is a text box labeled '* Detailed Description:' with a placeholder '(Please enter a detailed description of work.)' and a 'spell check' link. The 'Project Valuation' section has a heading and a note: 'Please enter total valuation of work below. This includes cost of Materials and Labor.' It contains a text box labeled '* Job Value(\$):' with a placeholder '(Cost of Materials & Labor)'. At the bottom is a blue button labeled '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.

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1 Property Information	2 Contacts	3 Job Detail
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Step 3: Job Detail > Permit Information

Custom Fields

ACA RELATED RECORD INFO

Associated w/Building Permit: * Yes No

Building Permit Number:

- a. 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.
 - b. 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.
- a. If something is not correct you can click the blue Edit button to the right of section to go fix the information.
 - b. 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.
 - c. 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

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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.

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The screenshot shows the navigation menu with 'Building Permits' selected. Below the menu are buttons for 'Create an Application' and 'Search Applications/Permits'. A progress bar indicates three steps: '1 Select item to pay', '2 Payment information', and '3 Receipt/Record issuance', with the third step being the active one. The main heading is 'Step 3 : Receipt/Record issuance' followed by a 'Success' message. A green banner with a checkmark icon states: 'For Building Permits you will receive an email with further instructions.' Below this, the address '2122 SE CAMPUS DR' is displayed, and a permit ID 'R18-0152RE' is highlighted in yellow.

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

The screenshot shows an email notification. The header includes the date 'Wed 7/25/2018 9:47 AM', the sender 'accela_mailStaging', and the subject 'Online Building Permit has been Successfully Submitted'. The recipient is 'To: Ronnenberg, Rob'. Below the header, there is a retention policy '60 Day Delete Inbox (COR) (60 days)' and an expiration date 'Expires 9/23/2018'. The main body of the email states: '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.' Below this, the permit details are listed: 'Permit Type: Building/City of Rochester/Residential Trade/Electrical', 'Site Address: 2122 SE CAMPUS DR, ROCHESTER, MN 55904', and 'Work Description: Electrical work for a new air conditioner'. A 'Please Note' section provides a link to the Citizen Access Website: <https://acatest.rochestermn.gov/citizenaccessstaging>. At the bottom, it says '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.

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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.

The screenshot shows the 'Building/Trade Permits' section of the City of Rochester website. At the top, there are navigation tabs: Home, Building Permits (highlighted), Rental Housing, Planning/Development Review, and more. Below the navigation is a search bar with 'Create an Application' and 'Search Applications/Permits' options. The main heading is 'Building/Trade Permits'. Below this, there are links for 'Showing 1-10 of 21', 'Download results', 'Add to collection', and 'Add to cart'. A table lists 10 permits with columns for Date, Permit Number, Permit Type, Status, Address, and Action. The first permit is highlighted in yellow, and its 'Action' column contains a 'Pay Fees Due' link. The table ends with a pagination control showing page 1 of 3.

<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	

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.

The screenshot shows the 'Residential Electrical (Temp. Service)' payment page. At the top, there is a progress bar with six steps: 1, 2 Contacts, 3 Job Detail, 4 Review, 5 Pay Fees (highlighted), and 6 Record Issuance. Below the progress bar is the heading 'Step 5: Pay Fees' and a note: 'Listed below are total fees based upon the information you've entered.' A table titled 'Application Fees' lists three fee categories: Application Fee (\$25.00), Permit Fee (\$20.00), and State Surcharge (\$0.74). The total fees are \$45.74. A note states: 'Note: This does not include additional inspection fees which may be assessed later.' At the bottom, there is a blue 'Check Out »' button.

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.

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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:

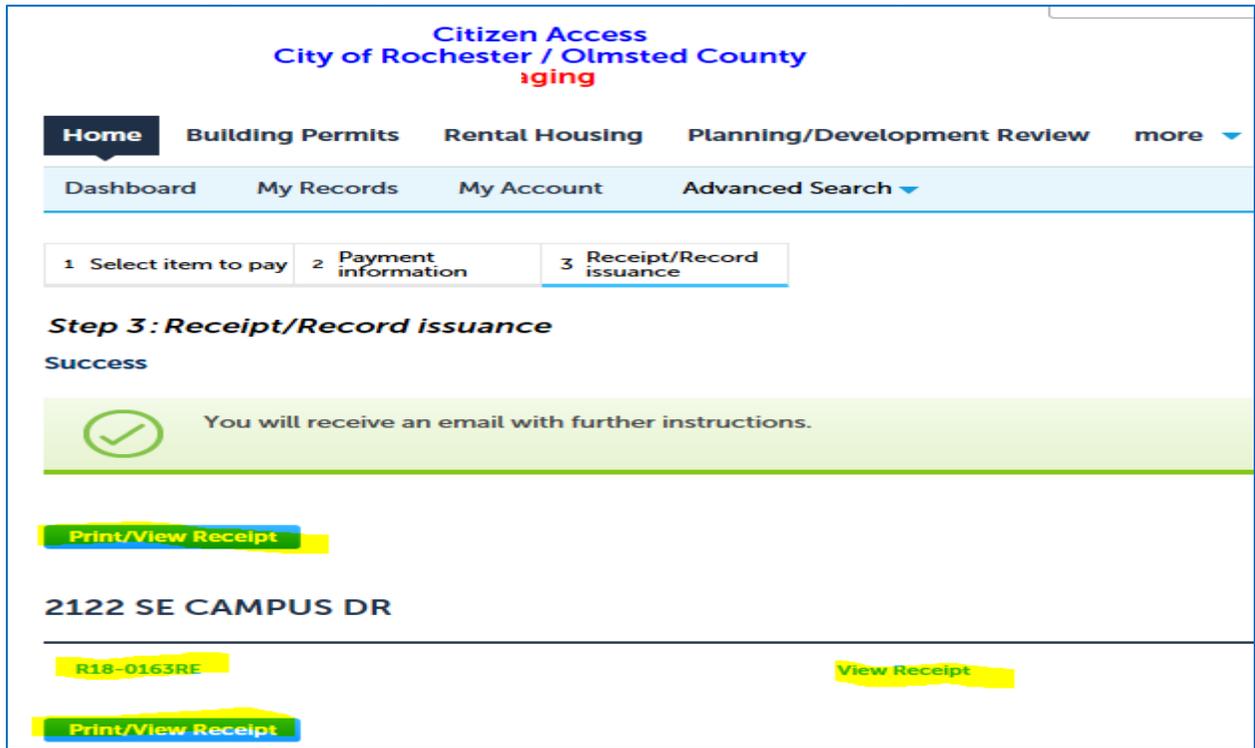
* Phone:

E-mail:

Submit Payment »

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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.



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.