

City of Santa Barbara
Step by Step Guide
Requesting Building Inspections Online
thru
Accela Citizen Access (ACA)

*Must use Chrome as browser – Safari and Samsung browsers will not work.

Step 1: Login to *your* ACA account.

Does not need to be the account that generated the building permit. Visit the City's "Apply for a Permit" page for a video and guide on creating an account.

Steps 2-3: Navigate to the "Request an Inspection" tile

Steps 4-5: Select Permit Number/Search for Permit Number

Step 6: Request an Inspection for the selected permit

Step 7: Choose the inspection type (repeat as needed)


Steps 8-12: Select Inspection Date and Inspection On-Site Contact

Other Options: Rescheduling, Cancelling, or Changing Contact Person/Info for a Scheduled Inspection

STEP 1 - Log In







There are *two* options, either is OK.

Back to Main Account Management Reports **Login**

 *City of*
SANTA BARBARA

Home Application Decision Tool Building & Safety Planning Fire Public Works Special Events

Welcome to the Permit Portal
What would you like to do today?
To get started, select one of the services listed below:

 Building Permits Submit a <i>full</i> or <i>preliminary</i> Building Permit Application	 Planning Applications Submit a <i>full</i> or <i>preliminary</i> Planning Application or a <i>Sign Permit</i> Application	 Public Works Permits Submit a <i>full</i> or <i>preliminary</i> Public Works Permit Application
 Fire Permits Submit a Fire Permit Application	 Application Decision Tool Click here to determine if your project qualifies for an OnDemand Building Permit	 My Records Dashboard Log into your Accela Citizen Access account to view and manage applications

Login by *clicking* either “Login” or *click* the “My Records Dashboard” tile.

STEP 1 -Login
(cont.)

The screenshot shows the City of Santa Barbara website's Records Dashboard. At the top right, a 'Login' link is circled in orange with an arrow pointing to it. Below the header, a navigation bar includes links for Home, Application Decision Tool, Building & Safety, Planning, Fire, and Public Works. The breadcrumb trail shows 'Home / Records Dashboard'. The main heading is 'Records Dashboard'. A blue notice bar states: 'Notice: This feature requires registration and/or login, please login to continue.' The 'Sign In' section contains fields for 'USERNAME OR EMAIL' and 'PASSWORD', a 'Forgot Password?' link, a blue 'SIGN IN' button (highlighted with a green dashed box and a green arrow), and a 'Remember me on this device' checkbox. Below the sign-in section is a 'Not Registered?' link with a 'CREATE AN ACCOUNT' button (highlighted with a yellow dashed oval and a yellow arrow). To the right, the 'Please Login' section explains that many services require login. The 'New Users' section offers a 'Register Now >>' button. At the bottom left, there is a blue button labeled 'Look Up Property Information'.

Back to Main Account Management Reports **Login**

City of SANTA BARBARA

Home Application Decision Tool Building & Safety Planning Fire Pub

Home / Records Dashboard

Records Dashboard

Notice:
This feature requires registration and/or login, please login to continue.

Sign In

USERNAME OR EMAIL: *

PASSWORD: *

[Forgot Password?](#)

SIGN IN

☐ Remember me on this device

[Not Registered?](#)
CREATE AN ACCOUNT

Please Login

Many online services offered by the City of Santa Barbara require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users

If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

Register Now >>

Look Up Property Information

Sign in by entering
Username or Email;
and Password.
Then *click* "Sign In"

If **not yet registered**,
then *click* on
"Create an
Account".

After *clicking*
"Login", this
screen appears.

STEP 2

The screenshot shows a web application interface. At the top is a navigation bar with links: Home, Application Decision Tool, Building & Safety (highlighted with a green dashed box), Planning, Fire, and Public Works. Below this is a breadcrumb trail: Home / Records Dashboard. A green arrow points from a yellow callout box to the 'Building & Safety' link. The callout box contains the text: 'At the “Records Dashboard”, click “Building & Safety”.' Below the breadcrumb is the main heading 'Records Dashboard' with a green underline. Underneath is a sub-navigation bar with links: Dashboard, My Records (with a hand cursor icon), My Account, and Advanced Search (with a dropdown arrow). Below this bar is a greeting: 'Hello >Account-holder name<'. The main content area is divided into two columns. The left column is titled 'Saved in Cart (1)' and has a 'View Cart' link. It contains a table with one row: Residential, BLD2023-00100, 01/23/2024, and \$3.00. The right column is titled 'My Collection (0)' and contains the text: 'You do not have any collections right'.

