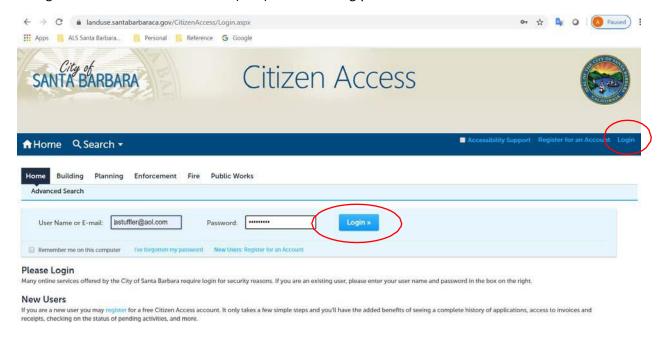
Building Permit Application Guide.

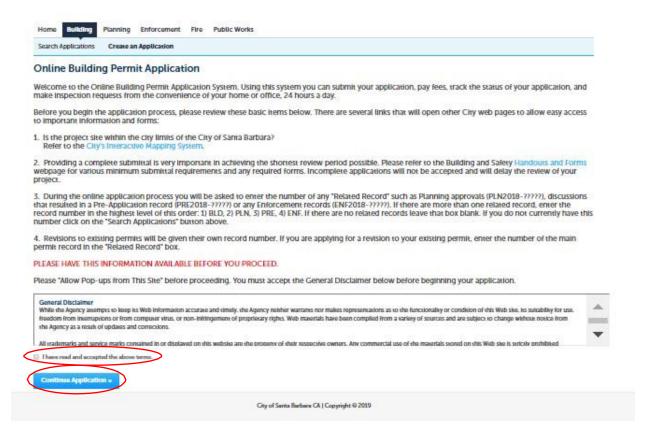
1. Log into the Accela Citizen Access (ACA) web site using your ACA user account.



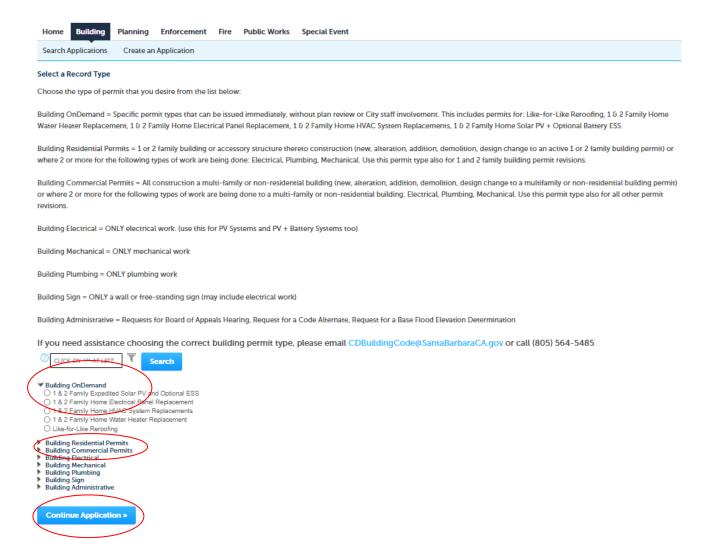
2. Click on the **Building** tab and then click on **Create an Application**.



