

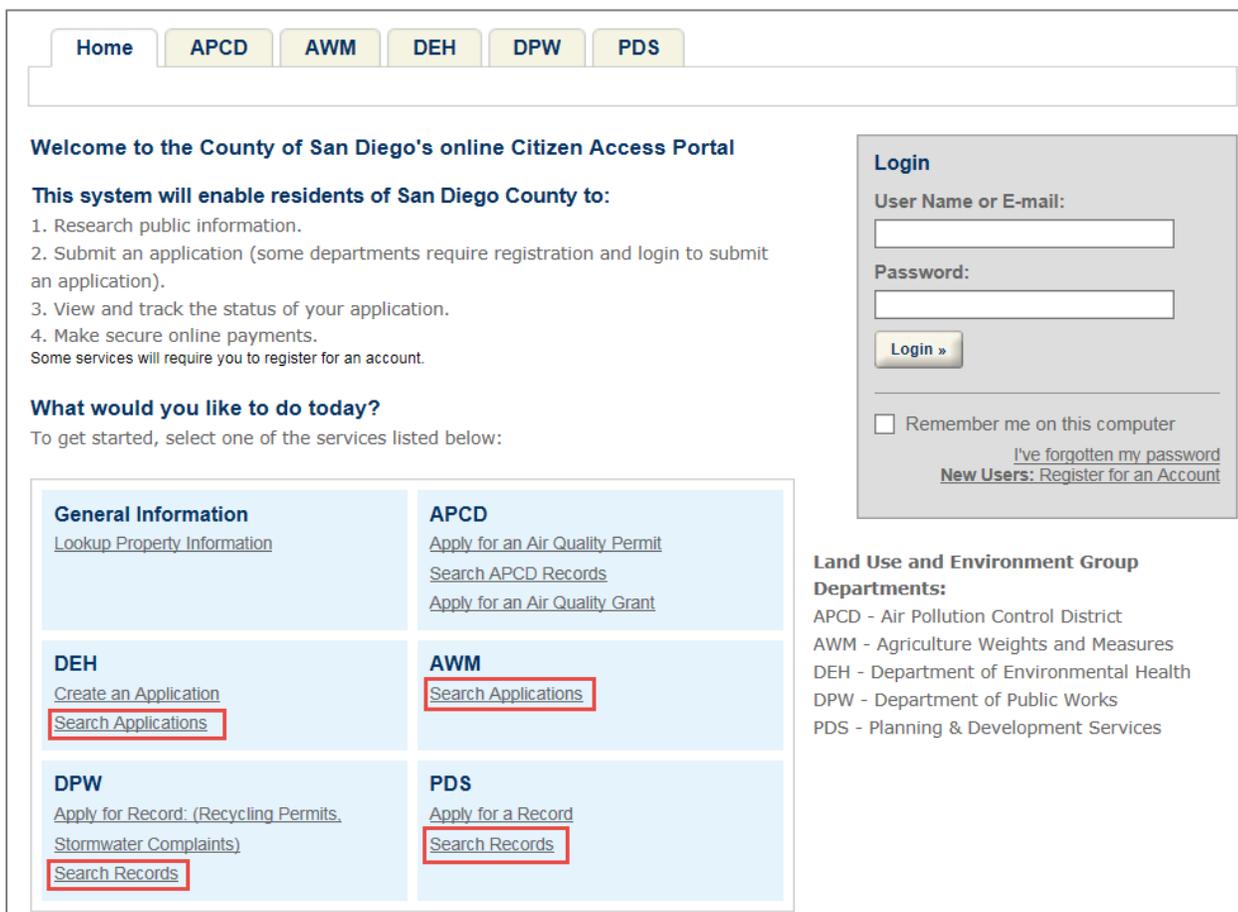
Permitting System Help Guides

TOPIC: **Accela Citizen Access** (How to Check the Status of Your Record)

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: From the ACA Home Page click the “Search Records” or “Search Applications” link in the department block where your record originated.



