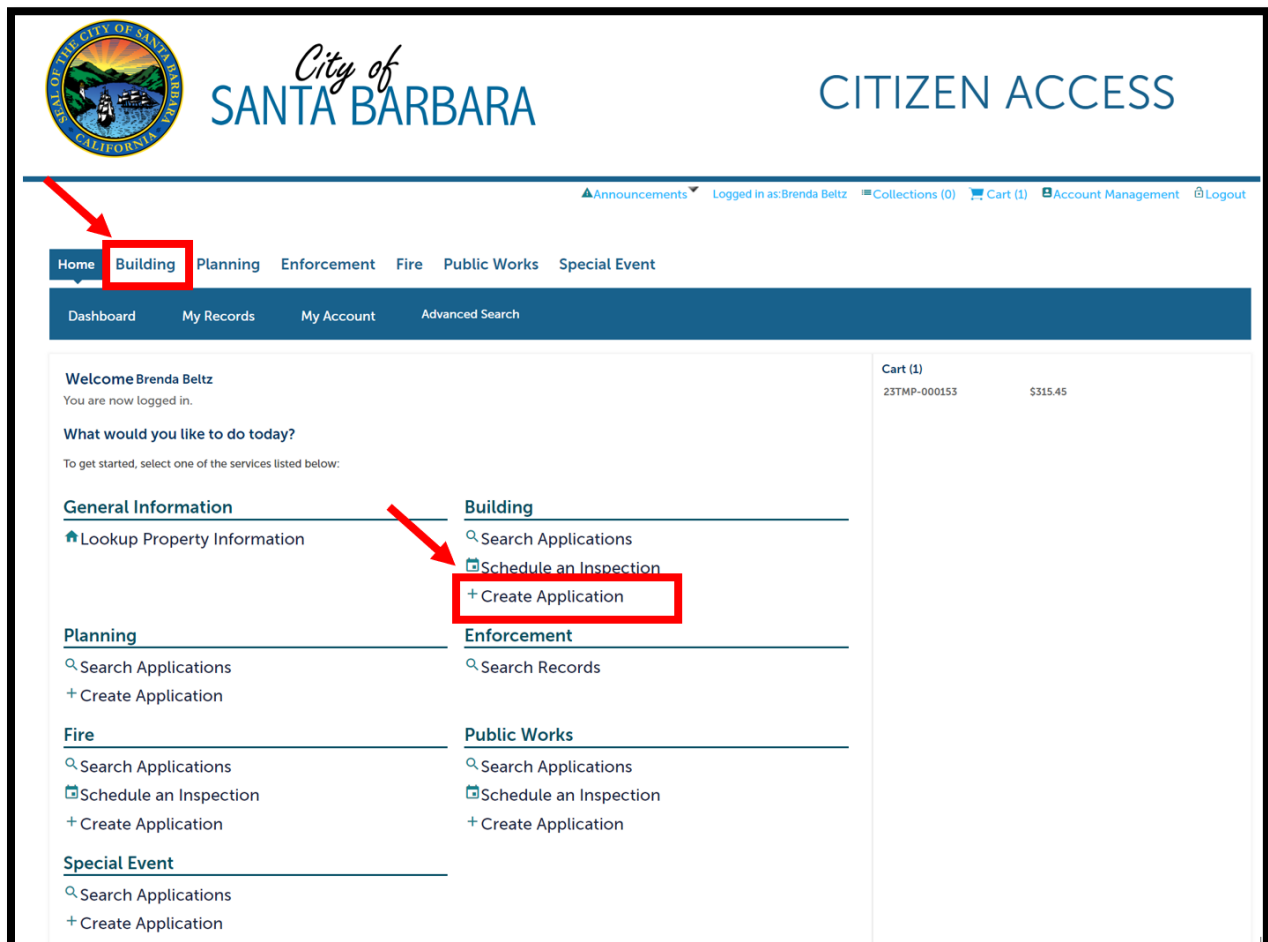


SUBMIT A NEW APPLICATION

All permit applications must be submitted through ACA, and you must have a username and password before you apply. If you have not yet created a user account, see **Register for An Account**.

