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 <u>CDBuildingCode@SantaBarbaraCA.gov</u>. City staff will then link your account.

✓ Building							
Showi	Showing 1-2 of 2 Add to collection Add to cart						
	Date	Record Number	Record Type				
	06/13/2022	BLD2022-01346	Residential				
	07/02/2019	BLD2019-06284	Residential Revision				

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:

Record BLD2019-06284	k:	Record BLD2022-01346:	
Residential	Revision	Residential Record Status: Application Received Expiration Date: 96/13/2023	
Record Info 🔻	Payments 🔻	Record Info 🔻	Payments 🔻

**Tip:* <u>Application Received</u> 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.

<u>Plan Review</u> means we have accepted your application and routed them to plans examiners for code compliance.

<u>Waiting on Applicant</u> 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. <u>Returned to Applicant</u> means we have sent something back to you to address, usually Corrections. <u>Issued</u> means your application was approved and issued, and needs inspection.

<u>Completed</u> 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.

Page 1 of 4						
SA ST						
Description of Application						
BLD2019-06284 APN#043-143-003 927 W PEDREGOS emand water heater. Relocate new laundry area.						

**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.