Online Permit Research System Help Guides

TOPIC: **Accela Citizen Access** (How to Generate a Building Invoice)

Accela Citizen Access (ACA) is the online tool that allows the public to check the status of permits, conduct research, and perform other tasks online, such as apply for permits; pay fees or schedule inspections (refer to specific business units for details).
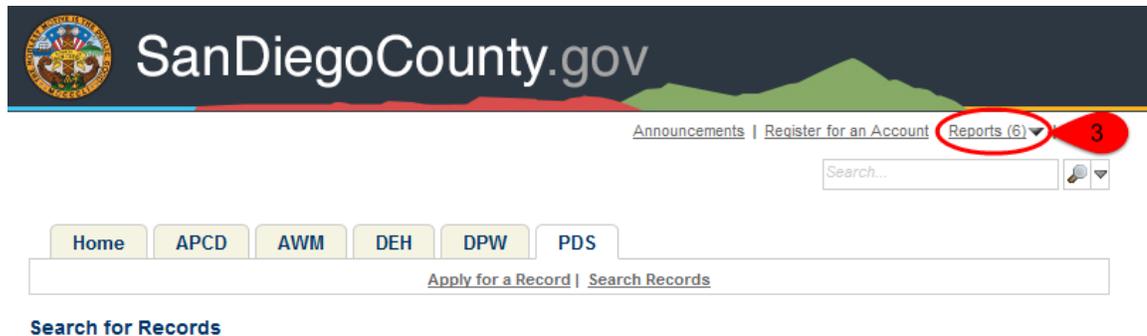
Directions:

Step 1: Go to the Accela Citizen Access home page: https://publicservices.sdcounty.ca.gov/citizenaccess/

Step 2: Click the **PDS** tab. You do not need to register for an account to access an invoice.

The PDS tab takes users to the Planning and Development Services section of the Accela Citizen Access website.

Step 3: Click the **Reports (6)** dropdown menu link.

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Step 4: From the **Reports (6)** dropdown menu, select either **Building Invoice – Multi-Record** or **Building Invoice – Single Record**.

Announcements | Register for an Account | Reports (6) | Login

Reports (6):
Building Invoice – Multi-Record
Building Invoice – Single Record
Building Permits Issued
New/Completed Project Planning Applications
Newly Created Records
Property Summary Report

4

arch Record

- Building Invoice – Multi-Record: A Building Division invoice for current outstanding charges for building permits included in tract phases or multiple building commercial developments.
- Building Invoice – Single Record: A Building Division invoice for current outstanding charges for any single building permit.

Step 5: Define the required parameters and click **Submit**. Required fields are marked with a red asterisk (*).
Please remember that some reports may require several minutes to load.

- If you are contracted to defer impact fees, select the specific fees that are deferred or mark "All".
- If you are not contracted to defer impact fees select "None".

Please input report parameter(s):

* Record ID:

* Exclude Deferred Impact Fees:

All
None
Drainage Fees
Park Fees

Submit   5

Building Invoice – Single Record:
Enter the record ID of the invoice you wish to view.

Please input report parameter(s):

* Parent Record ID:

* Exclude Deferred Impact Fee:

All
None
Drainage Fees
Park Fees

Submit   5

Building Invoice – Multi-Record:
Enter the parent record ID of the multiple site development invoice you wish to view.

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More Information:

For more information and additional ACA help guides, please visit: Accela Citizen Access FAQ web page.

Help Contact:

If you have unresolved questions regarding generating a building invoice in Accela Citizen Access please contact the County of San Diego, Planning and Development Services Building Division at (858) 565-5920.