

Online Permit Research System Help Guides

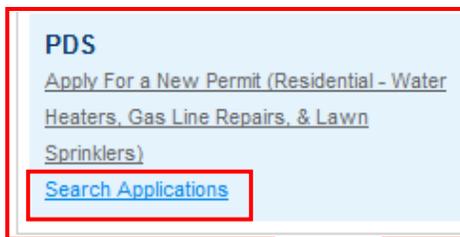
TOPIC: Accela Citizen Access (How to Research Building Permit Inspection Information)

Accela Citizen Access (ACA) is the online tool the public can use to view information about inspections on building permits. This help guide explains how to find the estimated arrival timeframe for scheduled inspections and other inspection-related information.

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: In the PDS section of the, click **Search Applications**. You do not need to register for an account to use ACA.



This link takes the user to the **General Search** form.

Select one of the four types of search available, or just use the default 'General Search'.

General Search

Record ID: Record Type:

Project Name:

Start Date: End Date:

License Type: State License Number:

First Name: Last Name: Name of Business:

Street #: Direction: Street Name: Street Type:

Unit Type: Unit No.: Parcel #:

City: State: Zip:

Note the date range. If the permit was issued more than two years ago, you will need to change the Start Date.

Address search. If you are unsure of something, like the street type, leave the search field blank.

In the **General Search** form there are four types of searches available. Any of these can be used to find your permit, but the most accurate way to search is **Search by Record Information**.

You can also search by the address, by the licensed professional associated with the permit, or a General Search by filling in any of the available search fields with information available.

Step 3. Click the **Search** button near the bottom to execute the search. You can refine the search by changing, adding or removing search criteria until the search is successful.

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Step 4. A successful search will display the query results below the **Search** button. Click the Record ID link for details.

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

Date	Record ID	Record Type	Project	Address	Record Status
08/10/2012	PDS2012-1015-20120107	Tract Model or Production Unit - Permit	Log In	17824 RALPHS RANCH RD, SAN DIEGO CA 92127	Issued

The Record Detail form is displayed in the PDS tab. Verify the address and permit number **Record ID** is correct.

Record ID PDS2012-1015-20120107:
Tract Model or Production Unit - Permit

Work Location
17824 RALPHS RANCH RD

Step 5. Scroll down to the Inspections section.

Inspections

Upcoming (2)

132 - ROOF NAIL
Scheduled on 12/17/2012
Estimated Arrival Timeframe: 10:00 AM - 12:00 PM
Inspector: Tony Apodaca

Completed (6)

Pass - 6

140 - SEWER/SEPTIC CONNECT - Result: Pass
Inspector: Bob Nagle | Date: 10/15/2012

114 - FOUNDATION/STEEL/HOLDOWNS/AB'S/2ND - Result: Pass
Inspector: Tony Apodaca | Date: 10/23/2012

106 - UNDERGROUND PLUMBING - Result: Pass
Inspector: Bob Nagle | Date: 10/15/2012

138 - BUILDING SEWER/BACKWATER VALVE/EJECTION PUMP - Result: Pass
Inspector: Bob Nagle | Date: 10/15/2012

136 - WATER SERVICE - Result: Pass
Inspector: Bob Nagle | Date: 10/15/2012

Scheduled (“**Upcoming**”) and completed inspections for the permit are listed. Note the **Estimated Arrival Timeframe** displayed just below the Scheduled Date. The inspector originally assigned is also displayed. (Please note that the assigned inspector may change to meet load balancing needs.)

Some additional information can be viewed by clicking the icon next to **Actions** and then clicking **View Details**.

Information for completed inspections, if any exist, can be viewed by clicking the **View Details** link next to the inspection.

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More Information:

For information and directions on how to look up information specific to your record, including viewing conditions of approval, record specific information, contact information, paid and unpaid fees, inspections and inspection history, project workflow, documents attached to the record, related records, job valuation, and trust account information please see the Accela Citizen Access FAQ web page.

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) 694-2739

Air Pollution Control District: (858) 586-2600