TIP: Use this procedure for NEW APPLICATIONS ONLY. Do not use this procedure if you are resubmitting plans to an existing application or applying for a different approval for the same project (e.g., the project requires both Design Review and Planning Commission review. Use the Resubmittal procedure for those applications.

1. Open your internet browser and go to the Accela Citizen Access (ACA) Online Permit Portal: <https://aca-prod.accela.com/santabarbara>
2. You must login to your existing ACA user account to apply for permits. See **Login** for instructions.
3. From the **Home** page, select the **Permit Type** you'd like to apply for (Building, Planning, etc.) and click the **Create Application** options on the screen.
4. Note: The following instructions use a Building Permit (BLD) application as an example. There will be some variations in the screen views and data requested when applying for other types of permits and applications (PLN, FIR, PBW, etc.) Answer the questions in all fields to the best of your knowledge.



5. Read all the information provided in the **Disclaimer** and, if you agree, check the box next to “I have read and accept the above items”, and click **Continue Application**.

Home **Building** Planning Enforcement Fire Public Works Special Event

Search Applications Schedule an Inspection **Create Application**

Online Building Permit Application

Welcome to the Online Building Permit Application System. Using this system you can submit your application, & inspection requests from the convenience of your home or office, 24 hours a day.

If you have any questions, email CDBuildingCode@SantaBarbaraCA.gov for assistance.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before

General Disclaimer
While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the function or accuracy of the information, or the absence of computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice. Corrections.

I have read and accepted the above terms.

Continue Application »

6. Select a specific **Record Type** (Building Permit) from the list. Once selected, click **Continue Application**.

Select a Record Type

Choose the type of permit that you desire from the list below:

Building OnDemand = Specific permit types that can be issued immediately, without plan review or City staff involvement. This includes permits for: Like-for-Like Reroofing (Not available for Historic Structures or Landmarks), 1 & 2 Family Home Water Heater Replacement, 1 & 2 Family Home Electrical Panel Replacement, 1 & 2 Family Home HVAC System Replacements, 1 & 2 Family Home Solar PV + Optional Battery ESS, 1 & 2 Family Expedited Battery Energy Storage (ESS) to Existing Solar PV, and 1 & 2 Family Expedited Electrical Vehicle (EV) Charging Stations.

Building Residential Permits = 1 or 2 family building or accessory structure thereto construction (new, alteration, addition, demolition, design change to an active 1 or 2 family building permit) or where 2 or more for the following types of work are being done: Electrical, Plumbing, Mechanical. Use this permit type also for 1 and 2 family building permit revisions.

Building Commercial Permits = All construction a multi-family or non-residential building (new, alteration, addition, demolition, design change to a multifamily or non-residential building permit) or where 2 or more for the following types of work are being done to a multi-family or non-residential building: Electrical, Plumbing, Mechanical. Use this permit type also for all other permit revisions.

Building Electrical = ONLY electrical work. (use this for PV Systems and PV + Battery Systems too)

Building Mechanical = ONLY mechanical work

Building Plumbing = ONLY plumbing work

Building Sign = ONLY a wall or free-standing sign (may include electrical work)

Building Administrative = Requests for Board of Appeals Hearing, Request for a Code Alternate, Request for a Base Flood Elevation Determination

If you need assistance choosing the correct building permit type, please email CDBuildingCode@SantaBarbaraCA.gov or call (805) 564-5485

Search

- Building OnDemand
- Building Pre-Application
- Building Residential Permits
 - Residential
- Building Commercial Permits
- Building Electrical
- Building Mechanical
- Building Plumbing
- Building Sign
- Building Administrative

Continue Application »

- Next, **Search** for the property by Address, Parcel Number, or use the “Show Map” button.

