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

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

Outstanding:

<table>
<thead>
<tr>
<th>Date</th>
<th>Invoice Number</th>
<th>Amount</th>
<th>Pay Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/04/15</td>
<td>2171382</td>
<td>$2,118.00</td>
<td></td>
</tr>
</tbody>
</table>

Total outstanding fees: $2,118.00

Paid:

<table>
<thead>
<tr>
<th>Date</th>
<th>Invoice Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/04/15</td>
<td>2171382</td>
<td>$51.00</td>
</tr>
</tbody>
</table>

Total paid fees: $51.00

Click here to pay any unpaid fees

Inspections

Upcoming (2)

Schedule an Inspection

A

Actions:

B

Completed (2)

C

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

View Details

View Details

103 - GRADING SITE INSPECTION
Scheduled on 11/04/2015
Estimated Arrival Timeframe: 08:00 AM - 09:30 AM
Inspector: Brian McKeehan

117 - SUBFLOOR MISC./PLUMBING/ELECT./MECH.
Scheduled on 11/04/2015
Estimated Arrival Timeframe: 08:00 AM - 09:30 AM
Inspector: Brian McKeehan

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

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