Home Application Decision Tool **Building & Safety** Planning Fire Public Works

Home / Records Dashboard

Records Dashboard

Dashboard My Records My Account Advanced Search ▾


Hello >Account-holder name<

Saved in Cart (1)		View Cart
Residential	BLD2023-00100	\$3.00
01/23/2024		

My Collection (0)

You do not have any collections right

STEP 3



City of
SANTA BARBARA

HomeApplication Decision ToolBuilding & SafetyPlanningFirePublic WorksSpecial Events


Home / Building & Safety

Building & Safety


Building Permit - Generally required whenever you construct, enlarge, alter, move, replace, repair, improve, convert, demolish, or change the occupancy of a building or structure. For more information read our [Building Permit \(BLD\) Application Guide](#).

Work Exempt from Permit - Some projects do not require a building permit. For more information, see our [Work Exempt from Permit form](#).


*Building Permit Applications have been taking longer than usual due to staffing shortages, volume of applications, and workloads.



Apply for a Building Permit
Click here to Apply for a Building Permit



My Records Dashboard
Click here to view your existing applications via ACA



Request an Inspection
Click here to Request an Inspection on a Building Permit

Click on the
“Request an
Inspection” tile.

STEP 4

If requesting an inspection for permits in *your* account, you can select from *your* list. Otherwise, see below to search.

Search: You will be *entering* the building permit number into the General Search section... see next slide.

Home Application Decision Tool Building & Safety Planning Fire Public Works

Home / Building & Safety / **Request an Inspection**

Request an Inspection

Dashboard My Records My Account Advanced Search ▾

Records

[Show on Map](#)

Showing 1-5 of 5 | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Address	Status	
<input type="checkbox"/>	10/1/2022	23TMP-007614	B&S Pre-Application (Outdoor Dining)	630 GARDEN ST:	630 GARDEN ST, SANTA BARBARA CA 93101		R
<input type="checkbox"/>	01/11/2023	8LD2023-00100	Residential	715 ANACAPA ST:	715 ANACAPA ST, SANTA BARBARA CA 93101	Issued	P
<input type="checkbox"/>	09/06/2022	8LD2022-02098	Residential	810 N HOPE AVE:R/C- ADDITION	810 N HOPE AVE, SANTA BARBARA CA 93110	Complete	
<input type="checkbox"/>	08/08/2022	22TMP-005230	1 & 2 Family Expedited Solar PV and Optional ESS	1334 ANACAPA ST:	1334 ANACAPA ST, SANTA BARBARA CA 93101		R
<input type="checkbox"/>	06/14/2002	8LD2002-01420	Historic Permits	TEST		Voided	

Search for Records

Enter information below to search for records.

- Site Address
- Parcel Number
- Record Information

Select the search type from the drop-down list.

General Search

☐ Search my records only
☐ Search All Records

Street No.: From To Direction: --Select-- Street Name: --Select-- Street Type: --Select--

Parcel No.:

Record Number: Record Type: --Select--

STEP 5 - Enter Permit

Search for Records

Enter information below to search for records.

- Site Address
- Parcel Number
- Record Information

Select the search type from the drop-down list.

General Search

General Search

In the “Record Number” field, enter the exact BLD # in this format:

BLD20##-#####

Example: BLD2024-00001

Then *click* on the “Search” button below

☐ Search my records only

☐ Search All Records

Street No.:

From - To

Direction: ?

--Select--

Street Name: ?

Street

Type:

--Select--

Parcel No.:

Record Number:

BLD2024-00001

Record Type:

--Select--

► Search Additional Criteria. Choose a Record Type above to limit the additional search criteria

Search

Clear

STEP 6

Record BLD2024-00001:
Underground Water Service
Record Status: Permit Issued

Permit #
Permit Type
Permit Status

[Add to cart](#)
[Add to collection](#)

Record Info ▼

Payments ▼

Conditions 4

Custom Component



A notice was added to this record on 11/11/2004.
Condition: Demolition Review Study Area Severity: Notice
Total Conditions: 4 (Notice: 4)

[View Condition](#)

Inspections

Upcoming (5)

[Request an Inspection](#)

Click the link above to schedule or request one.