Step 1: Location Information > Location Information
 Find the property by doing one of the following:
 1. Look up the Address by typing in the “Street No.” and “Street Name” and click on the “Search.” Button. Or,
 2. Look up the Assessor Parcel Number (APN) by typing in the “APN”. Or,
 3. Use the map by clicking on the “Show Map” button. (The green dots represent addresses. If you zoom in you will see individual parcel outlines). Then type in an address or parcel# in the search box or zoom to the general area where the property is located and select a parcel with your cursor.

The wildcard character is: “%”. If you’re unsure of the spelling of a street, enter the first 3-4 characters and then “%”. If multiple choices appear, pick the correct address, scroll down, and click “Select.”

[Show Map](#)

* indicates a required field.

Address

Enter the “Street No.” and Street Name” then click “Search” or press enter. If you search by Address, the Parcel and Owner information will fill in automatically.

Auto-fill with

* Street No.: Direction: * Street Name: Street Type:

Unit Type: Unit No.:

[Search](#) [Clear](#)

- If the **Address** is found, the **Parcel Number** field will fill in automatically. If the Address is not found, then enter the Parcel Number and the address will fill in automatically. Once entered, click **Continue Application**. See **Helpful Search Tips** for assistance in searching for property information.


Address

Enter the “Street No.” and Street Name” then click “Search” or press enter. If you search by Address, the Parcel and Owner information will fill in automatically.

* Street No.: Direction: * Street Name: Street Type:

Unit Type: Unit No.:

[Search](#) [Clear](#)

 A notice was added to this work location on 11/11/2004.
 Condition: Demolition Review Study Area Severity: Notice
 Total Conditions: 8 (Notice: 8)
[View additional details](#)

Parcel

If you search by Parcel, the Address will fill in automatically.

* Parcel Number:

[Search](#) [Clear](#)

Owner

This information comes to the City from the County Assessor’s Office.

Please note that if the Owner would like to access record information online, we recommend that you stop this application process, register the Owner as an ACA user, re-start the application process, and add the Owner as a contact, using the Lookup option.

If you would like to add the Owner as a contact after the record has been created, please contact Building and Safety staff via email address CDBuildingcode@santabarbaraCA.gov.

[Save and resume later](#) [Continue Application >](#)

7. Add an **Applicant**, who will be the primary contact for the application. Click **Select from Account** to enable you to track and process this permit application. Follow the prompts to confirm your information.

Residential

1 Location Information | 2 **People Information** | 3 Permit Detail | 4 Documents | 5 Review | 6

Step 2: People Information > Applicant and Contacts

Applicant

The "Applicant" is primary contact for the application.
 If you (the person filling out this on-line application) are the Applicant, use, "Select from Account," to add your contact information.
 If you are not the Applicant, use, "Look Up," to find the Applicant. The applicant must be a registered user.

Select from Account **Look Up**

Licensed Professional List

Please add all licensed professionals related to the project if known at the time of application. This includes architects, engineers, contractors, etc. If you're unsure of all the licensed professionals they can be added later.

Add New **Look Up**

Showing 0-0 of 0

License Number	License Type	Contact Name	Business Name	Business License #	Home Phone	Fax	Action
No records found.							

Save and resume later **Continue Application >**

8. If there are **Licensed Professionals** involved (e.g., Engineer, Architect, Contractor) then click **Look Up** to find them, or click **Add New** if they are not found in the Look Up. Once the information is entered, click **Continue Application**.

Residential

1 Location Information | 2 **People Information** | 3 Permit Detail | 4 Documents | 5 Review | 6

Step 2: People Information > Applicant and Contacts

Applicant

The "Applicant" is primary contact for the application.
 If you (the person filling out this on-line application) are the Applicant, use, "Select from Account," to add your contact information.
 If you are not the Applicant, use, "Look Up," to find the Applicant. The applicant must be a registered user.

