

Accela Citizen Access Help Guide

TOPIC: How to Research Documents Online

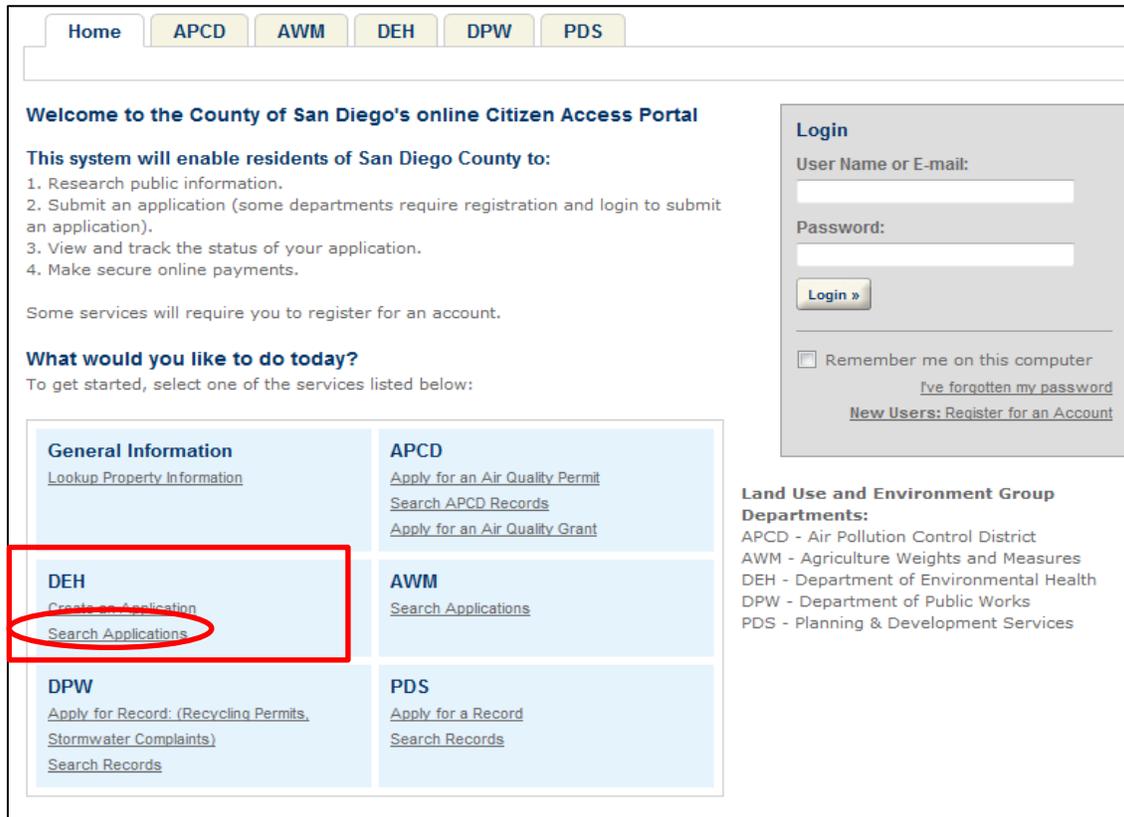
Accela Citizen Access (ACA) allows the public to apply for permits, check the status of permits, search documents, conduct research, and perform other tasks online. This Help Guide focuses on the process for researching and retrieving documents. Listed below are some helpful tips to improve your search:

- At this time only Site Assessment case files and Monitoring Well permit applications are available online. Those records are defined by the acronyms LSAM and LMWP.
- Some records may be in the process of being converted to electronic format and may not be available online. If you find a record without attached documents please contact Public Records at (858) 505-6891.
- Wildcard values (%) can be used if only partial information is known. For example, a record number DEH2015-LMWP-001258 can be found using the search %LMWP-001258%.
- The permit opened date defaults to 20 years prior. Some records date back further. In order to broaden your search, remove the values from the **“Start Date”** field shown in step 2.

Directions:

Step 1 Begin Search:

Go to the Accela Citizen Access home page <https://publicservices.sdcountry.ca.gov/CitizenAccess/> and click the **“Search Applications”** link in the **DEH** section of the online portal.



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Step 2 Enter Search Criteria:

The General Search screen allows you to search documents by address, parcel number, record number or licensed professional. Enter your search criteria in any of the spaces provided and click **“Search”**. Wildcard values (%) can be used if only partial information is known. Please note that the **“Start Date”** field defaults to 1995 and may exclude older permits. To broaden your search you can remove the date from this field.

Home APCD AWM DEH DPW PDS

Create an Application | Search Applications

Search for Records

Enter information below to search for records.

- Site Address
- Contractor License Information
- Parcel Number
- Record Information
- Contact Information

Select the search type from the drop-down list.

