# SEARCH INFORMATION

Searches may be completed by record number, address, or parcel information. To look up a permit, or property information, open your internet browser and navigate to https://aca-prod.accela.com/santabarbara

> **Tip:** If you are not logged in, most searches will yield limited permit types and permit details. If you are looking to view your project details, download or upload files, pay fees, and more, you must be logged in to your account. This level of detail is only available to accounts tied to a permit.

LOOKUP PROPERTY INFORMATION

ACA includes useful property information such as the lot size, zoning designation, historic districts, flood zone designation, high fire areas, and more, to assist you in researching a property.

1. From the **Home** page, select either **Advanced Search** or scroll down to General Information and select **Lookup Property Information**.
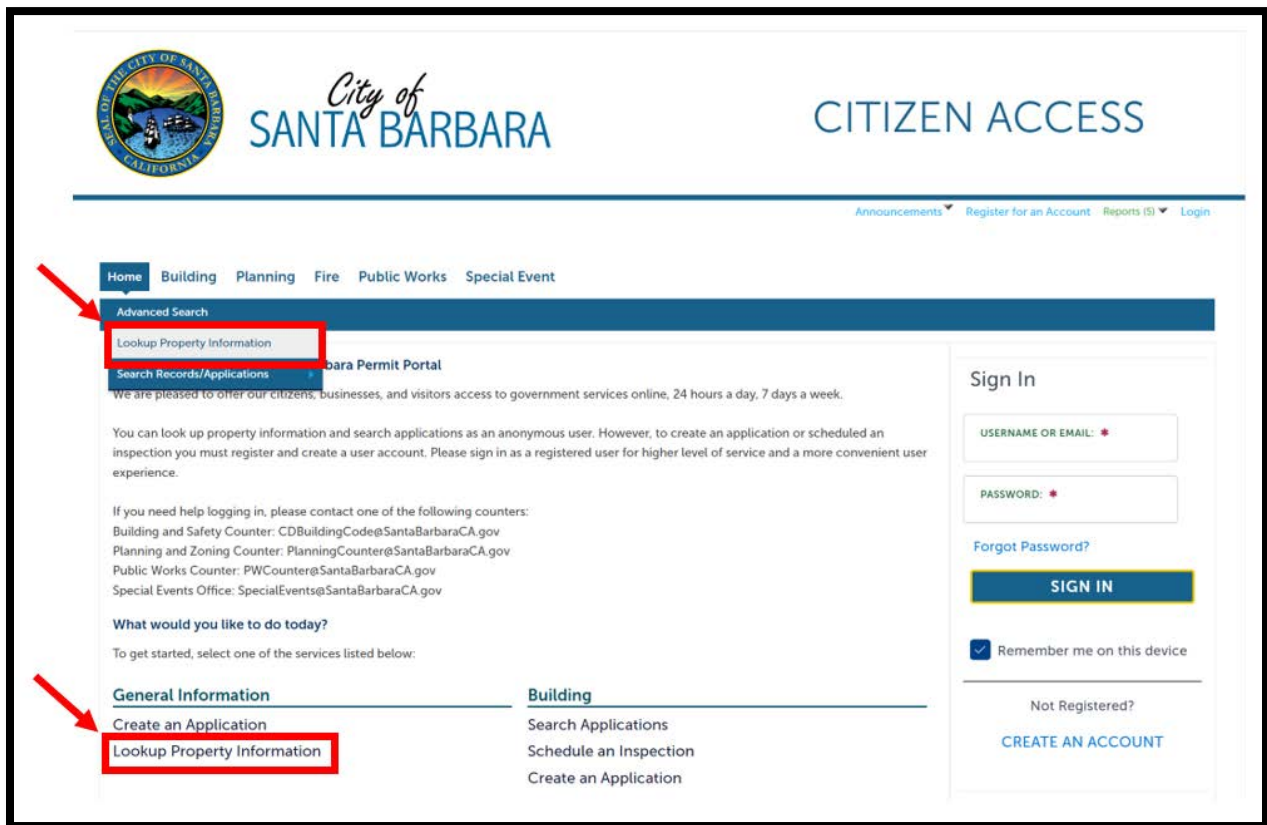
2. You may look up the property by address, parcel number, or record number. Enter the information and click **Look Up**.

