

## Online Permit Research System Help Guides

**TOPIC: Accela Citizen Access** (How to Run Reports on Building Permit or Land Information)

*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](https://publicservices.sdcounty.ca.gov/citizenaccess/) 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 Reports.

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.



## Online Permit Research System Help Guides

**Step 4:** From the **Reports (6)** dropdown menu, select one of the six available report options.



- **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.
- **Building Permits Issued:** Report of building permits issued within a specified time frame. Search filters include record type and project scope.
- **New/Completed Project Planning Applications:** Report of new or completed discretionary permit applications within a specified time frame.
- **Newly Created Records:** Report of building records, including issued building permits and building plan checks, created within a specified time frame. Search filters include record type and project scope.
- **Property Summary Report:** Report of property specific characteristics and development information.

**Step 5:** Define any of the required, report specific parameters and click **Submit**. Required fields are marked with a red asterisk (\*). *Please remember that more expansive search parameters will increase the loading time for a report. Some reports may require several minutes to load.*

## Online Permit Research System Help Guides

**Please input report parameter(s):**

\* Begin Date:  
 

\* End Date:  
 

\* Record Type(s):  

ALL	▲
LUEG-PDS/Building/Grading/PDS Residential Minor Grading	⌵
LUEG-PDS/Building/Multi-Bldg Plan Check/Commercial Multi-Bldg Parent	⌵
LUEG-PDS/Building/PC-Permit/Commercial Alteration-Addn	▼

\* Primary Scope Code(s):  

ALL	▲
1010 - RES - New Primary Residential Structure	⌵
1012 - RES - Rebuilt On Existing Foundation	⌵
1014 - RES - Second Dwelling Unit	▼

ZIP Code(s) (5 digit):

 

### 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 Accela Citizen Access please contact the department where your record originated.

- Department of Environmental Health: (858) 505-6700
- Department of Public Works – Kamilah James: (858) 232-6837
- Planning & Development Services: (800) 411-0017
- Agriculture Weights & Measures: (858) 694-2739
- Air Pollution Control District: (858) 586-2600

---

## Online Permit Research System Help Guides