

# Building Permit Application 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: jstuffer@aol.com 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 **Building** tab and then click on **Create an Application**.

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

Search Applications Create an Application

Records

Show on Map

Showing 1-4 of 4 | Add to collection | Add to cart

Date	Record Number	Record Type	Project Name	Address	Status	Action	Short Notes
04/05/2020	BLD2020-00717	Residential Miscellaneous	927 W PEDREGOSA ST. TEST	927 W PEDREGOSA ST. SANTA BARBARA CA	Complete		

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

Home **Building** Planning Enforcement Fire Public Works

Search Applications **Create an Application**

### Online Building Permit Application

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

Before you begin the application process, please review these basic items below. There are several links that will open other City web pages to allow easy access to important information and forms:

1. Is the project site within the city limits of the City of Santa Barbara?  
Refer to the [City's Interactive Mapping System](#).
2. Providing a complete submittal is very important in achieving the shortest review period possible. Please refer to the Building and Safety [Handouts and Forms](#) webpage for various minimum submittal requirements and any required forms. Incomplete applications will not be accepted and will delay the review of your project.
3. During the online application process you will be asked to enter the number of any "Related Record" such as Planning approvals (PLN2018-?????), discussions that resulted in a Pre-Application record (PRE2018-?????) or any Enforcement records (ENF2018-?????). If there are more than one related record, enter the record number in the highest level of this order: 1) BLD, 2) PLN, 3) PRE, 4) ENF. If there are no related records leave that box blank. If you do not currently have this number click on the "Search Applications" button above.
4. Revisions to existing permits will be given their own record number. If you are applying for a revision to your existing permit, enter the number of the main permit record in the "Related Record" box.

**PLEASE HAVE THIS INFORMATION AVAILABLE BEFORE YOU PROCEED.**

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

**General Disclaimer**  
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I have read and accepted the above terms.

**Continue Application >**

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4. Select a record (building permit) type from the list. Unless you are applying for one of the **Specialty Permits** listed, you will likely choose from one of the following: **Building Commercial Permits, Building Residential Permits, or Building On-Demand**. Once selected, click **Continue Application**.

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

Search Applications Create an 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, 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.

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](mailto:CDBuildingCode@SantaBarbaraCA.gov) or call (805) 564-5485

Search

- ▼ Building OnDemand
  - 1 & 2 Family Expedited Solar PV and Optional ESS
  - 1 & 2 Family Home Electrical Panel Replacement
  - 1 & 2 Family Home HVAC System Replacements
  - 1 & 2 Family Home Water Heater Replacement
  - Like-for-Like Reroofing
- ▶ Building Residential Permits
- ▶ Building Commercial Permits
- ▶ Building Electrical
- ▶ Building Mechanical
- ▶ Building Plumbing
- ▶ Building Sign
- ▶ Building Administrative

Continue Application »

5. Next, enter the **Street Address** information and click **Search**. When a parcel is found, the **Parcel Number** field will fill in automatically. With the Parcel Number now filled in automatically, click **Continue Application**.

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Search Applications Create an Application

Plumbing

1 Location Information 2 People Information 3 Permit Detail 4 Documents 5 Review 6 7

**Step 1 : Location Information > Location Information**

Find the property by doing one of the following:

1. Look up the address by entering the "Street No" and "Street Name" and click on the "Search" button press "Enter". 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.

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.

\*Street No: 830 Direction: --Select-- Street Name: GARDEN Street Type: St

Unit Type: --Select-- 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 and Owner information will fill in automatically.

\*Parcel Number: 031-160-015

Search Clear

**Property Owner**

This information comes to the City from the County Assessor's Office. If the owner is different than shown here or you'd like to add the owner's telephone number or email address, please add the Owner as a Contact on the next page.

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 >**

6. Click **Select from Account** to enable you to track and process this permit application. Follow the prompts to confirm your information.

If there are **Licensed Professionals** involved (Engineer, Architect, Contractor, then click **Look Up** to find them, or click **Add New** if they are not found in the Look Up. (FYI: You can add these later if you like).