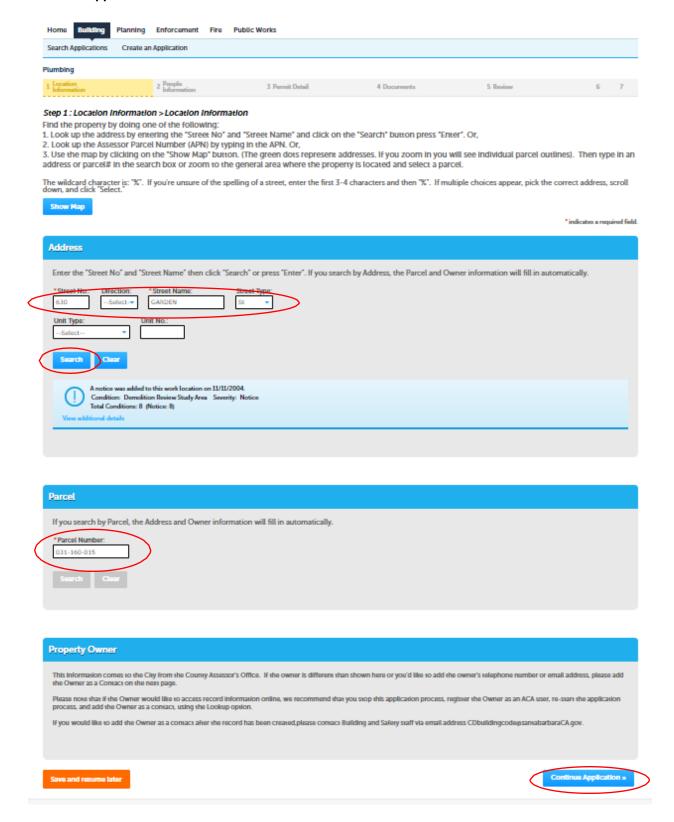
3. Read all of the information provided and, if you agree, **click in the box** next to "I have read and accept the above items", and click **Continue Application**.



4. Select a record (building permit) type from the list. Unless you are applying for one of the **Specialty Permits** listed, you will likely choose from one of the following: **Building Commercial Permits**, **Building Residential Permits**, or **Building On-Demand**. Once selected, click **Continue Application**.

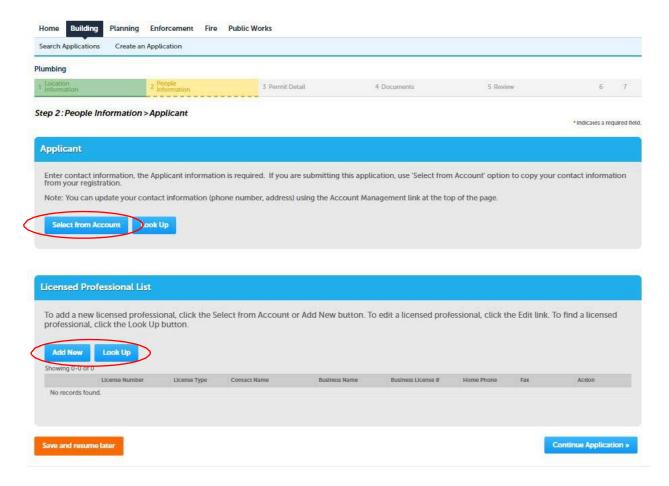


5. Next, enter the **Street Address** information and click **Search**. When a parcel is found, the **Parcel Number field will fill in automatically**. With the Parcel Number now filled in automatically, click **Continue Application**.

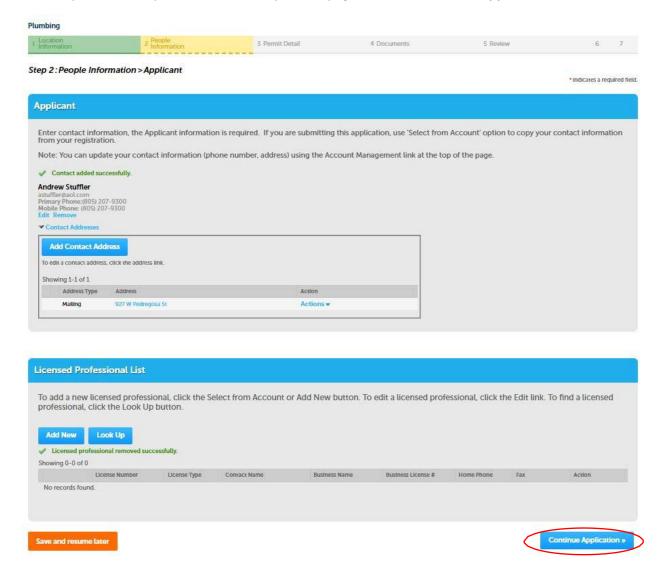


6. Click **Select from Account** to enable you to track and process this permit application. Follow the prompts to confirm your information.