✔ **Contact added successfully.**

Nicole Folman
 City of Santa Barbara
 nfolman@santabarbara.gov
 Primary Phone: 805.897.2673
 Mobile Phone:
 Edit Remove

✔ **Contact Addresses**

Add Contact Address

To edit a contact address, click the address link.

Showing 0-0 of 0

Address Type	Address	Action
No records found.		

Licensed Professional List

Please add all licensed professionals related to the project if known at the time of application. This includes architects, engineers, contractors, etc. If you're unsure of all the licensed professionals they can be added later.

✔ **Licensed professional added successfully.**

Add New **Look Up**

Showing 1-1 of 1

License Number	License Type	Contact Name	Business Name	Business License #	Home Phone	Fax	Action
12345	Architect	John Doe	NOWHERE				Edit Delete

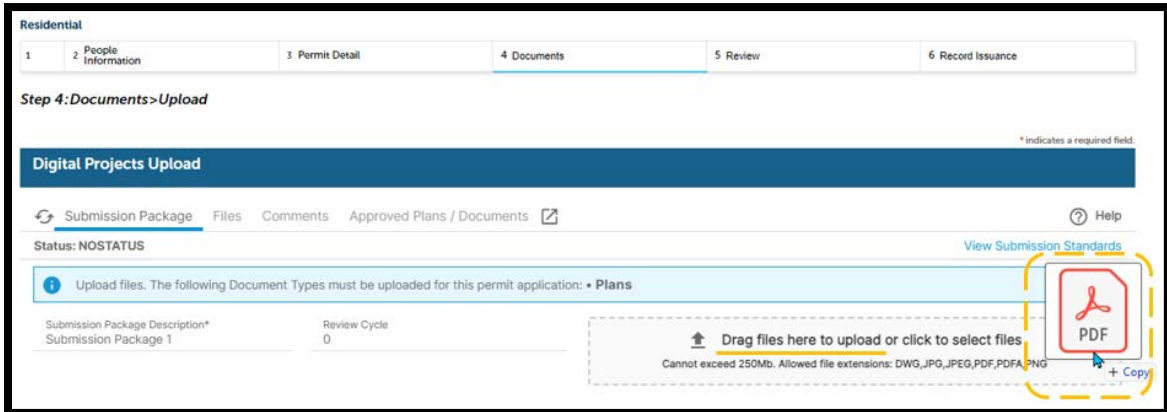
Save and resume later **Continue Application >**

9. The **Permit/Application Detail** sections may differ depending on the record type (permit type) you chose to submit. Required fields are marked with a **red asterisk ***; you will not be able to submit the application without filling in the required fields. Once you have filled in the requested information, click **Continue Application**.