3. View the parcel information by selecting the **Parcel Number** associated with the address.

SEARCH PERMIT RECORDS

You may look up permits and applications by record number, address, parcel number, or date range. There are four locations where you may search permit records on the **Home** page:

1. First is by selecting one of the five **Permit Types** (*ex.: Building, Planning, Fire, Public Works, Special Event*) from the menu at the top of the screen.
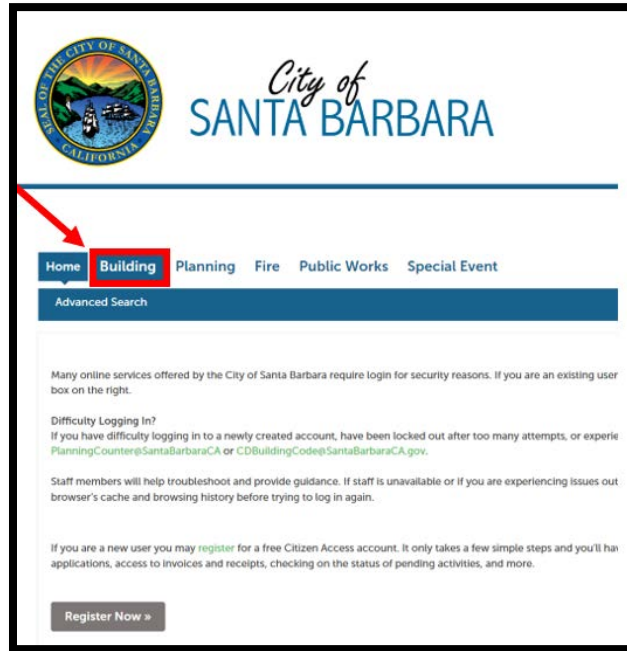

2. The second is the **Advanced Search** function on the upper left of the **Home** screen. Hover your cursor over the Advanced Search and select **Search Records/Applications**, then select desired record type.
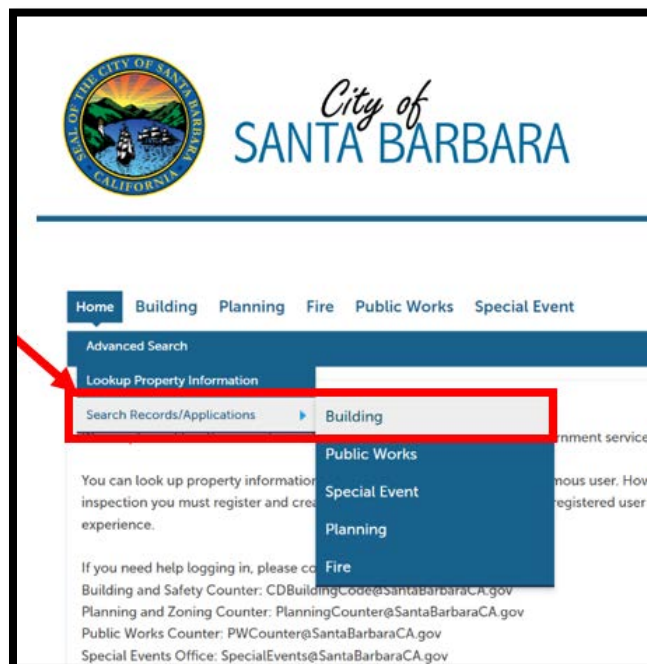
3. Third, you may also scroll down to use the provided **Search Applications** function listed under the Building, Planning, Fire, Public Works and Special Events headings.
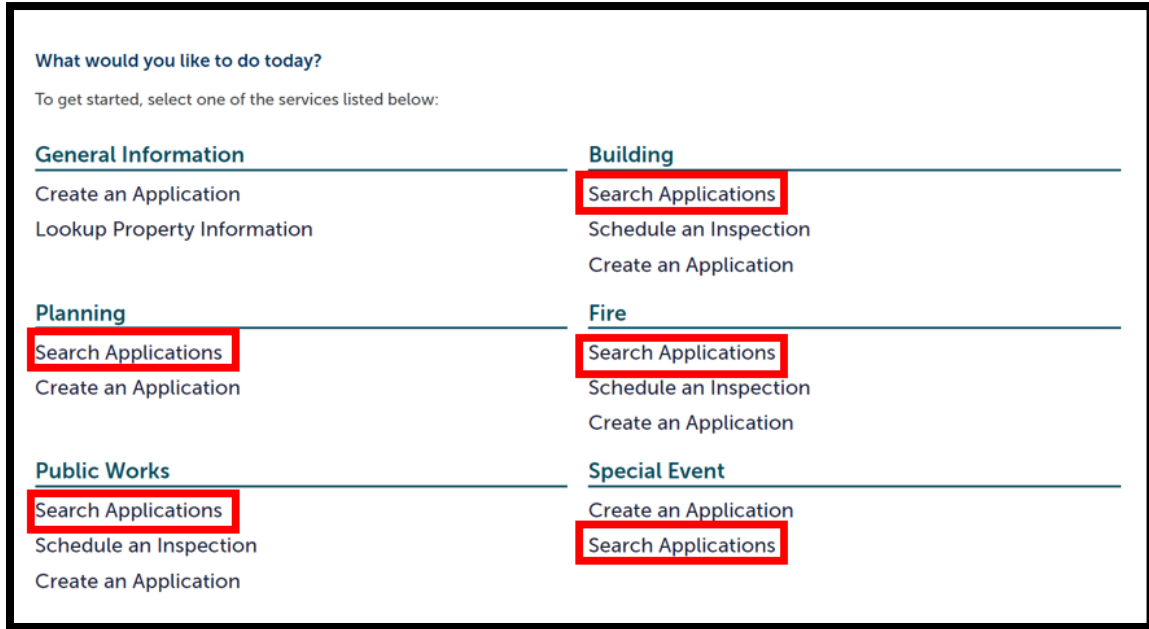
4. Finally, if you are the applicant on a record, you may also use the **My Records** section of the portal to locate any open permits tied to your account. Click on **My Records** from the **Home** page to view your permits. This level of detail is only available if you are logged in to your account.
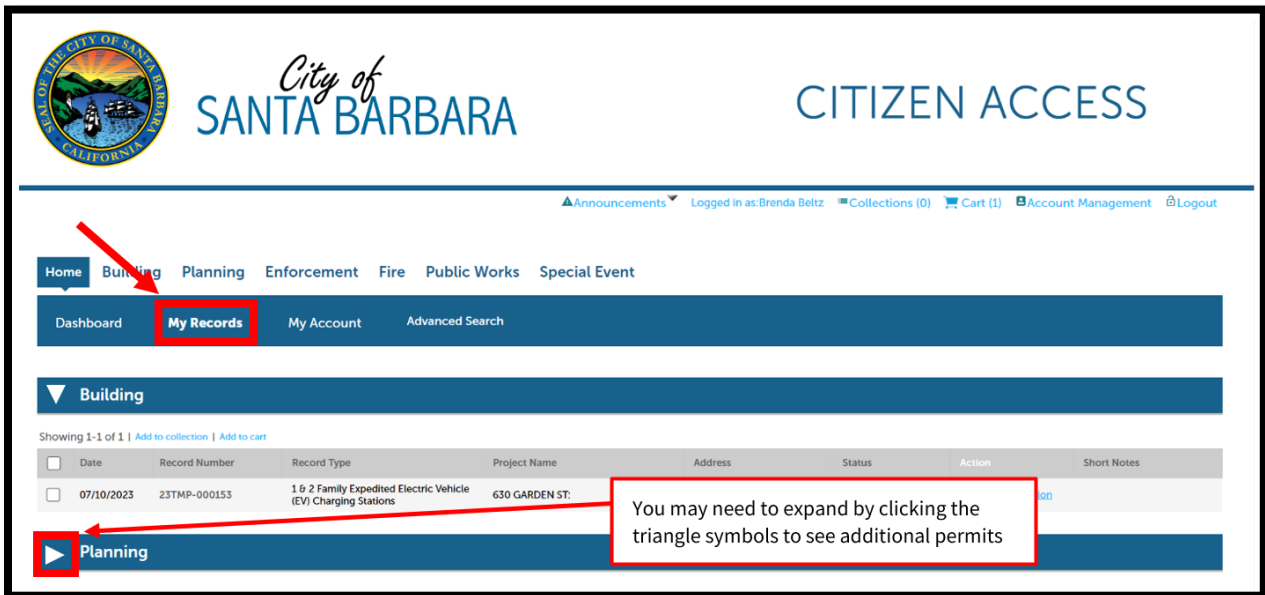
5. When the webpage loads, do a **General Search** by Site Address, Parcel Number, or Record Number. Enter the information and click **Search**.