The screenshot displays a web application interface for a building permit application. At the top, there is a navigation menu with tabs for Home, Building, Planning, Enforcement, Fire, and Public Works. Below the menu, there are links for 'Search Applications' and 'Create an Application'. The main content area is titled 'Plumbing' and shows a progress bar with seven steps: 1. Location Information, 2. People Information (highlighted in yellow), 3. Permit Detail, 4. Documents, 5. Review, 6, and 7. Below the progress bar, the current step is 'Step 2: People Information > Applicant'. A note indicates that an asterisk (\*) denotes a required field. The 'Applicant' section contains instructions on how to enter contact information and a note about updating information. Two buttons, 'Select from Account' and 'Look Up', are circled in red. Below this is the 'Licensed Professional List' section, which includes instructions on how to add, edit, or find professionals. Two buttons, 'Add New' and 'Look Up', are also circled in red. At the bottom of the page, there are two buttons: 'Save and resume later' and 'Continue Application >'.

7. Once you have completed the data entry on this page then, click **Continue Application**.

### Plumbing

1 Location Information	2 People Information	3 Permit Detail	4 Documents	5 Review	6	7
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#### Step 2: People Information > Applicant

\* indicates a required field.

#### Applicant

Enter contact information, the Applicant information is required. If you are submitting this application, use 'Select from Account' option to copy your contact information from your registration.

Note: You can update your contact information (phone number, address) using the Account Management link at the top of the page.

✔ Contact added successfully.

##### Andrew Stuffer

astuffer@aol.com  
Primary Phone: (805) 207-9300  
Mobile Phone: (805) 207-9300  
[Edit](#) [Remove](#)

##### ▼ Contact Addresses

[Add Contact Address](#)

To edit a contact address, click the address link.

Showing 1-1 of 1.

Address Type	Address	Action
Mailing	<a href="#">927 W Pedregosa St</a>	<a href="#">Actions ▼</a>

#### Licensed Professional List

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

[Add New](#)

[Look Up](#)

✔ Licensed professional removed successfully.

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. Enter the **Project Description** and click **Continue Application**.

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Search Applications Create an Application

Plumbing

1 Location Information 2 People Information 3 Permit Detail 4 Documents 5 Review 6 7

Step 3: Permit Detail > Work Description \* indicates a required field.

**Detail Information**

Project Description:  
Test Record for User Guide

Save and resume later Continue Application >

9. Click **Add** and follow the prompts to upload PDF's of the **Signed Master Application Form, Plans, Other Forms, Reports, and Calculations** that apply to your permit. Then click, **Continue Application**. (FYI ... the City has a standard for PDF file format and size that you can access here: <https://www.santabarbaraca.gov/civica/x/filebank/blobdload.aspx?BlobID=226850>)

Home **Building** Planning Enforcement Fire Public Works

Search Applications Create an Application

✔ **The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.

Plumbing

1 2 People Information 3 Permit Detail 4 Documents 5 Review 6 Pay Fees 7

Step 4: Documents > Attached Documents \* indicates a required field.

**Attachment**

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

Name	Type	Size	Latest Update	Action
1st Submittal.pdf	Plans	17.70 KB	04/07/2020	Actions ▼
Master Application Form.pdf	Document	17.70 KB	04/07/2020	Actions ▼

Add

Save and resume later Continue Application >

10. Scroll down and **Review** all of the information and attachments for this building permit application. If you need to edit anything, use the **Edit** buttons. When you are satisfied with the information and attachments, click **Continue Application**.

Home **Building** Planning Enforcement Fire Public Works

Search Applications Create an Application

**Plumbing**

1 2 3 Permit Detail 4 Documents 5 Review 6 Pay Fees 7 Record Issuance

**Step 5: Review**

Save and resume later

Continue Application >

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

**Plumbing**

Address Edit

630 GARDEN St

Parcel Edit

Parcel Number: 031-160-015  
Adjacent to Potential Historic Structure: -  
Air Quality Buffer - 250 Feet from Hwy 101: -  
Cultural Resources Monitoring: -

11. You will be taken to a web page that confirms your building permit application has been accepted.

Staff monitor these applications throughout the day and will be in touch with you to further process your building permit application.