



CABARRUS COUNTY  
*America Thrives Here*

**ACCELA CITIZEN ACCESS**

**CONTRACTOR OR ADDITIONAL USER AUTHORIZATION**

**FOR ONLINE PERMITTING AND INSPECTIONS**

Please create an account on our website [www.citizenaccess.cabarruscounty.us](http://www.citizenaccess.cabarruscounty.us) . This form **must be notarized** once it is filled out completely. Return the form by fax to **(704) 920-2144**, email to **[construction2222@cabarruscounty.us](mailto:construction2222@cabarruscounty.us)** or mail to **Construction Standards 65 Church Street, Concord, NC 28025.**

After you have registered for an account and completed the form, they will be linked together and you will be able to create permits online.

Please fill in the following information exactly as it appears on NC State License:

Company Name: \_\_\_\_\_

Name of Contractor or Qualifier: \_\_\_\_\_

Contractor's NC License Number: \_\_\_\_\_

Contractor Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Contractor Phone Number: \_\_\_\_\_

Accela Citizen Access Username or Email: \_\_\_\_\_

Additional Users for this license can be added. Please make sure each individual has an online account with Accela using email address as username.

Email address for additional users: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Licensed Contractor or Qualifier: \_\_\_\_\_ Date: \_\_\_\_\_

Sworn/affirmed and subscribed before me the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

My commission expires: \_\_\_\_\_

Signature of Notary: \_\_\_\_\_