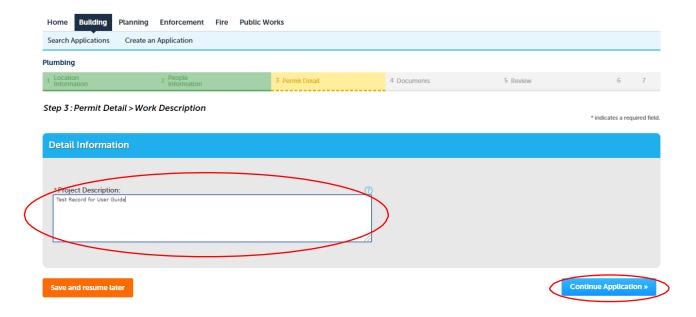
If there are **Licensed Professionals** involved (Engineer, Architect, Contractor, then click **Look Up** to find them, or click **Add New** if they are not found in the Look Up. (FYI: You can add these later if you like).



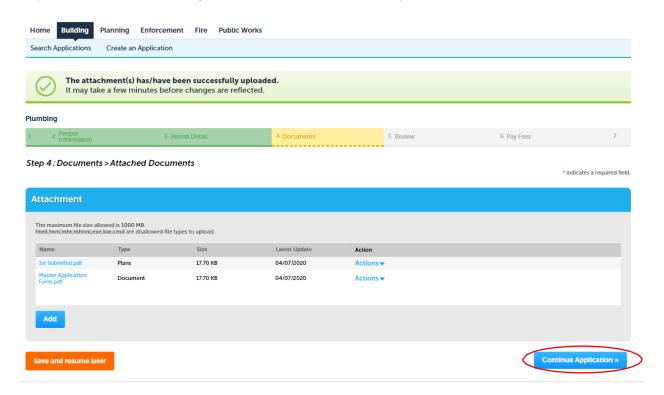
7. Once you have completed the data entry on this page then, click **Continue Application**.



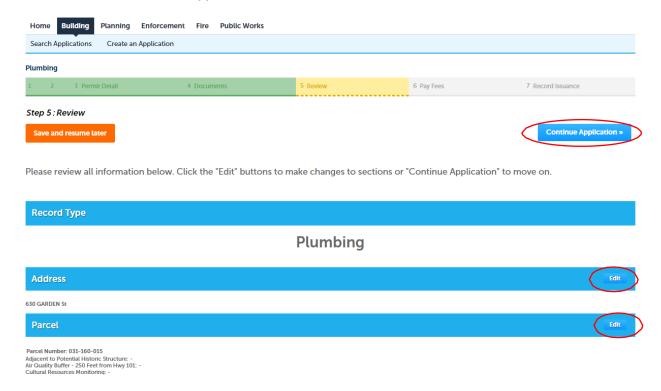
8. Enter the **Project Description** and click **Continue Application**.



9. Click **Add** and follow the prompts to upload PDF's of the **Signed Master Application Form**, **Plans**, **Other Forms**, **Reports**, and **Calculations** that apply to your permit. Then click, **Continue Application**. (FYI ... the City has a standard for PDF file format and size that you can access here: https://www.santabarbaraca.gov/civicax/filebank/blobdload.aspx?BlobID=226850)



10. Scroll down and **Review** all of the information and attachments for this building permit application. If you need to edit anything, use the **Edit** buttons. When you are satisfied with the information and attachments, click **Continue Application**.



11. You will be taken to a web page that confirms your building permit application has been accepted.

Staff monitor these applications throughout the day and will be in touch with you to further process your building permit application.