Building Permit Status and Information Guide.

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

2. Click on the **My Records** text. Then, click on a light blue **Permit Record Number**. (If you don't see any permit records here, fill out and email the *ACA User Link Request Form* and City staff will connect your ACA account to your existing building permit applications.)

3. The permit application's **Record Number** and **Status** are displayed.

4. When you are advised that a plan review cycle has been completed and there are corrections needed, click on the **Record Info** drop-down and select **Attachments** to find the *Corrections* document.

Record BLD2019-06284:

Residential Revision

Record Status: Completed

Record Info ▼	Payments ▼	Conditions 5

Record Details

Processing Status

Related Records

Attachments

Inspections

added to this record on 11/11/2004.
emolition Review Study Area   Severity: Notice
ons: 5 (Notice: 5)

5. Click on the attachment titled **# *Review Corrections*** to download and view it.

6. To **Resubmit** and respond to the corrections, click **Add**. (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)

7. Click **Add** again and **select the PDF file** that you want to upload.
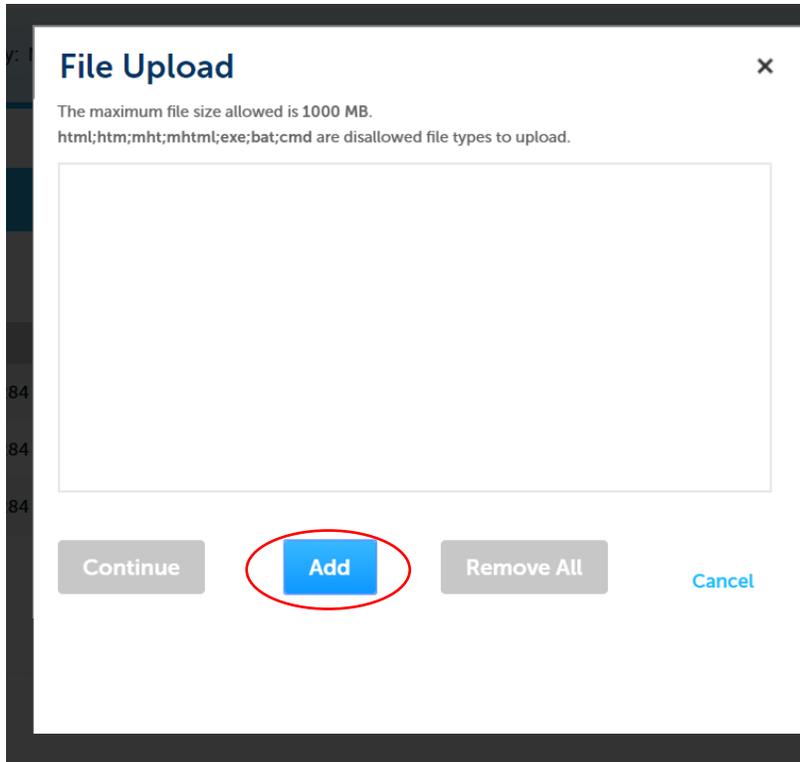
8. After selecting your PDF, click **Continue** if you have no more attachments to add. Click **Add** again to upload more PDFs for the next round of review.
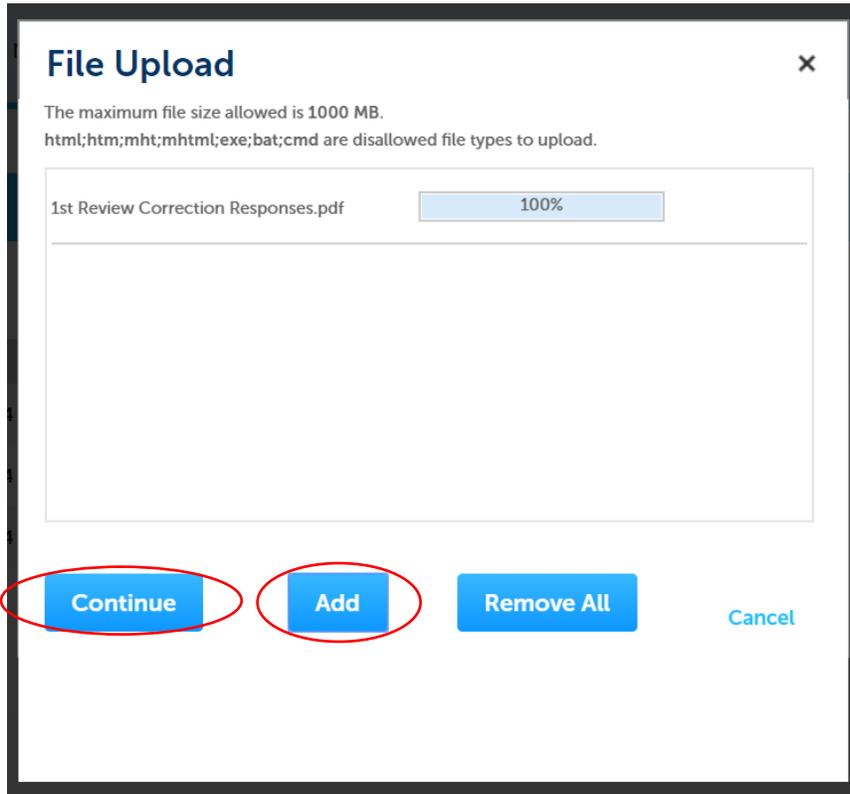
9. Select the attachment **Type** from the drop-down list for each PDF that you have selected for upload.

* Type:

Document ▼

File:
1st Review Correction Responses.pdf

100%

* Description:

Enter a brief description of your attachments here.

* Type:

Plans ▼

File:
Submittal 2.pdf

100%

* Description:

Enter a brief description of your attachments here.

Save **Add** **Remove All**

10. Then click **Save** to upload the PDF's into the system. You have made your resubmittal to the City.

Residential Revision

Record Status: Completed

Record Info ▼	Payments ▼	Conditions 5

(!) A notice was added to this record on 11/11/2004.
Condition: Demolition Review Study Area   Severity: Notice
Total Conditions: 5 (Notice: 5)

Attachments

The maximum file size allowed is **1000 MB**.
**html;htm;mht;mhtml;exe;bat;cmd** are disallowed file types to upload.

Name	Record ID	Entity Type	Type
1st Review Corrections.pdf	BLD2019-06284	Record	Document
Initial Submittal.pdf	BLD2019-06284	Record	Plans
1st Review Correction Responses.pdf	BLD2019-06284	Record	Document
Submittal 2.pdf	BLD2019-06284	Record	Plans

11. Email CDbuildingcode@santabarbaraCA.gov and let City staff know that you have made a resubmittal and review is needed.