01/23/2024 at TBD Scheduled Building Final – Not Occupied (90942)

Inspector: MR

[Actions ▼](#)

01/25/2024 at TBD Scheduled Erosion Control (90843)

Inspector: MR

[Actions ▼](#)

02/12/2024 at TBD Scheduled Initial Erosion Control (90902)

Inspector: MR

[Actions ▼](#)

02/12/2024 at TBD Scheduled Initial Erosion Control (90882)

Inspector: MR

[Actions ▼](#)

02/22/2024 at TBD Scheduled Final Plumbing (90862)

Inspector: MR

[Actions ▼](#)

Completed (1)

Cancelled - 1

Cancelled Underground Plumbing (90842)


Cancelled by: Marcus on 01/18/2024 at 01:52 PM

[View Details](#)

Under the “Inspections” section, *click* on “Request an Inspection” to begin.

Note that pending and completed inspections are shown.

STEP 7

 **City of
SANTA BARBARA**

[Home](#) [Application Decision Tool](#) [Building & Safety](#)


[Home](#) / [Request an Inspection](#)

Request an Inspection

[Dashboard](#) [My Records](#) [My Account](#) [Advanced Search](#)

Record BLD2023-00023:
1 & 2 Family Home Electrical Panel Replacement
Record Status: Permit Issued

[Record Info](#) [Permit Info](#) [Inspection Info](#)

 A notice was added to this record: Demolition
Total Conditions: 3 (1 completed, 2 remaining)

Inspections

Upcoming
[Request an Inspection](#)
You have not added any inspections.
Click the link above to schedule or request an inspection.

Completed
There are no completed inspections for this record.

Request an Inspection

You can only schedule one inspection from this screen. For additional inspections please repeat the Request an Inspection process.

Available Inspection Types (7)

- ☐ Site Investigation (required)
- ☐ Underground Electrical (required)
- ☒ Rough Electrical (required)
- ☐ Electrical Service Release (required)
- ☐ Exterior Lathing/Siding (required)
- ☐ Final Electrical (required)
- ☐ Building Final – Not Occupied (required)

[Continue](#) [Cancel](#)


Available Inspection Types

Note: Different permit types have different “Available Inspection Types”.

Select one of the options provided then click “Continue”.

Additional inspections for the same date (or other dates) can be selected one at a time by repeating this process.

STEP 8



City of
SANTA BARBARA

HomeApplication Decision ToolBuilding & SafetyPlanningFirePublic Works

Home / Request an Inspection

Request an Inspection

DashboardMy RecordsMy AccountAdvanced Search

Record BLD2023-00023:
1 & 2 Family Home Ele
mit

Add to cart
Add to collection

Request an Inspection

You can only schedule one inspection from this screen. For additional inspections please repeat the Request an Inspection process.

Requested Inspection type: Rough Electrical

To continue, select an appointment date and time range by clicking a link on the calendar below:
Dates and time slots are not guaranteed, an inspector will call you to confirm your inspection

Nov 2023							Dec 2023							Jan 2024			
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Mo	Tu	We	Th
			1	2	3	4				1	2			1	2	3	4
5	6	7	8	9	10	11	10	11	12	13	14	15	16	7	8	9	10
12	13	14	15	16	17	18	17	18	19	20	21	22	23	14	15	16	17
19	20	21	22	23	24	25	24	25	26	27	28	29	30	21	22	23	24
26	27	28	29	30			31							28	29	30	31

« Prev

ContinueBackCancel

If a date is unavailable, such as a weekend or holiday, a notification will appear when the cursor hovers over that date.

STEP 8
(cont.)

City of SANTA BARBARA

Home Application Decision Tool Building & Safety Planning Fire Public Works

Home / Request an Inspection

Request an Inspection

Dashboard My Records My Account Advanced Search

Record BLD2023-00023:
1 & 2 Family Home Electrical
Record Status: Permit

Request an Inspection ✕

You can only schedule one inspection from this screen. For additional inspections please repeat the Request an Inspection process.

Requested Inspection type: Rough Electrical

*To continue, select an appointment date and time range by clicking a link on the calendar below:
Dates and time slots are not guaranteed, an inspector will call you to confirm your inspection*

Nov 2023							Dec 2023							Jan 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th		
			1	2	3	4					1	2					1	2		
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11		
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18		
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25		
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			
							31													

« Prev

Continue Back Cancel

Available inspection dates will display.

Cursor hovering over date will cause font color change.


Click on desired date.

STEP 8
(cont.)

