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TOPIC: **Accela Citizen Access** (How to Conduct Research)

Accela Citizen Access (ACA) is the online tool for external public users to check the status of permits, conduct research, and apply for some records online (refer to specific business units for the ability to apply for a permit online). ACA is replacing the current online system Kiva Citizen Access and KivaNet Citizen.

Directions:

Step 1: From the Accela Citizen Access home page click the "Look up Property" link in the General Information block.

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Step 2: Choose how you want to look up information and enter your search criteria. Once you have entered your search information hit lookup.

Step 3: Results will display below your search criteria. Click the underlined hyperlink to get detailed information about the property you searched.

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Step 4: Details of the parcel are displayed including Parcel Information and Addresses associated to the searched property. You may also click on the "Show on Map' button.
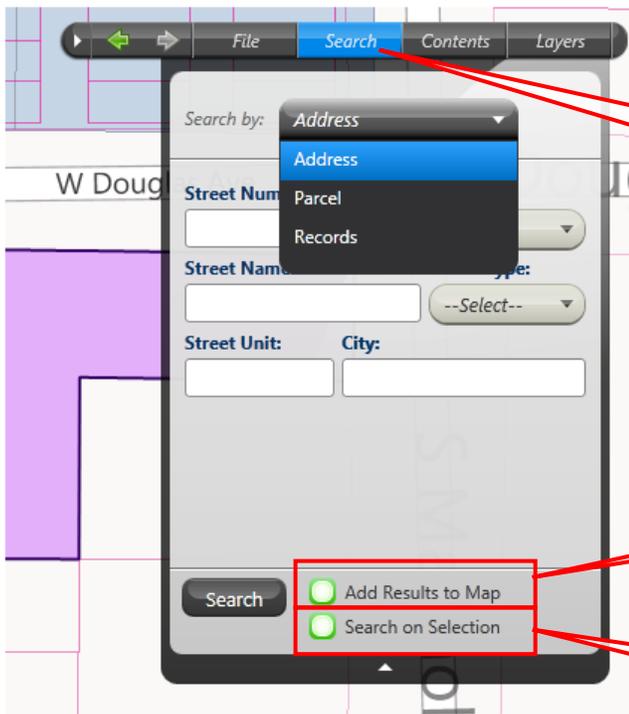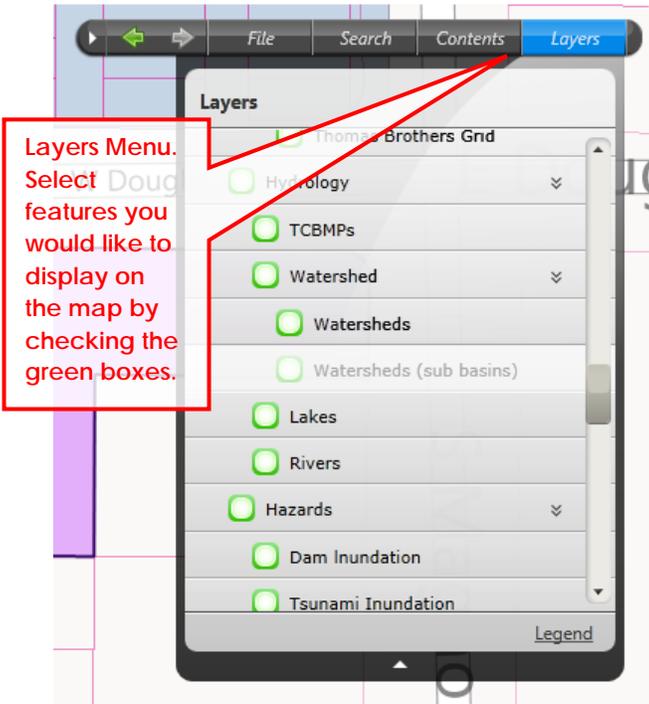

Step 5: Click the "Show on Map" button to display the property on a map. This will allow you to zoom in and out, measure distances, and turn on available layers of the map to get more detailed information about the parcel you are searching.

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Layers Menu. Select features you would like to display on the map by checking the green boxes.

Contents menu; displays the assessor parcel number and address of the selected property.

Parcels

881621700

Parcel: 488-162-17-00
Owner: COUNTY OF SAN DIEGO
Address: 200 S MAGNOLIA AVE SAN DIEGO - DEFAULT CITY CA 99999

Actions

Layers

Thomas Brothers Grid
Hydrology
TCBMPs
Watershed
  Watersheds
  Watersheds (sub basins)
Lakes
Rivers
Hazards
Dam Inundation
Tsunami Inundation
Legend

Search allows you to enter a new search criteria based on the drop-downs displayed.

Search by: Address
  Address
  Parcel
  Records

Street Number

Street Name   Type:
                           --Select--

Street Unit: City:

Search   Add Results to Map
          Search on Selection

This will render the new search criteria on the map.

This will perform the new search and will not render a new map.

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More Information:

For information 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, scheduled 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 how to check the status of your record guide.

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