6. Explore the permits that appear by clicking the blue-highlighted **Record Number**.

4. Review **Record Details** and **Processing Status** from the Permit Record page. For a summary of all activities, scroll to the very bottom of the Permit Record page and click the **Print/View Summary** button. Wait for it to load to view or print.

5. Repeat this process for each type of permit you'd like to search (Building & Safety, Planning, etc.). Note: There is no report that shows the entire permit history all at once; to see all types of permits and applications for a property, *you will need to search each permit type one at a time.*

HELPFUL SEARCH TIPS

1. When searching for a specific Assessor Parcel Number (APN), the format should be 9 digits: "123-456-789".

2. When searching for an address, enter the street number and a partial street name (e.g., Micheltorena could be searched as Mich or Michel). Remember to only enter the street number and the street name. For example, to search 123 East Micheltorena Street, only enter '123' in the first Street Number box, and only enter 'Micheltorena' in the Street Name box.

3. If no information appears after you've searched by address, the address you entered might be under a different address in the City system, especially if there are multiple units on a lot. Find the property using the City's MAPS webpage to see the official address on file or to look up the Assessor Parcel Number (APN).

4. ACA record history starts in the 1990s. Review the City's Property Records Database online for more information on older (paper) permits. Contact City Records & Archives (805) 564-5485 x4548 CDPlan@SantaBarbaraCA.gov for help searching archive plans and the property records database.

5. If you are the applicant on a record, when you create a new application, make a note of your unique Record Number. The Record Number begins with the record type (i.e., Planning = "PLN", Building = "BLD", Public Works = PBW, etc.), then the year (i.e., 2022, 2023, 2024), then the unique 5-digit number for your application (-00123). Knowing this number will make it easier for you to look up the status of your application or contact staff with questions. Examples: "PLN2024-00123" or "BLD2022-04567".