Request an Inspection

[Dashboard](#) [My Records](#) [My Account](#) [Advanced Search](#) ▾

Record BLD2023-00023:
1 & 2 Family Home Ele
Record Status: Permit
[Record Info](#) ▾

 A notice was added to
Condition: Demolition
Total Conditions: 3 (1)

Inspections
Upcoming
[Request an Inspection](#)
*You have not added any inspections.
Click the link above to schedule or re*
Completed
There are no completed inspecti

Add to cart
Add to collection

Request an Inspection

To continue, select an appointment date and time range by clicking a link on the calendar below:
Dates and time slots are not guaranteed, an inspector will call you to confirm your appointment.

Nov 2023

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Jan 202

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4			
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

« [Prev](#)

Available Times for Thursday, Nov 09 2023

☒ All Day

Continue

[Back](#) [Cancel](#)

1. Date will highlight when selected.

2. Click "All Day" (the only option at this time)
Inspector will call in the morning to set time.

3. Click "Continue"

STEP 9

Request an Inspection

Dashboard

My Records

My Account

Advanced Search ▾

Record BLD2023-00023:

1 & 2 Family Home Ele

Record Status: Permit

Add to cart

1. Verify that the location is correct.



A notice was added to
Condition: Demol
Total Conditions: 3

2. Verify that the name is correct.
There may be several names in the permit case. If the name shown is correct, click "Continue"

Request an Inspection

×

You can only schedule one inspection from this screen. For additional inspections please repeat the Request an Inspection process.

Requested Inspection type: Rough Electrical

Location and Inspection Contact

Verify that the location is correct and add a contact person for the inspection.

Inspection Location:
1817 BATH St

Inspection Contact:
James Robertson
(805) 555-1234

[Change Contact ▾](#)

Continue

Back

Contractors: You will likely have to Change Contact.

3. If the name shown is incorrect or a different contact person is desired, select "**Change Contact**" to view others, or to input a new name and phone number for the person to be contacted for this specific inspection.

STEP 9

(cont.)

23-00023: Add to cart

Request an Inspection

You can only schedule one inspection from this screen. For additional inspections please repeat the **Request an Inspection** process.

Requested Inspection type: Rough Electrical

Location and Inspection Contact

Verify that the location is correct and add a contact person for the inspection.

Inspection Location:
1817 BATH St

Inspection Contact:
James Robertson
(805) 555-1234

Change Contact ▼

☒ **Select an existing contact from this record**

- James Robertson (805) 555-1234
- Tony Stark (805) 555-4766**
- Dr. Bruce Banner (805) 555-4855
- Steven Strange (805) 555-8463
- Carol Danvers (805) 555-6785

☐ **Contact (for this inspection)**

* First Name Middle Name * Last Name

* Phone Number

If "Change Contact" was selected, there are two options:

1. Select a name/phone # already associated with the case (example of pop up menu below); or
2. Add both a name/phone # just for this inspection.

Contractors: You will likely be using option 2. See next slide.

STEP 10

23-00023: Add to cart

Request an Inspection

Requested Inspection type: Rough Electrical

Location and Inspection Contact

Verify that the location is correct and add a contact person for the inspection.

Inspection Location:
1817 BATH St

Inspection Contact:
James Robertson
(805) 555-1234

Change Contact ▾

☐ Select an existing contact
James Robertson (805) 555-1234 ▾

☒ **Specify On-Site Inspections Contact (for this inspection only)**

* First Name Middle Name * Last Name

* Phone Number

Submit Cancel

Contractors: You will likely "Specify On-Site Inspections Contact"

1. Enter the first and last name, and phone number of the contact for the inspection. The inspector will contact this individual.
2. Click "Submit" – You will have an opportunity to verify the contact info in the next step.

STEP 11

-00023:

Add to cart

Request an Inspection

×

You can only schedule one inspection from this screen. For additional inspections please repeat the **Request an Inspection** process.

Requested Inspection type: Rough Electrical

Location and Inspection Contact

Verify that the location is correct and add a contact person for the inspection.

Inspection Location:
1817 BATH St

Inspection Contact:
Natasha Romanoff
(805) 555-1234

Change Contact ▾

Continue

Back

Cancel

Are name *and* phone # correct?
If yes, *click* "Continue"

If not, *click* "Back"

STEP 12

Verify & Confirm

“Time:” field will be blank. *That’s ok.*

An inspector will contact you the morning of the inspection to schedule the inspection time.

If all correct, click “Finish”

This will return you to the Inspections page where you can schedule additional inspections for this permit – *or* select a different permit and request an inspection.

