



County of Santa Clara Roads and Airports Department

New User Setup

Steps on Pages 2 to 4

Create Permit

Steps on Pages 5 to 6

Applying for an Encroachment Permit (including New User Setup)

Proceed to the Public Portal online: <https://aca.accela.com/sccgov/Default.aspx>

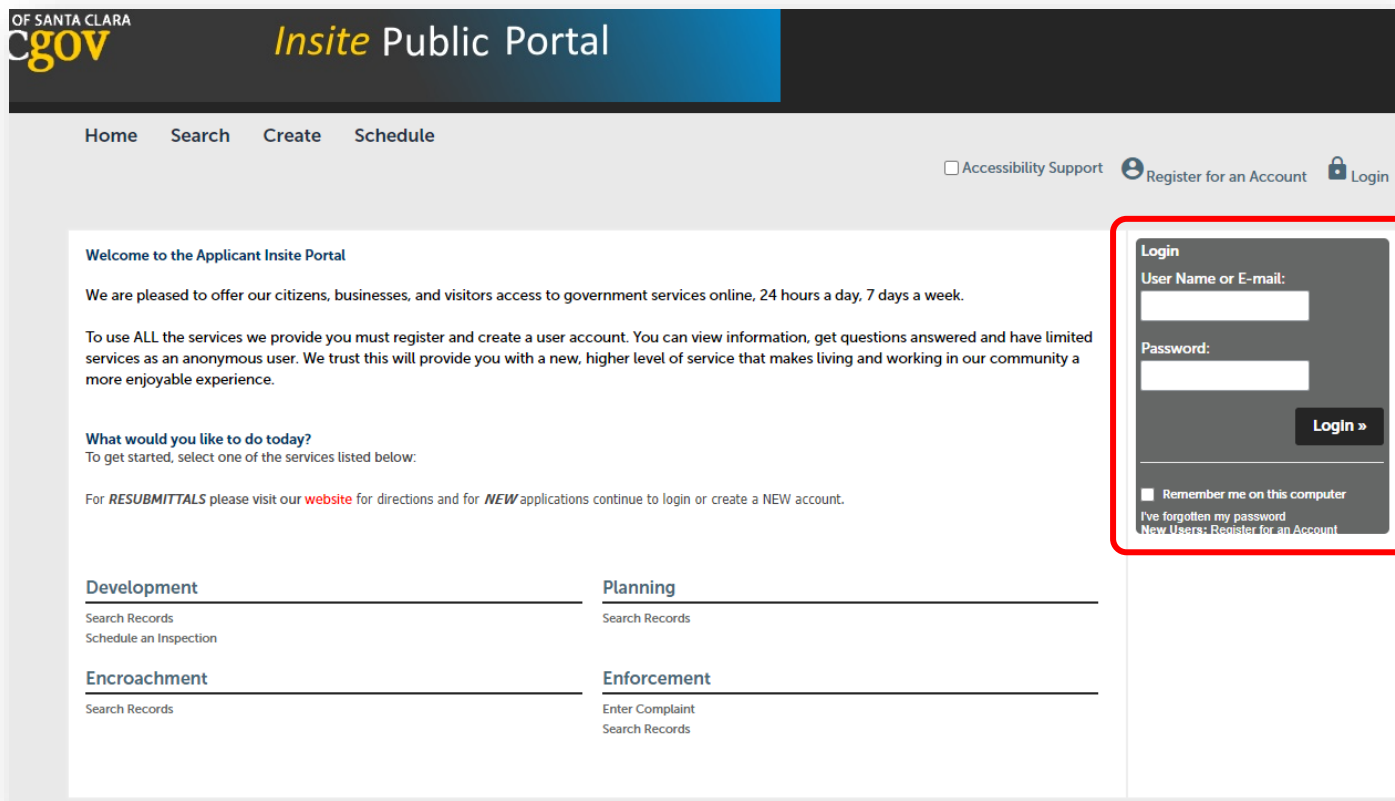
Or you may click from the link provided on the main page for Encroachments Permits: <https://countyroads.sccgov.org/encroachment-permits>

You will be taken to the Insite Public Portal.

New user? Follow the steps that follow.

Have an account, and want to create a permit?
Go to “Create Permit” steps on pages 5 to 6.

TIP: If you have any questions about this website portal or permits, please contact Roads and Airports Department Permit Office at 408-573-2475



New User Setup

Login

User Name or E-mail:

Password:

Login »

Remember me on this computer

[I've forgotten my password](#)
[New Users: Register for an Account](#)

Account Registration

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)


Please review and accept the terms below to proceed.

General Disclaimer

While the Agency attempts to keep its Web information accurate, the Agency neither warrants nor makes representations as to the condition of this Web site, its suitability for use, freedom from computer virus, or non-infringement of proprietary rights. All information has been compiled from a variety of sources and are subject to change from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

Continue Registration »

 COUNTY OF SANTA CLARA
SCCGOV *Insite Public Portal*

Home Search Create Schedule

[Register for an Account](#) [Login](#)

Account Registration Step 2: Enter/Confirm Your Account Information

* indicates a required field.

