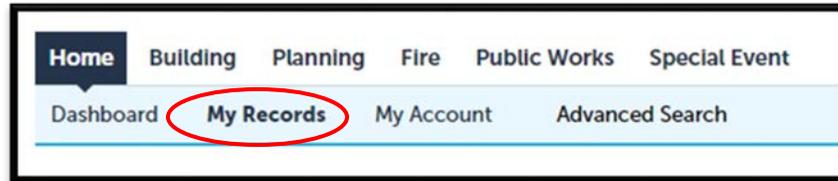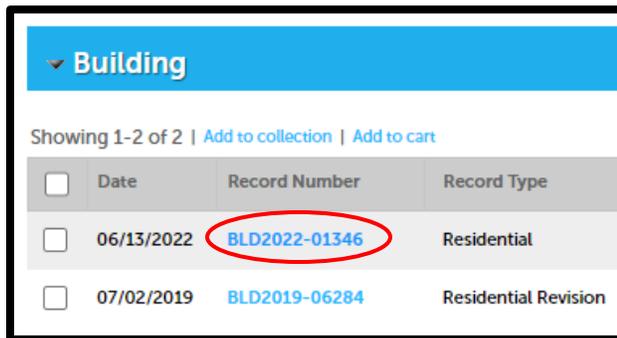# Check Permit Application Status

See the current status of your permit application.
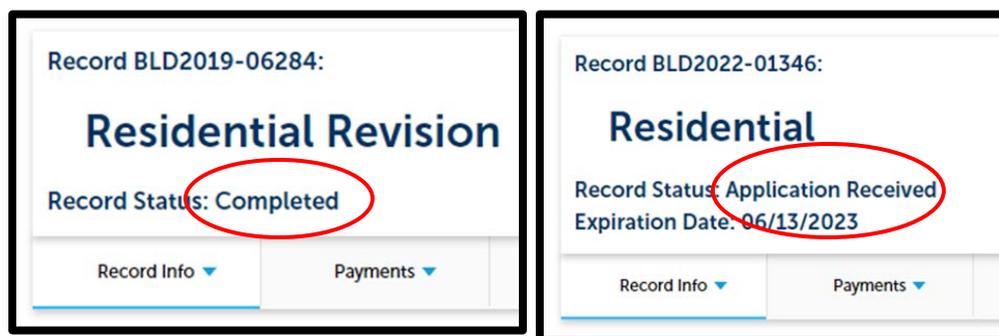
1. Log into Accela Citizen Access (ACA) using your user account
2. Click "My Records" tab to see the permits that are linked to your ACA account

3. Click on the BLD number you want to look up to find more information. If you do not see any records here, fill out *ACA User Link Request Form* and send to CDBuildingCode@SantaBarbaraCA.gov. City staff will then link your account.

4. The main header will show the current Record Status. This is a general status that shows where in the process your permit application is, as shown:

Tip: Application Received means we have your application, but it has not been routed or seen by staff yet. Your application is sitting in a queue for Permit Techs to process.

Plan Review means we have accepted your application and routed them to plans examiners for code compliance.
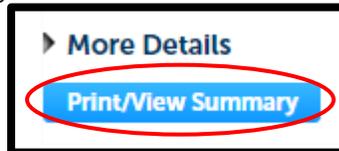
Waiting on Applicant means we have requested something from you (like a signed Permit Record, or a submittal form) and are waiting for you to upload something or pay fees.
Returned to Applicant means we have sent something back to you to address, usually Corrections.
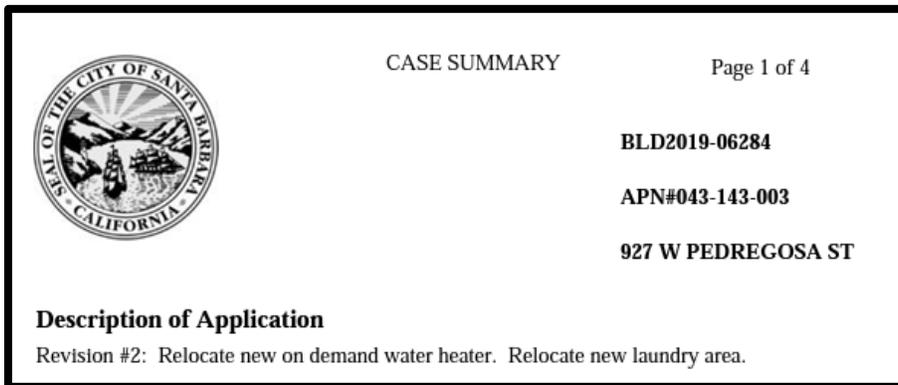Issued means your application was approved and issued, and needs inspection.
Completed means your project has received and passed its Final Building Inspection. There is nothing more to do.

5. To find a breakdown of information for your permit, scroll to the bottom of the page and click the "Print/View Summary" button.

a. The "Print/View Summary" will generate the case activity document.

Tip: The case activity summary is always up-to-date. You can read through and find what reviews are pending, and which have been entered. You will only receive a full Corrections document when we e-mail you that corrections are required.