UPLOAD DOCUMENTS

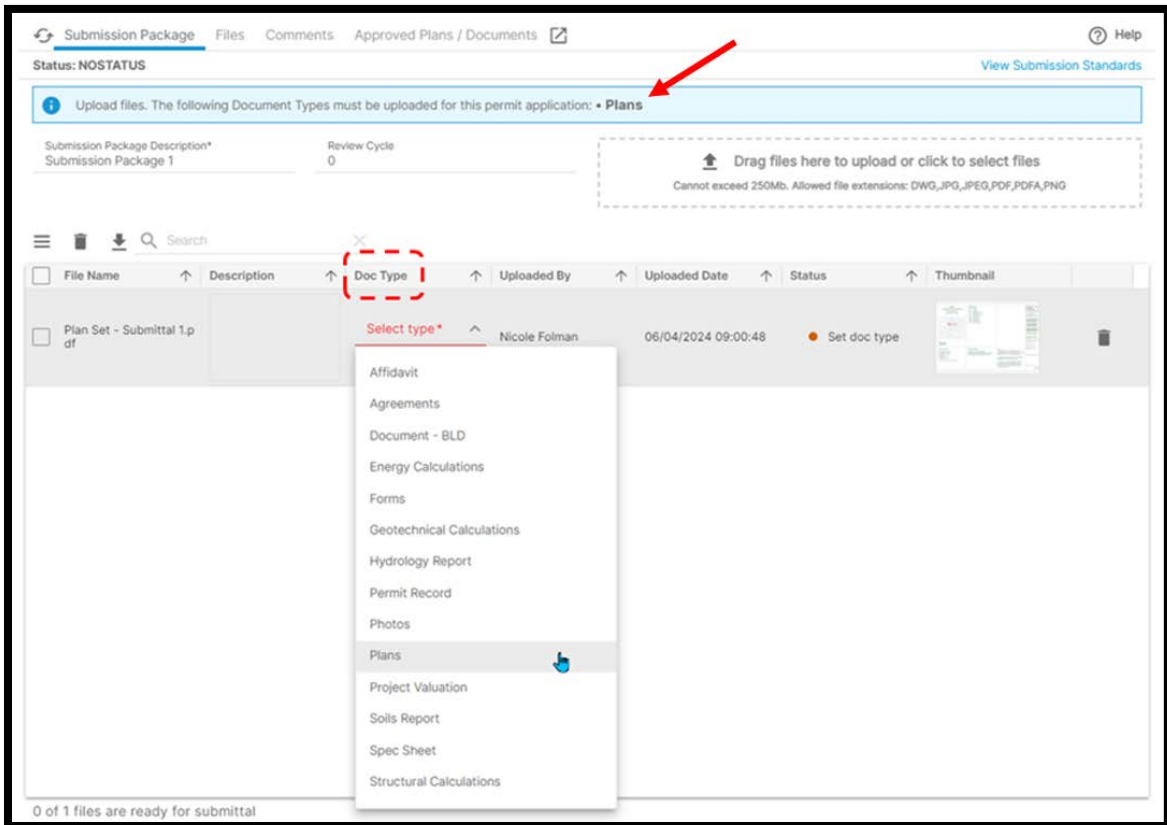
1. Please read through the **Electronic Documents Standards** carefully to ensure you are submitting documents correctly for City staff to review. Once you have, click **Continue Application**.

- Adding Documents (2 options):** Either drag and drop files into the box; or select files from your computer.

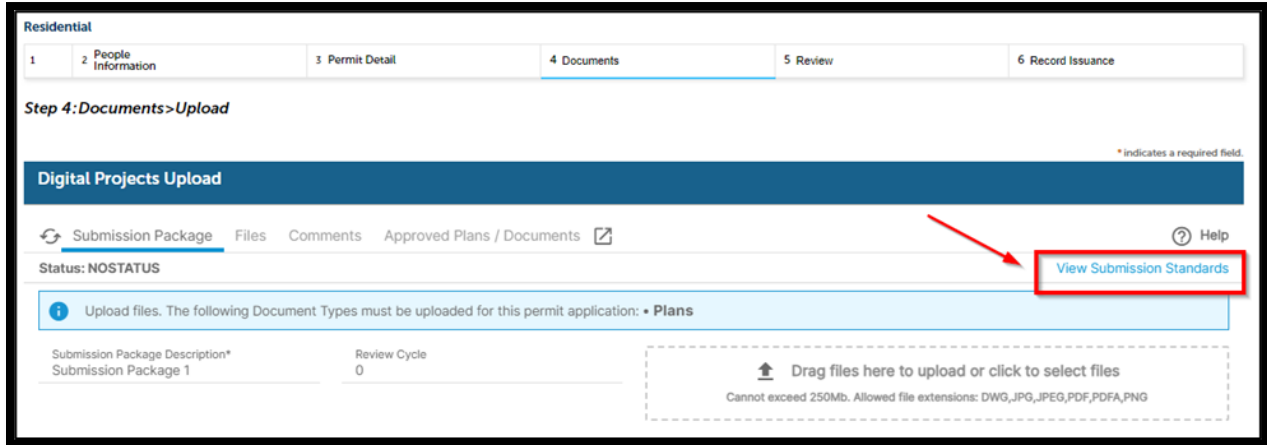


Tip: Before beginning the document upload process, name the documents on your computer using the required file naming standards, as you cannot change the name once you start the upload process.

