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 <u>https://aca-prod.accela.com/santabarbara</u>

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**.

SANTA BARBA	ARA C	ITIZEN ACCESS
Home Building Planning Fire Public Works Spe Advanced Search	cial Event	Announcements Register for an Account Reports (5) Y
Lookup Property Information Search Records/Applications	74 been 100 7 days and 100	Sign In
You can look up property information and search applications as a	led an USERNAME OR EMAIL: *	
inspection you must register and create a user account. Please sign experience.	in as a registered user for higher level of service and a more co	nvenient user
If you need help logging in, please contact one of the following co	PASSWORD: *	
Building and Safety Counter: CDBuildingCode@SantaBarbaraCA.go Planning and Zoning Counter: PlanningCounter@SantaBarbaraCA.	10V.	Forgot Password?
Public Works Counter: PWCounter@SantaBarbaraCA.gov Special Events Office: SpecialEvents@SantaBarbaraCA.gov		SIGN IN
What would you like to do today?		Construction of the Book of
To get started, select one of the services listed below:		Remember me on this devic
General Information	Building	
	Search Applications	Not Registered?
Create an Application		
Create an Application Lookup Property Information	Schedule an Inspection	CREATE AN ACCOUNT

2. You may look up the property by address, parcel number, or record number. Enter the information and click **Look Up**.

 Address Parcel information Record Information Record Information 	r to look up property information. % is i on ion to change the search type.	he multi	-character wild card for these searches,		
ook Up by Ac	ldress			Look Up by Address	*
Street Number: From - To	Direction: ① Street Name:	0	Street Type: Select *		

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

Associated Parcels at 630 GARDEN ST, SANTA BARBARA CA 93101						
Showing 1-1 of 1 Download result	5					
Parcel Number cot	Block	Subdivision				
031-160-015						

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.

What would you like to do today?	
To get started, select one of the services listed below:	
General Information	Building
Create an Application	Search Applications
Lookup Property Information	Schedule an Inspection
	Create an Application
Planning	Fire
Search Applications	Search Applications
Create an Application	Schedule an Inspection
	Create an Application
Public Works	Special Event
Search Applications	Create an Application
Schedule an Inspection	Search Applications
Create an Application	

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.

Announcements Logged in as Brenda Betz Collections (0) Cart (1) BAccount Management B Logout		SAN	City of TA BARBAF	RA	(CITIZE	EN AC	CESS
Date Record Type Project Name Address Status Action Short Notes 07/10/2023 23TMP-000153 16 2 Family Expedited Electric Vehicle 630 GARDEN ST: You may need to expand by clicking the triangle symbols to see additional permits Image: Contract of the c	Home Bulk Pro	Planning En My Records	forcement Fire Public V My Account Advanced Se	Annou Norks Special Ev	ncements 🖌 Logged in as:Brenda f	eltz =Collections (0) 📜 Cart (1) 🖪 A	ccount Management θLogout
Date Record Number Record Type Project Name Address Status Action Short Notes 07/10/2023 23TMP-000153 16 2 Family Expedited Electric Vehicle G30 GARDEN ST: You may need to expand by clicking the triangle symbols to see additional permits 07	Showing 1-1 of 1 Add to	collection Add to cart						
07/10/2023 23TMP-000153 1 6 2 Family Expedited Electric Vehicle 630 GARDEN ST: You may need to expand by clicking the triangle symbols to see additional permits	Date R	Record Number	Record Type	Project Name	Address	Status	Action	Short Notes
Planning	 07/10/2023 2 Planning 	23TMP-000153	1.9.2 Family Expedited Electric Vehicle (EV) Charging Stations	630 GARDEN ST:	You may need to ex triangle symbols to	pand by click see additiona	ing the al permits	ion

5. When the webpage loads, do a **General Search** by Site Address, Parcel Number, or Record Number. Enter the information and click **Search**.

Street No.: 630 - To	Direction: () Street Name: Select- • garden	0	Street Type: Select •	Search All Records
Parcel No.:				
Record Number:	Record Type: Select			

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

Date	Record Number	Record Type	Project Name	Address	Status	Short Notes
02/29/2024	BLD2024-00551	Electrical	630 GARDEN ST: test	630 GARDEN ST, SANTA BARBARA CA 93101	Permit Issued	
01/03/2024	24TMP-000056	Residential		630 GARDEN St, SANTA BARBARA CA 93101		
11/15/2023	23TMP-008339	1 & 2 Factory Expedited Electron vehicle (EV) Draging Stations	630 GARDEN ST:	630 GARDEN St. SANTA BARBARA CA 93101		
06/13/2023	BLD2023-01601	Administrative	630 GARDEN ST:	630 GARDEN St. SANTA BARBARA CA 93101	Application Withdrawn	
04/25/2023	BLD2023-01100	Residential	630 GARDEN ST: Test	630 GARDEN ST. SANTA BARBARÁ CA 93101	Vold	
12/20/2022	22TMP-008372	1 & 2 Family Expedited Solar PV and Optional ESS	630 GARDEN ST:	630 GARDEN St. SANTA BARBARA CA 93101		
12/20/2022	22TMP-008380	1 & 2 Family Expedited Solar PV and Optional ESS	630 GARDEN ST:	630 GARDEN St, SANTA BARBARA CA 93101		
12/20/2022	22TMP-008385	1 & 2 Family Expedited Solar PV and Optional ESS	630 GARDEN ST:	630 GARDEN St, SANTA BARBARA CA 93101		
09/15/2022	BLD2022-02195	Electrical	630 GARDEN ST: C/OTC-ELEC	630 GARDEN ST, SANTA BARBARA CA 93101	Complete	
08/10/2022	22TMP-005302	Underground Gas Service	630 GARDEN ST:	630 GARDEN SL SANTA BARBARA CA 93101		

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 <u>MAPS</u> 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 <u>Property Records Database</u> online for more information on older (paper) permits. Contact City Records & Archives (805) 564-5485 x4548 <u>CDPlan@SantaBarbaraCA.gov</u> 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".