

# Applying for a Temporary Permit in Accela

- Log into your Accela account
- Click Licenses up top and then Apply for a License underneath it



**Online License Application**

Welcome to our Online Licensing System. Using this system you can submit information, pay fees, and track the sta

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before be

**Option to Sign Up for Email Notification of Proposed Ordinances**

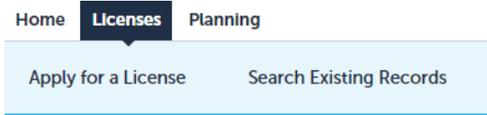
The City of Maplewood now offers an electronic *Notify Me* service for users to request notifications on various activities happening at the City. One of the notifications available is for a *proposed new ordinance or a proposed amendment to an ordinance*, which could help you stay up-to-date on changes made by City Council that may affect the operation of your business or a license you hold.

If you'd like to receive this notification, or notification of any of the activities for which notifications

I have read and accepted the above terms.

[Continue Application »](#)

- 
- Check the box and click Continue Application
- Click on Temporary to expand the list then choose the application type you are applying for



**Select a License Record Type**

First select the category of license you are applying for, then choose

- ▶ Animal License
- ▶ Business License
- ▶ Business Registration
- ▶ Business License Supplements
- ▶ Rental Property License
- ▶ **Temporary**
  - Seasonal Food Service Application
  - Temporary Amusement Application
  - Temporary Block Party Application
  - Temporary Food Service Application
  - Temporary Large Assembly Application
  - Temporary Local Lawful Gambling Application
  - Temporary Noise Control Waiver Request Application
  - Temporary On Sale 3.2 Beer Application
  - Temporary On Sale Intoxicating Liquor Application
  - Temporary One Time Event Application
  - Temporary Pyrotechnics/Fireworks Display Application
  - Temporary Retail Fireworks Sales Application
  - Temporary Special Event Application
  - Temporary Tent Application
  - Temporary Transient Merchant Application

[Continue Application »](#)

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- Enter your business name
- Enter your address then click Continue Application

Temporary Food Service Application

1 Address & Contact    2 Business & Event    3 Food & Attachments    4 Review    5 Record Issuance

Step 1: Address & Contact > Address

\* indicates a required field.

Detail Information

Please enter the Doing Business As (DBA) Name or the name of the individual applying below:

Test Record

Address

Enter the business address, then click "Continue Application"

\* Street No.: 1234    Direction: --Select--    \* Street Name: Main    Street Type: Street

Unit No.:    Unit Type: --Select--

City: Maplewood    State: MN    \* Zip: 55109

Search    Clear

Save and resume later

Continue Application »

- Click the blue button – Select from Account

Home    Licenses    Planning

Apply for a License    Search Existing Records

Temporary Food Service Application

1 Address & Contact    2 Business & Event    3 Food & Attachments    4 Review    5 Record Issuance

Step 1: Address & Contact > Contact

\* indicates a required field.

Applicant

Please click "Select from Account."

Select from Account    Look Up

Save and resume later

Continue Application »

- If you get a pop-up, select the address and then click Continue

**Select Contact from Account** ×

Jen Schorr  
Applicant

**REQUIRED** - Select contact addresses for this contact to attach to the record.

Showing 1-1 of 1

<input type="checkbox"/>	Address Type	Recipient	Address
<input checked="" type="checkbox"/>	Business		3001 white bear ave #31

**Continue** Discard Changes

- After your information fills in on the screen click Continue Application
- Fill in all applicable information and click Continue Application. There may be a few screens with information to fill in.
- Upload any required documents by clicking:
  - Add
  - Find the document on your computer
  - Click Continue
  - Specify the type of the document you are uploading
  - Type the name of it in the Description area
  - Click Save
- When finished uploading documents click Continue Application
- On the last page you can review all of the information you entered. Make any edits as needed.
- Read the certification at the bottom of the page and check the box
- Clicking Continue Application this time will submit your application
- Your application will then be passed on to other departments for approvals. Once all approvals are received you will receive an email that your invoice is ready to be paid. You can pay directly through your account with a card (note cards incur a 2.5% convenience fee) or by mailing in a check to City Hall. Once payment is received your permit will be issued.