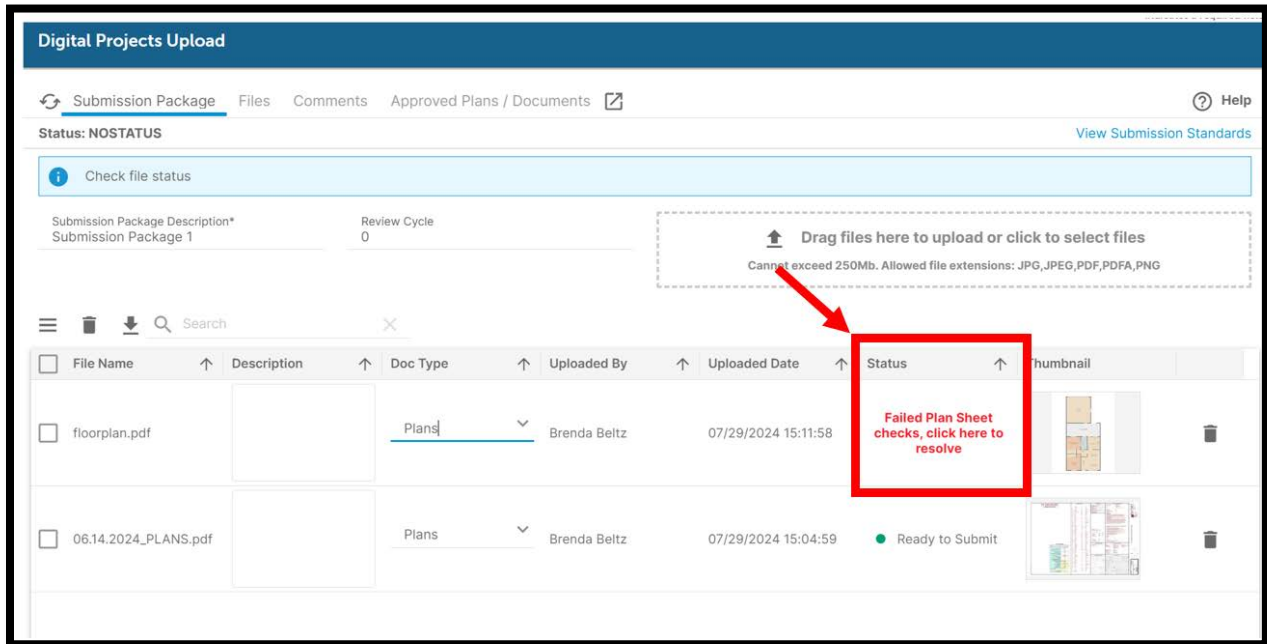
- Document Type.** A “Doc Type” is required for each document you upload. In this example, “Plans” are required to be submitted. Click the drop down and choose the **Document Type** from the list.



- Upload Difficulty?** To see the Electronic Document Standards again, click on the **View Submission Standards** option.



- Document Status.** The “Status” will change to “Ready to Submit” once the system scans for viruses, ensures the file is not corrupted or password protected, and the sheet references are populated. It may take a few moments to update. If you receive an error message, click for further instructions.



- Sheet References.** If there is an issue with plan sheet page references, you will see a message and be able to resolve the issue from the upload screen. This is only required for documents classified as “Plans”. The system will prompt you to add the Sheet Number and Sheet Title for each page when it is missing. For example, *Sheet Number: A1.0 Sheet Title: First Floor*. Where possible, the system will use the PDF Bookmarks to populate Plan Sheet references. See **Bookmark Plans** section in this Guide for more information.

7. **Ready to Submit?** Once the document Status for each document is “Ready to Submit”, click **Continue Application** (there may be multiple documents to upload).

