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 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.

Step 3: Click the Reports (6) dropdown menu link.
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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.
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Please input report parameter(s):

* Begin Date: 10/01/2015
* End Date: 10/11/2015
* Record Type(s):
  - LUEG-DS/Building/Grading/DSB Residential Minor Grading
  - LUEG-DS/Building/Multi-Bldg Plan Check/Commercial Multi-Bldg Parent
  - Planning & Development Services: Commercial Alteration/Add
* Primary Scope Code(s):
  - 2010 - RES - New Primary Residential Structure
  - 1012 - RES - Rebuilt On Existing Foundation
  - 1014 - RES - Second Dwelling Unit
* ZIP Code(s) (5 digit):
  - ALL

Submit

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