Login Information

Enter your User Name and Password. You must also enter a unique email address.

* User Name:

* E-mail Address:

* Password: **Help** (8-20 characters)

* Type Password Again:

* Enter Security Question:

* Answer:

Contact Information

Please select whether you are registering as an individual or as an organization (business) and enter your contact information.

Add New

TIP: If registering as an individual for a group or public agency, consider passwords and login information that works for anyone in the group to use.

New User Setup

Select Contact Type [X]

*Type:
Applicant [v]

Continue Discard Changes

- Select-- [v]
- Select--
- Applicant
- Arch/Eng
- Architect
- Engineer
- Organization
- Public Agency
- Surveyor
- Utility

Contact Information

*Individual/Organization:
[v]

*First: [] *Last: [] Name of Business: []

Work Phone: [] *Mobile Phone: [] *E-mail: []

*Primary Phone: []

Continue **Clear** Discard Changes

**Account Registration Step 2:
Enter/Confirm Your Account Information**

Login Information

Enter your User Name and Password. You must also enter a unique email address

*User Name: [] ⓘ

*E-mail Address: []

*Password: [] ⓘ

*Type Password Again: []

*Enter Security Question: [] ⓘ

*Answer: [] ⓘ

Contact Information

Please select whether you are registering as an individual or as an organization (business) and enter your contact information.


✔ Contact added successfully.

Name
Email
Phone numbers

Edit Remove

Continue Registration >

New User Setup

 Your account has been created successfully. You can login immediately using your User Name and Password

Congratulations. You have successfully registered an account.

Account Information

User Name:
E-mail:
Password:
Security Question:

Contact Information

Name	Phone numbers
Email	Phone numbers

Login Now

OF SANTA CLARA
CGOV *Insite Public Portal*

Home Search Create Schedule

Accessibility Support Register for an Account Login

Welcome to the Applicant Insite Portal
We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.
To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

What would you like to do today?
To get started, select one of the services listed below:
For **RESUBMITTALS** please visit our **website** for directions and for **NEW** applications continue to login or create a NEW account.

Development Search Records Schedule an Inspection	Planning Search Records
Encroachment Search Records	Enforcement Enter Complaint Search Records

Login

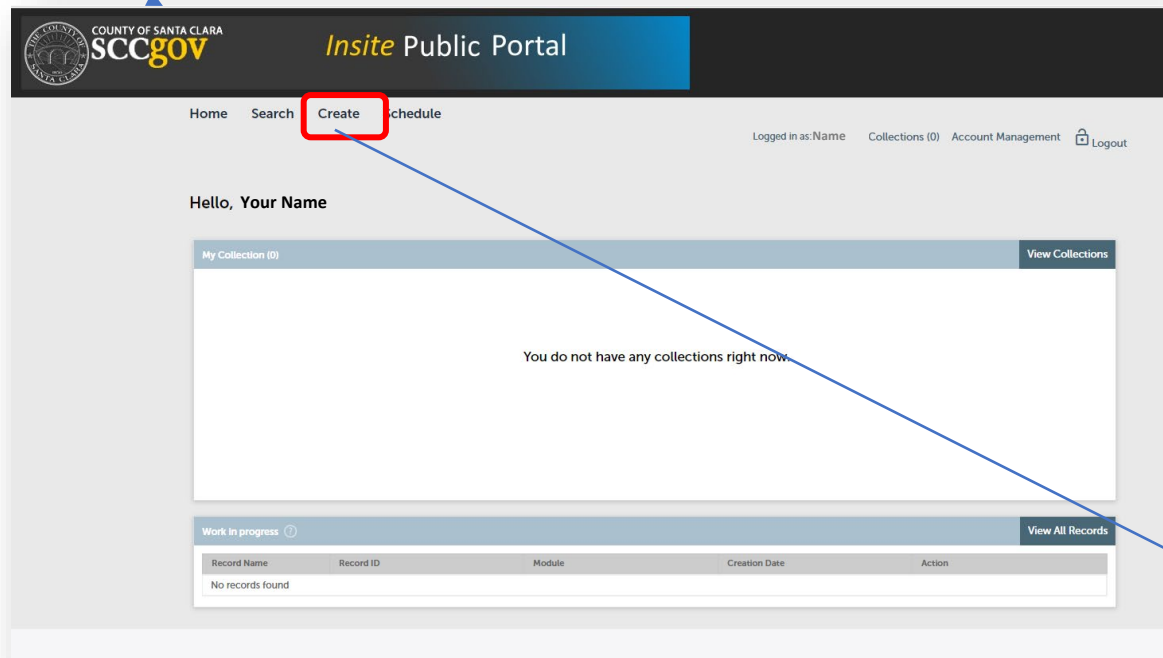
User Name or E-mail:
Password:
Login >

Remember me on this computer
Forgot my password
New User? Register for an Account

After logged in, begin to create encroachment permit application...

