

Building Permit Status and Document Submittal Guide

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

City of SANTA BARBARA Citizen Access

Home Search Accessibility Support Register for an Account Login

Home Building Planning Enforcement Fire Public Works

Advanced Search

User Name or E-mail: Password: [Login >](#)

Remember me on this computer [I've forgotten my password](#) [New Users: Register for 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.

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.)

City of SANTA BARBARA Citizen Access

Home Search Logged in as: Andrew Stuffer Collections (0) Cart (0) Account Management Logout

Home Building Planning Enforcement Fire Public Works

Dashboard **My Records** My Account Advanced Search

Building

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

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Address	Status	Action	Short Notes
<input type="checkbox"/>	04/05/2020	BLD2020-00717	Residential Miscellaneous	927 W PEDREGOSA ST: TEST	927 W PEDREGOSA ST, SANTA BARBARA CA 93101	Complete		
<input type="checkbox"/>	10/30/2019	BLD2019-03526	Residential Addition	R/B-ADDITION	927 W PEDREGOSA ST, SANTA BARBARA CA 93101	Complete	Pay Fees Due	
<input type="checkbox"/>	07/02/2019	BLD2019-06284	Residential Revision	927 W PEDREGOSA ST: R/OTC-REVISION	927 W PEDREGOSA ST, SANTA BARBARA CA	Completed		

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

The screenshot shows a web browser window with the URL `landuse.santabarbaraca.gov/CitizenAccess/Cap/CapDetail.aspx?Module=Building&TabName=Building&capID1=DUB`. The browser's address bar and tabs are visible at the top. The website header features the City of Santa Barbara logo and the text "Citizen Access". A navigation bar includes "Home", "Search", and "Logged in as: Andrew Stuffer". Below this is a menu with "Home", "Building", "Planning", "Enforcement", "Fire", and "Public Works". The "Building" menu item is active. Underneath, there are links for "Search Applications" and "Create an Application". The main content area displays "Record BLD2019-06284:" (circled in red), followed by "Residential Revision" in large blue text. Below that, "Record Status: Completed" is shown (with "Completed" circled in red). A horizontal navigation bar contains "Record Info", "Payments", and "Conditions" (with a red circle containing the number 5). At the bottom, a light blue banner contains a clock icon, the text "A notice was added to this record on 11/11/2004. Condition: Demolition Review Study Area Severity: Notice", and a blue "View Condition" button.

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
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Record Details

Processing Status

Related Records

Attachments

Inspections

Added to this record on 11/11/2004.
Demolition Review Study Area Severity: Notice
Ins: 5 (Notice: 5)

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

← → ↻ 🔒 landuse.santabarbaraca.gov/CitizenAccess/Cap/CapDetail.aspx?Module=Building&TabName=Building8

Apps ALS Santa Barbara... Personal Reference Google

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) [View Condition](#)

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	Size
1st Review Corrections.pdf	BLD2019-06284	Record	Document	17.70 KB
Initial Submittal.pdf	BLD2019-06284	Record	Plans	17.70 KB

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>)

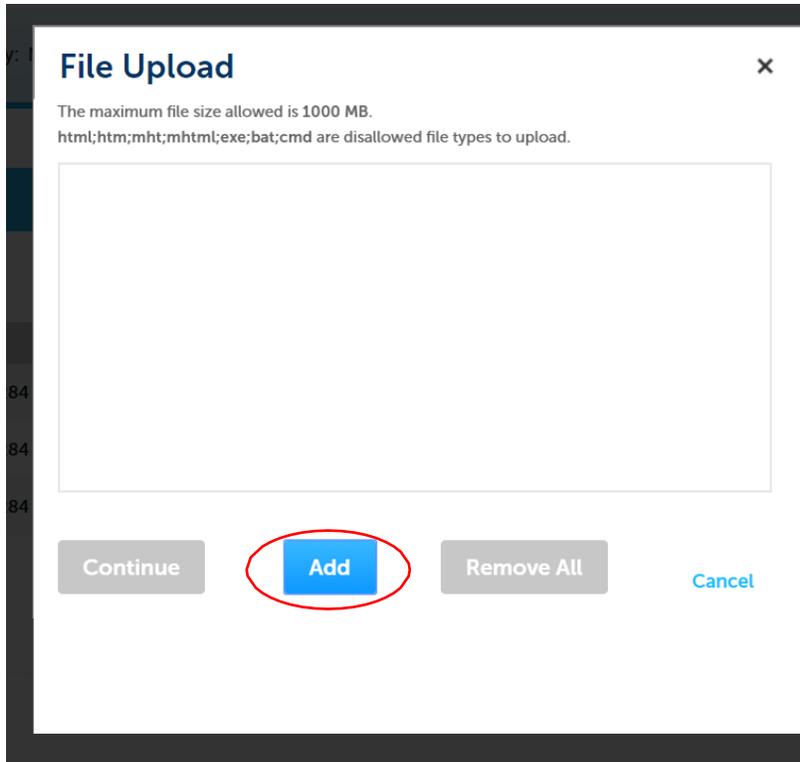
Attachments

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

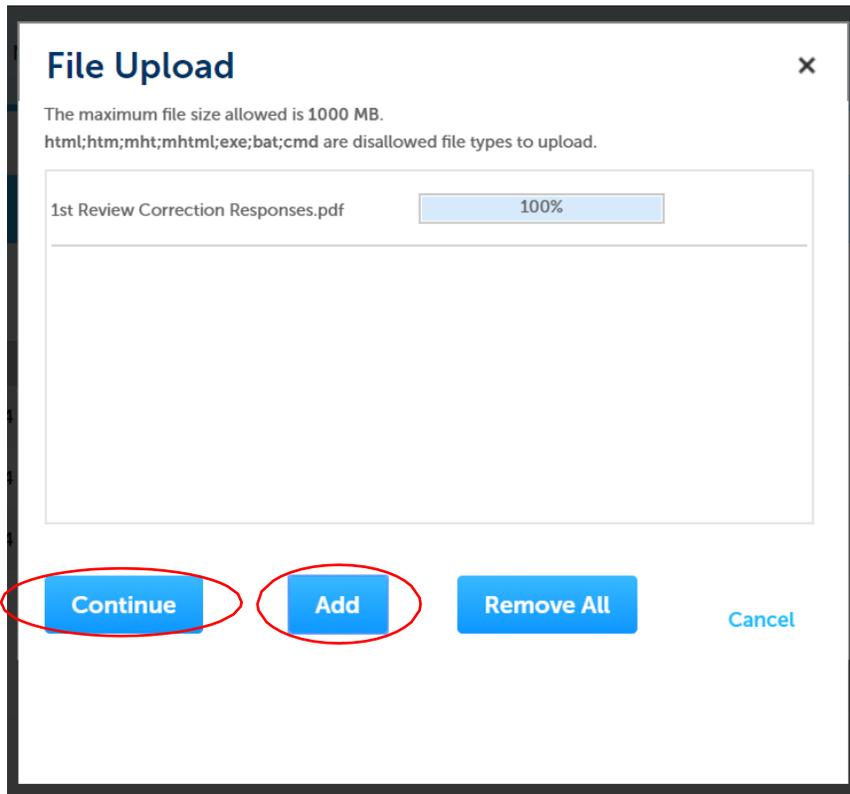
Name	Record ID	Entity Type
1st Review Corrections.pdf	BLD2019-06284	Record
Initial Submittal.pdf	BLD2019-06284	Record

[Add](#)

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

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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.