Request an Inspection ×

You can only schedule one inspection from this screen. For additional inspections please repeat the **Request an Inspection** process.

Confirm Your Selection

Please confirm the details below and click the Cancel Inspection button to cancel this inspection.

Requested Inspection Type:	Rough Electrical
Requested Date and Time:	12/15/2023
Inspection Location:	1817 BATH St
Inspection Contact:	Natasha Romanoff (805) 555-1234

Include Additional Notes

Cancellation and Reschedule Policy:

Reschedule must be made before 06:30 AM the day of inspection.
Cancellations must be made before 06:30 AM the day of inspection.

Finish

Back

Cancel

Other Options

Rescheduling, Cancelling, or Changing Contact Person/Info for a Scheduled Inspection


Record BLD2023-00023:
1 & 2 Family Home Electrical Panel Replacement
Record Status: Permit Issued

[Add to cart](#)
[Add to collection](#)

Record Info ▼

Payments ▼

Conditions 3

 A notice was added to this record on 11/11/2004.
Condition: Demolition Review Study Area Severity: Notice
Total Conditions: 3 (Notice: 3, Met: 1)

Inspections

Upcoming (3)
[Request an Inspection](#)
Click the link above to schedule or request one.
11/09/2023 at TBD Scheduled Rough Electrical (90663)
Inspector: MR
11/09/2023 at TBD Scheduled Rough Electrical (90662)
Inspector: MR
12/15/2023 at TBD Scheduled Rough Electrical (90682)
Inspector: MR

Actions ▼

Actions ▼

Actions ▼
View Details
Reschedule
Cancel

Completed
There are no completed inspections on this record.

To reschedule, or cancel an inspection, *click* on the blue “Actions” triangle for the drop down menu of options.

To change the contact info for an inspection (and keep that same inspection date), select the “Reschedule” option.

Other
Options
(cont.)

Request an Inspection

To continue, select an appointment date and time range by clicking a link on the calendar below:
Dates and time slots are not guaranteed, an inspector will call you to confirm your inspection

Dec 2023

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	December 19	30		
31						

« Prev

Jan 20

Su	Mo	Tu	We
	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	31

Available Times for Friday, Dec 15 2023

☐ All Day

Continue **Cancel**

Choosing “Reschedule” will allow you to return you to the Request an Inspection screen where:

1. An alternate date can be selected; or
2. The same date can be kept, but a new on-site contact person for that inspection can be indicated by following the standard Steps.

In this example, the 15th was scheduled, and the 19th is about to be selected instead. Once selected, the new date will show in yellow highlight.

With the new date selected and highlighted in yellow, choose the “All Day” option and continue the standard Steps.

Other
Options
(cont.)


Cancel Inspection ×

Confirm Your Selection

Please confirm the details below and click the Cancel Inspection button to cancel this inspection.

Requested Inspection Type:	Rough Electrical
Requested Date and Time:	12/15/2023
Inspection Location:	1817 BATH St
Inspection Contact:	Natasha Romanoff 8055555555

Cancellation and Reschedule Policy:
Reschedule must be made before 06:30 AM the day of inspection.
Cancellations must be made before 06:30 AM the day of inspection.

Cancel Inspection  **Close**

Choosing “Cancel” will bring up the “Cancel Inspection” screen for the selected inspection.

Clicking the “Cancel Inspection” button will confirm cancellation ...

Other
Options
(cont.)

... and return you to Inspections
screen, now reflecting the
absence of the previously
requested inspection.


Record BLD2023-00023:
1 & 2 Family Home Electrical Panel Replacement
Record Status: Permit Issued

[Add to cart](#)
[Add to collection](#)

Record Info ▾

Payments ▾

Conditions 3



A notice was added to this record on 11/11/2004.
Condition: Demolition Review Study Area Severity: Notice
Total Conditions: 3 (Notice: 3, Met: 1)

[View Condition](#)

Inspections

Upcoming (2)
[Request an Inspection](#)
Click the link above to schedule or request one.
11/09/2023 at TBD Scheduled Rough Electrical (90663)
Inspector: MR
11/09/2023 at TBD Scheduled Rough Electrical (90662)
Inspector: MR

Actions ▾

Completed (1)
Cancelled - 1

Cancelled Rough Electrical (90682)
Cancelled by: "User" 12/12/2023 at 09:42 AM

It's gone from here!

Now shows as "cancelled"