General Search General Search

Search All Records

Record Number: Record Type: --Select--

Project Name:

Start Date: End Date:

License Type: --Select-- State License Number:

First: Last: Name of Business:

Street No.: Direction: --Select-- Street Name: Street Type: --Select--

Unit Type: --Select-- Unit No.: Parcel No.:

City: State: --Select-- Zip:

▶ Search Additional Criteria

(The above example shows a search for records at 1005 Rosecrans)

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Step 3 Selecting Your Record:

After entering your search criteria the results will display below. Select the record you are searching for by clicking on the record ID. At this time only site assessment case files (DEHxxxx-LSAM-xxxxxx) and monitoring well permit applications (DEHxxxx-LMWP-xxxxxx) are available online.

License Type: State License Number:

First: Last: Name of Business:

Street No.: Direction: Street Name: Street Type:

Unit Type: Unit No.: Parcel No.:

City: State: Zip:

[▶ Search Additional Criteria](#)

19 Record results matching your search results

Click any of the results below to view more details.

[Show on Map](#)

Showing 1-19 of 19 | [Download results](#)

<input type="checkbox"/>	Record ID	Date	Record Type	Project Name	Address	Status	Action
<input type="checkbox"/>	DEH2015-FFPP-005174	05/14/2015	Food - Permanent - Processing	SEASIDE PHO AND GRILL	1005 ROSECRANS ST, SAN DIEGO CA 92106	Plan In-Review	
<input type="checkbox"/>	DEH2014-LMWP-000899	02/05/2014	Monitoring Well Program	FORMER CHEVRON AND OFFSITE	989 SCOTT ST, SAN DIEGO CA 92106-3021	Completed	
<input type="checkbox"/>	DEH2012-FFPP-446800	02/21/2012	Food - Permanent - Processing	GABARDINE RESTAURANT	1005 ROSECRANS ST, SAN DIEGO CA 92106	Completed	Pay Fees Due
<input type="checkbox"/>	DEH2012-FAMD-029126	01/17/2012	Amendment - Food and Housing	GABARDINE	1005 ROSECRANS ST, SAN DIEGO CA 92106	Approved	
<input type="checkbox"/>	DEH2012-FAMD-029069	01/06/2012	Amendment - Food and Housing	ROSECRANS TENANT IMPROVEMENT	1005 ROSECRANS ST, SAN DIEGO CA 92106	Withdrawn	Pay Fees Due
<input type="checkbox"/>	DEH2011-FFPP-443586	06/15/2011	Food - Permanent - Processing	LA PLAYA CAFE	1005 ROSECRANS ST, SAN DIEGO CA 92106	Completed	
<input type="checkbox"/>	DEH2011-FAMD-027494	03/28/2011	Amendment - Food and Housing	LA PLAYA CAFE	1005 ROSECRANS ST, SAN DIEGO CA 92106	Approved	
<input type="checkbox"/>	DEH2010-LMWP-107486	11/10/2010	Monitoring Well Program	FORMER CHEVRON 9-1460	1005 ROSECRANS ST, SAN DIEGO CA 92106	Issued	
<input type="checkbox"/>	DEH2010-FFPP-438703	05/25/2010	Food - Permanent - Processing	LA PLAYA BISTRO	1005 ROSECRANS ST, SAN DIEGO CA 92106	Completed	
<input type="checkbox"/>	DEH2010-LMWP-107116	05/12/2010	Monitoring Well Program	FORMER CHEVRON	1005 ROSECRANS ST, SAN DIEGO CA 92106	Issued	
<input type="checkbox"/>	DEH2009-LSAM-211245-001	09/30/2009	SAM Investigation	COMMERCIAL DEVELOPMENT STATION	1005 ROSECRANS ST, SAN DIEGO CA 92106	Completed	
<input type="checkbox"/>	DEH2009-FAMD-023748	09/28/2009	Amendment - Food and Housing	LA PAYA BISTRO	1005 ROSECRANS ST, SAN DIEGO CA 92106	Approved	
<input type="checkbox"/>	DEH2009-HUSTP-AT5431	09/08/2009	UST Plan Check	OLVERMCMILLAN ROSECRANS LLC	1005 ROSECRANS ST, SAN DIEGO CA 92106	Completed	
<input type="checkbox"/>	DEH2009-HUPFP-211245	09/08/2009	Unified Program Facility Permit	OLVERMCMILLAN ROSECRANS LLC	1005 ROSECRANS ST, SAN DIEGO CA 92106	Application In-Review	
<input type="checkbox"/>	DEH2009-LMWP-106334	03/16/2009	Monitoring Well Program	FORMER CHEVRON AND	2920 TALBOT ST, SAN DIEGO CA 92106	Issued	

(A search of 1005 Rosecrans returned results for 19 records. The Site Assessment case record is highlighted)

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Step 4 Document List:

After opening the record information expand the **“Attachments”** section to view of list of documents associated with that record. Please note that records with a large amount of files may take time to open. To view another record click on the **“Search Applications”** button at the top of the page to return to the search results.

Work Location

Please wait while the map is loading. This may take up to 30 seconds.

1005 ROSECRANS ST
SAN DIEGO CA 92106

Application Details

Click ▶ to expand; Click ▼ to collapse.