Digital Projects Upload

Submission Package | Files | Comments | Approved Plans / Documents | Help

Status: **NOSTATUS** [View Submission Standards](#)

Package is ready to submit, or upload additional files

Submission Package Description*
Submission Package 1

Review Cycle
0

Drag files here to upload or click to select files
Cannot exceed 250Mb. Allowed file extensions: JPG, JPEG, PDF, PDF/A, PNG

File Name	Description	Doc Type	Uploaded By	Uploaded Date	Status	Thumbnail
<input type="checkbox"/> floorplan.pdf		Plans	Brenda Beltz	07/29/2024 15:11:58	Ready to Submit	
<input type="checkbox"/> 06.14.2024_PLANS.pdf		Plans	Brenda Beltz	07/29/2024 15:04:59	Ready to Submit	

2 of 2 files are ready for submittal

[EXPORT LIST](#)

[Save and resume later](#)

[Continue Application »](#)

8. **Final Review Before Submittal.** Review the information that you've entered and edit anything if needed by clicking **Edit** in the corresponding section. If you're ready to submit, check the box to agree and click **Continue Application**.

The screenshot displays a web application interface with several sections, each with an 'Edit' button:

- Licensed Professional List:** Shows 'Showing 0-0 of 0' and a table with columns: License Number, License Type, Contact Name, Business Name, Business License #, Home Phone, Fax, and Action. The table is currently empty with the text 'No records found.'
- Additional Information:** A section header with an 'Edit' button.
- Application Information:** A section header with an 'Edit' button. Below it, the text 'Job Value(\$):20.00' is visible.
- Project Description:** The text 'new building' is displayed.
- Square Footage:** A section header with an 'Edit' button.
- GENERAL:** A section header with an 'Edit' button.
- Site Detail:** A section header with an 'Edit' button. Below it, the following information is listed:
 - SITE:** Zone: (blank), Lot Slope: (blank), Irrigation Meter Onsite: (blank), SWMP Requirements: Replaced Impermeable Surface sq ft: 20, Garage/Carport SF: (blank).
 - Parcel Sq Ft:** Backflow Device: (blank), Area of Ground Disturbance Sq Ft: (blank), New Impermeable Surface sq ft: 10, Removed Impermeable Surface sq ft: 30, Paved Area SF: (blank).

A text box contains the following text:

Please note
An application submittal fee is not required for this permit. A Plan Check Fee invoice will be emailed in the next one to two business days. The Plan Check Fee must be paid prior to first plan review.
I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

At the bottom of the form, there is a checkbox labeled 'By checking this box, I agree to the above certification.' which is checked. To the right of the checkbox is the text 'Date: 07/29/2024'. Below the checkbox is a 'Save and resume later' button. To the right of the date is a 'Continue Application >' button. Red arrows point from the text box to the checkbox and from the date to the 'Continue Application >' button.

- a. **Confirmation.** If you have successfully submitted your application, you will be greeted with the following page confirming your submission. If you are applying for an OnDemand permit, you will be prompted to pay any required fees before you complete your submittal. An automatic email will be sent to the Applicant for each successfully uploaded document.

1 Select item to pay 2 Payment information **3 Receipt/Record issuance**


Step 3: Receipt/Record issuance
Congratulations! You've either submitted an application successfully or paid a fee successfully.

If you just paid fees, you can print a receipt by clicking on the one of the "Print/View Receipt" buttons below.

PLEASE NOTE: If you paid your fees by credit card, the 2.65% convenience fee will not show up on the receipt you generate here. It will show up on your credit card bill.

We will begin processing your application shortly. Thank you for your application.


Receipt

 Your application(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.

[Print/View Summary](#)

630 GARDEN St

BLD2024-00051 [View Summary](#)

 A notice was added to this record on 11/11/2004.
Condition: Demolition Review Study Area Severity: Notice
Total Conditions: 8 (Notice: 8)

[View additional details](#)

[Print/View Summary](#)