The screenshot shows the Accela Citizen Access Portal home page. At the top, there is a navigation bar with buttons for Home, APCD, AWM, DEH, DPW, and PDS. Below the navigation bar, the main content area is divided into several sections:

- Welcome to the County of San Diego's online Citizen Access Portal**: A heading followed by a list of services:
 1. Research public information.
 2. Submit an application (some departments require registration and login to submit an application).
 3. View and track the status of your application.
 4. Make secure online payments.
 A note states: "Some services will require you to register for an account."
- What would you like to do today?**: A heading followed by the text: "To get started, select one of the services listed below:"
- Service Grid**: A grid of service categories with links:

General Information Lookup Property Information	APCD Apply for an Air Quality Permit Search APCD Records Apply for an Air Quality Grant
DEH Create an Application Search Applications	AWM Search Applications
DPW Apply for Record: (Recycling Permits, Stormwater Complaints) Search Records	PDS Apply for a Record Search Records
- Login**: A login form with fields for "User Name or E-mail:" and "Password:", a "Login »" button, a "Remember me on this computer" checkbox, and links for "I've forgotten my password" and "New Users: Register for an Account".
- Land Use and Environment Group Departments:** A list of departments:
 - APCD - Air Pollution Control District
 - AWM - Agriculture Weights and Measures
 - DEH - Department of Environmental Health
 - DPW - Department of Public Works
 - PDS - Planning & Development Services

County of San Diego - Land Use & Environment Group

Step 2: Enter the record ID or any other available information regarding your record available in the search criteria and click search.

Search for Records

Enter information below to search the Record database. Records can be searched for by entering any of the following information:

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

Use the drop-down menu to change the search type.

General Search General Search

Search All Records

Record ID: Record Type: --Select--

Project Name:

Start Date: End Date:

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

First Name: Last Name: Name of Business:

Street #: Direction: --Select-- Street Name: Street Type: --Select--

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

City: State: --Select-- Zip:

[Search Additional Criteria](#)

Enter search criteria

The search will only return records created between the Start and End Dates entered.

County of San Diego - Land Use & Environment Group

Step 3: The records which match your search criteria will display at the bottom of the search screen. Select the record, by clicking on the record ID, of the record in which you need information. The record status will be displayed in the far right column of the record search results.

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

Use the drop-down menu to change the search type.

General Search General Search

Search All Records

Record ID: Record Type: --Select--

Project Name:

Start Date: End Date:

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

First Name: Last Name: Name of Business:

Street #: Direction: --Select-- Street Name: Street Type: --Select--

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

City: State: --Select-- Zip:

▶ Search Additional Criteria

28 Record results matching your search results

Click any of the results below to view more details.

Show on Map

Showing 21-28 of 28 | [Download results](#)

<input type="checkbox"/>	Date	Record ID	Record Type	Project	Address	Record Status
<input type="checkbox"/>	11/01/2012	PDS2012-ER-12-01-012	CEQA	BROWN BAG TENTATIVE MAP	24937 HIGHWAY 94, SAN DIEGO - DEFAULT CITY CA 99999	In Review
<input type="checkbox"/>	11/01/2012	PDS2012-AD-12-092	Administrative Permit	WHITE BAG ADMINISTRATIVE PERMIT	3957 COUNTRY TRAILS LN, BONITA CA 91902-3023	In Review
<input type="checkbox"/>	11/01/2012	PDS2012-STP-12-039	Site Plan Modification	YELLOW BAG SITE PLAN	8545 SUNRISE HWY, PINE VALLEY CA 91962	In Review
<input type="checkbox"/>	11/01/2012	PDS2012-STP-12-034	Site Plan	BROWN BAG TENTATIVE MAP	24937 HIGHWAY 94, SAN DIEGO - DEFAULT CITY CA 99999	In Review
<input type="checkbox"/>	11/01/2012	PDS2012-ER-12-05-019	CEQA	YELLOW BAG SITE PLAN	8545 SUNRISE HWY, PINE VALLEY CA 91962	Open
<input type="checkbox"/>	11/01/2012	PDS2012-TM-5947	Tentative Map	BROWN BAG TENTATIVE MAP	24937 HIGHWAY 94, SAN DIEGO - DEFAULT CITY CA 99999	In Review
<input type="checkbox"/>	11/01/2012	PDS2012-BC-12-0038	Boundary Adjustment with Certificate of Compliance	BLACK BAG BOUNDARY ADJUSTMENT	15360 BANDY CANYON RD, ESCONDIDO CA 92025-2409	Open
<input type="checkbox"/>	11/01/2012	PDS2012-ER-12-04-013	CEQA	BLACK BAG BOUNDARY ADJUSTMENT	15360 BANDY CANYON RD, ESCONDIDO CA 92025-2409	In Review

< Prev 1 2 3 Next >

search results

Record status

Step 4: After the record has been chosen you may review information regarding your record including conditions of approval, record specific information, contact information, paid and unpaid fees, scheduled inspections and inspection history, project workflow, documents attached to the record, related records, job valuation, and trust account information.