Project Description:
COMMERCIAL DEVELOPMENT

▶ **More Details**

▶ **Processing Status**

▼ **Attachments**

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Acti
211245-1-Technical Report-2009-01.pdf	DEH2009-LSAM-211245-001	SAM Investigation	Record	DEH-LWQD-SAM Technical Report	1.10 MB	06/08/2015	Acti
211245-1-Correspondence-2009-01.pdf	DEH2009-LSAM-211245-001	SAM Investigation	Record	DEH-LWQD-SAM Correspondence	105.28 KB	09/07/2013	Acti
211245-1-Application-Inspection-2009-01.pdf	DEH2009-LSAM-211245-001	SAM Investigation	Record	DEH-LWQD-SAM Application-Inspection	2.83 MB	09/08/2013	Acti
211245-1-Closure Documents-2009-01.pdf	DEH2009-LSAM-211245-001	SAM Investigation	Record	DEH-LWQD-SAM Closure Documents	50.08 KB	06/08/2015	Acti

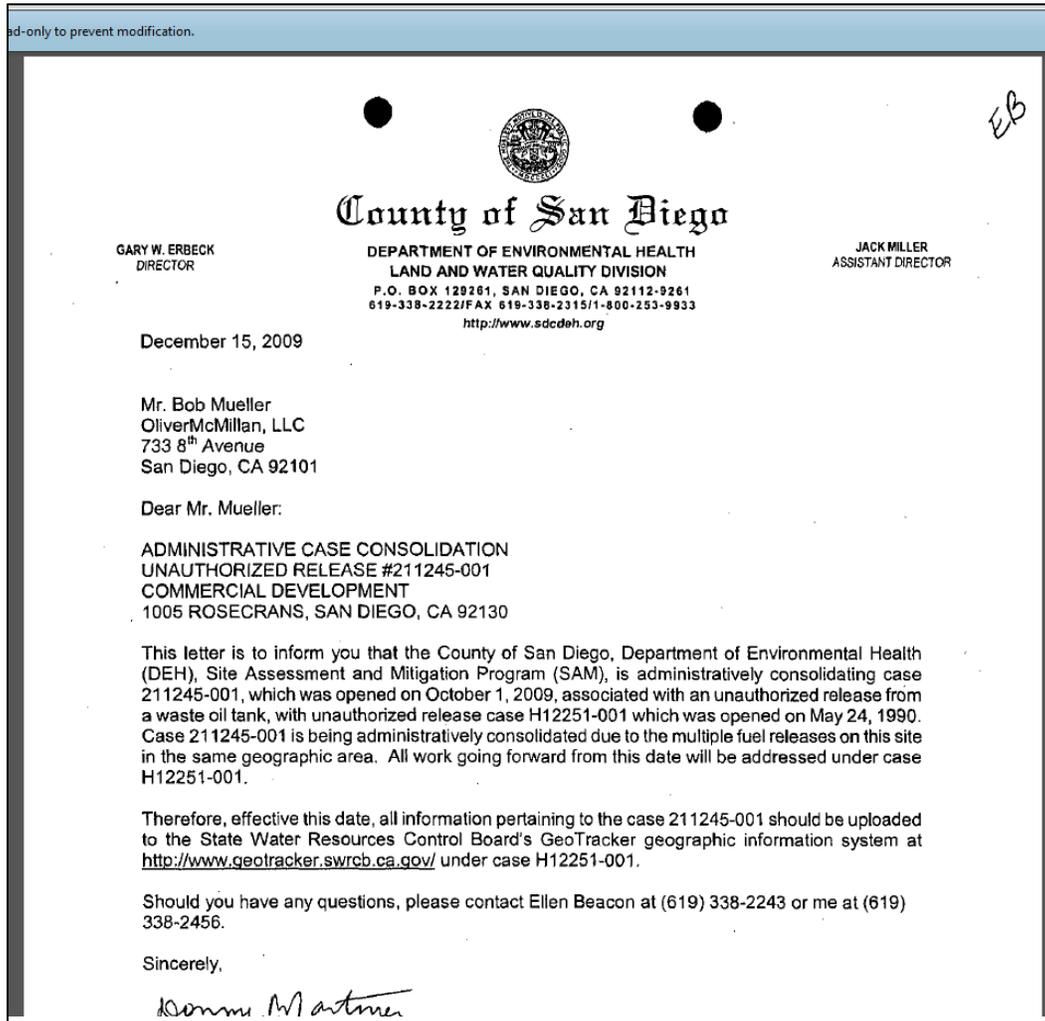
▶ **Related Applications**

(The documents related to site assessment record DEH2009-LSAM-211245-001 are shown above)

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Step 5 Viewing Records:

To open the document click on the name of the document you would like to view. Once opened the document may be saved locally.



(Above shows the site assessment closure document entitled "211245-1-Closure Documents-2009-001.pdf")

For any questions or concerns please contact the Public Records Program at (858) 505-6891 or by email at publicrecords.deh@sdcounty.ca.gov.