

# Building Permit Status and Information 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 **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

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 93101	Complete		
10/30/2019	BLD2019-07876	Residential Addition	R/B-ADDITION	927 W PEDREGOSA ST, SANTA BARBARA CA 93101	Complete	Pay Fees Due	
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 a large blue font. 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.

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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
<a href="#">1st Review Corrections.pdf</a>	BLD2019-06284	Record	Document	17.70 KB
<a href="#">Initial Submittal.pdf</a>	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> )

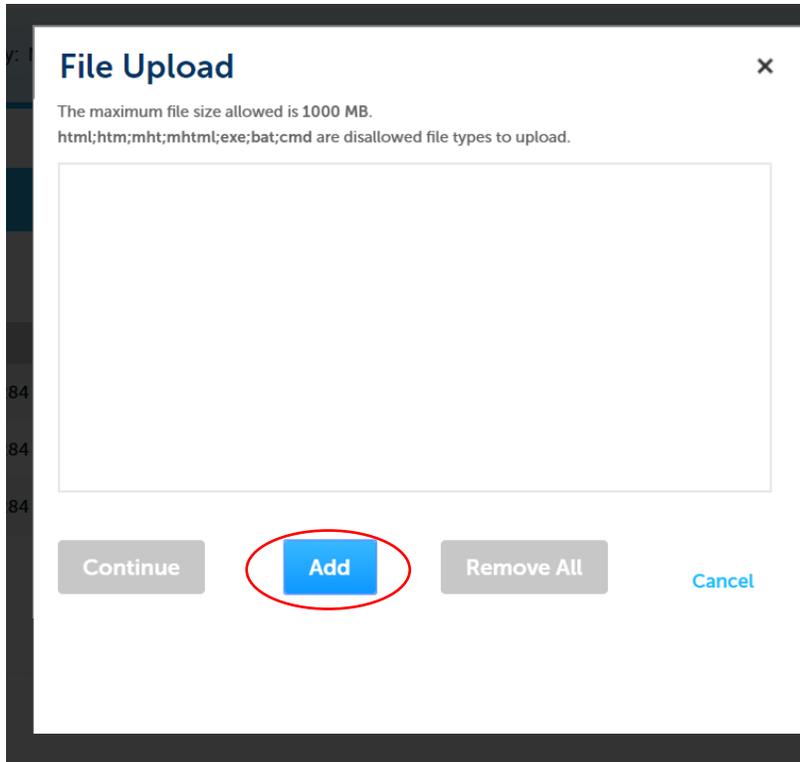
### Attachments

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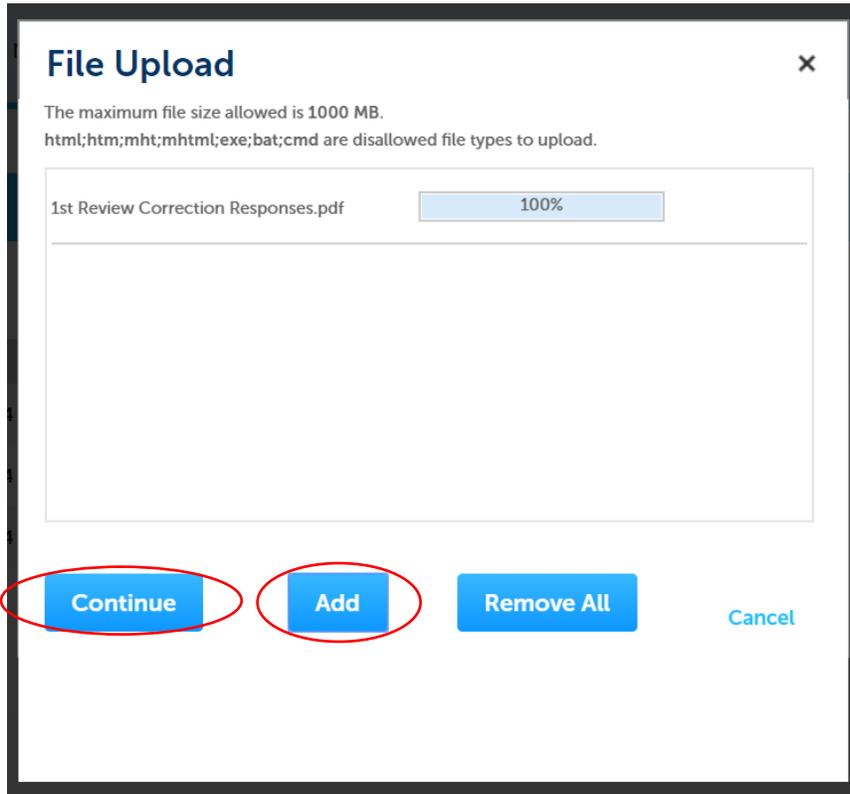
Name	Record ID	Entity Type
<a href="#">1st Review Corrections.pdf</a>	BLD2019-06284	Record
<a href="#">Initial Submittal.pdf</a>	BLD2019-06284	Record

[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.

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\* Type:

File:  
1st Review Correction Responses.pdf

\* Description:

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\* Type:

File:  
Submittal 2.pdf

\* Description:

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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

The maximum file size allowed is 1000 MB.  
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Name	Record ID	Entity Type	Type
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<a href="#">Submittal 2.pdf</a>	BLD2019-06284	Record	Plans

11. Email [CDbuildingcode@santabarbaraCA.gov](mailto:CDbuildingcode@santabarbaraCA.gov) and let City staff know that you have made a resubmittal and review is needed.