* Please note not all of the information above may be available for viewing depending on the department and record type you have chosen (not all records display all information).

Home APCD AWM DEH DPW PDS

Apply for a Record | Search Records

Record ID PDS2015-RESPRI-000226:
New Primary Residential Structure SFD or MH - Plan Check-Permit
Record Status: Open

CONDITIONS OF APPROVAL 11/03/2015.
Conditions of Approval: WDID -- DISTURBED AREA OF LAND Severity: Required
Total Conditions of Approval: 12 (Required: 12)

▶ **Conditions of Approval** Search...

▶ **Record Details**

▶ **Fees** You can expand or contract any of the sections for detailed information by clicking on the arrow for that section to left.

▶ **Inspections**

▶ **Processing Status**

▶ **Related Records**

▼ **Record Details**

Licensed Professional:
 BLUE GRIP SQUAD INC
 4416 DENVER STREET
 MONTCLAIR, CA, 91763
 Business Phone: 9092425235
 CSLB Contractor 978154

Project Description:
 Log In
 Cross street: MAIN ST Foundation: SLAB STEPPED RAISED
 (remove all that do not apply) Description of Work: 2000
 SQF NEW SFD WITH 850 SQFT ATT. GARAGE Notice to
 Permittee: Temp power shall be inspected prior to framing
 inspection

▼ More Details

☑ Contacts

Owner on Application information
 P O BOX 999*RANCHO SANTA FE CA\
 RANCHO SANTA FE, CA, 92067

PDS Permit Contact information
 P O BOX 999*RANCHO SANTA FE CA\
 RANCHO SANTA FE, CA, 92067

PDS Plan Check Contact information
 P O BOX 999*RANCHO SANTA FE CA\
 RANCHO SANTA FE, CA, 92067

▼ **Fees**

Outstanding:

Date	Invoice Number	Amount	
11/04/2015	1871382	\$2,118.00	Pay Fees

Total outstanding fees: \$2,118.00

Paid:

Date	Invoice Number	Amount	
11/04/2015	1871382	\$51.00	View Details

Total paid fees: \$51.00

Unpaid Fees ←

← **Click here to pay any unpaid fees**

▼ **Inspections**

Upcoming (2)

[Schedule an Inspection](#) A

103 - GRADING SITE INSPECTION
 Scheduled on 11/05/2015
 Estimated Arrival Timeframe: 08:00 AM - 09:30 AM
 Inspector: Brian Mckeighan

117 - SUBFLOOR MISC./PLUMBING/ELECT./MECH.
 Scheduled on 11/05/2015
 Estimated Arrival Timeframe: 08:00 AM - 09:30 AM
 Inspector: Brian Mckeighan

Completed (2)
 Cancelled - 1; Done - 1

102 - BUILDING SITE INSPECTION - Result: Done
 Inspector: Brian Mckeighan | Date: 11/04/2015

112 - UNDERGROUND ELECTRICAL - Status: Cancelled
 Cancelled by: Stephanie Nicholas on 11/04/2015 at 10:16 AM

Actions ▼

Actions ▼

[View Details](#)

[View Details](#)

Record inspection information can be found in this section including:

A: Schedule an Inspection

B: Check the estimated Inspector arrival time for building inspections scheduled.

C: Information regarding completed inspections

More Information:

For information on how to use Accela Citizen Access please click [here](#).

Help Contact:

If you have additional questions on how to check the status of your record via Accela Citizen Access please contact the department where your record originated.

Department of Environmental Health: (858) 505-6700

Department of Public Works: (858) 232-6837 (Kamilah James)

Planning & Development Services: (800) 411-0017

Agriculture Weights & Measures: (858) 594-2739

Air Pollution Control District: (858) 586-2600