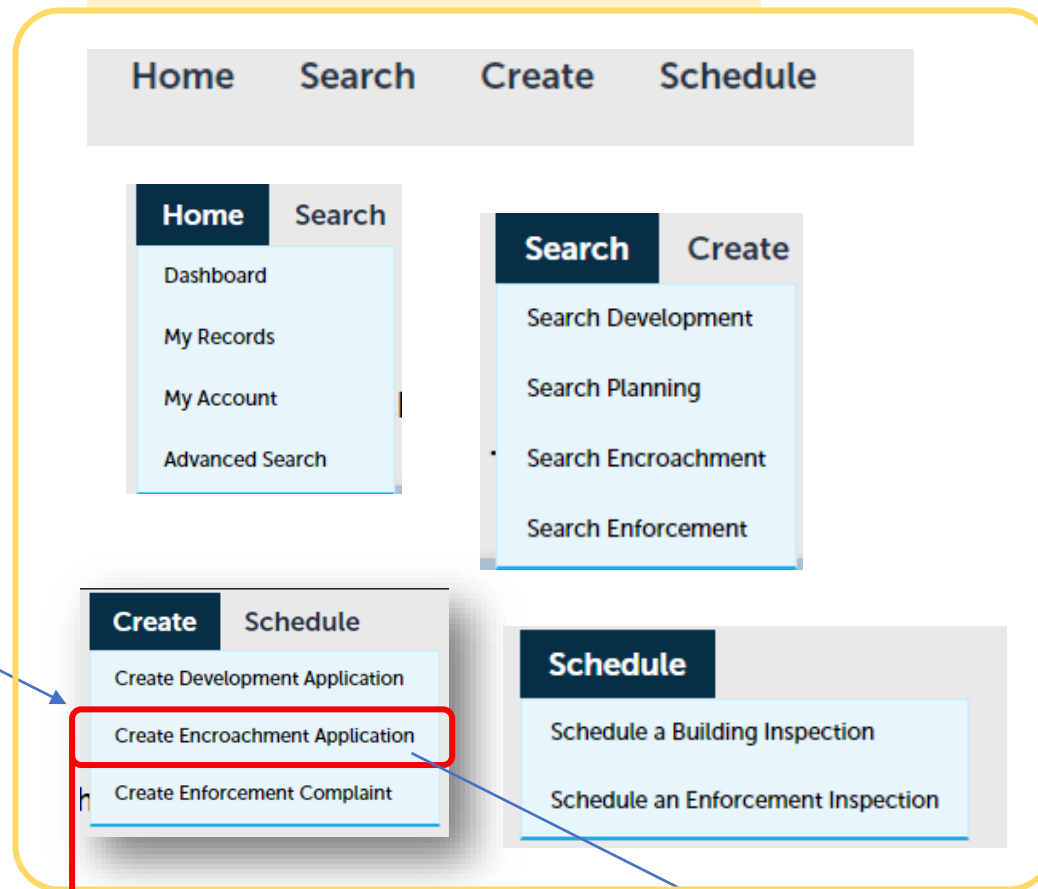
Create Permit

After logged in...



TIP: Have your documents ready - plans, site location, traffic control plan. You will be asked to upload this information.

TIP: Be aware of other features and tools available from this page of the portal.



This selection will take you to:

- Encroachment – Early Design Review
- Encroachment Permit
- Oversize/Overweight Transportation Permit

Create Permit

Online Application

Welcome to Santa Clara's InSite Applicant Portal Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-up s from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

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I have read and accepted the above terms.

[Continue Application](#)

TIP: Understand difference between Early Design Review and Encroachment Permit before continuing.

Early Design Review is intended for a design review of a development or proposed project, typically to determine conditions or present County Roads and Airports requirements for development of the project. It will only result in a Conditional Clearance.

Encroachment Permit is for an imminent project. It may result in issuance of the permit, or Conditional Clearance pending award of a project to a contractor (then issuance of the permit). If Conditional Clearance is given, instructions are provided to continue with the process to obtain the encroachment permit.

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

[Search](#)

- ▼ **Encroachment**
 - Encroachment - Early Design Review
 - Encroachment Permit
 - Oversize/Overweight Transportation Permit

[Continue Application »](#)

Select the type of permit application

Create Permit

The screenshot displays the 'Insite Public Portal' for the County of Santa Clara. The page title is 'Encroachment Permit'. A progress bar at the top shows seven steps: 1 Applicant Details, 2 Location Details, 3 Project Details, 4 Documents, 5 Review, 6, and 7. Step 1 is currently active. Below the progress bar, the heading is 'Step 1: Applicant Details > Applicant'. A sub-heading 'Applicant' is followed by a text input field. Below the field, there are three buttons: 'Select from Account', 'Add New', and 'Continue Application >'. The 'Select from Account' and 'Continue Application >' buttons are highlighted with red boxes. A blue arrow points from the 'Continue Application >' button to the next step in the progress bar. In the top right corner, there is a 'Logout' link. At the bottom right, there is a 'Save and resume later' button.

Continue to enter all information, upload documents, follow instructions, etc.

This is a close-up of the progress bar from the previous screenshot, showing steps 2 through 5: '2 Location Details', '3 Project Details', '4 Documents', and '5 Review'. Step 2 is currently selected.