

**City of Santa Barbara**  
**Step by Step Guide**  
**Requesting Building Inspections Online**  
**thru**  
**Accela Citizen Access (ACA)**

**Supported Software:** Applicants must use Chrome or Edge as their desktop browser; Safari and Samsung browsers will not work. The mobile online inspection module is only supported by android devices; *currently iPhones are not compatible.*

**Step 1:** Login to *your* ACA account.

*Does not need to be the account that generated the building permit.* Visit the City's "Apply for a Permit" page for a video and guide on creating an account.

**Steps 2-3:** Navigate to the "Request an Inspection" tile

**Steps 4-5:** Select Permit Number/Search for Permit Number

**Step 6:** Request an Inspection for the selected permit

**Step 7:** Choose the inspection type (repeat as needed)

**Steps 8-12:** Select Inspection Date and Inspection On-Site Contact

**Other Options:** Rescheduling, Cancelling, or Changing Contact Person/Info for a Scheduled Inspection

STEP 1 - Log In  
There are *two* options, either is OK.

Back to Main Account Management Reports **Login**

City of SANTA BARBARA

Home Application Decision Tool Building & Safety Planning Fire Public Works Special Events

**Welcome to the Permit Portal**  
What would you like to do today?  
To get started, select one of the services listed below:

 <b>Building Permits</b> Submit a <i>full or preliminary</i> Building Permit Application	 <b>Planning Applications</b> Submit a <i>full or preliminary</i> Planning Application or a <i>Sign Permit</i> Application	 <b>Public Works Permits</b> Submit a <i>full or preliminary</i> Public Works Permit Application
 <b>Fire Permits</b> Submit a Fire Permit Application	 <b>Application Decision Tool</b> Click here to determine if your project qualifies for an OnDemand Building Permit	 <b>My Records Dashboard</b> Log into your Accela Citizen Access account to view and manage applications

Login by *clicking* either “Login” or *click* the “My Records Dashboard” tile.

STEP 1 -Login  
(cont.)

Back to Main Account Management Reports **Login**

City of SANTA BARBARA

Home Application Decision Tool Building & Safety Planning Fire Pub

Home / Records Dashboard

## Records Dashboard

**Notice:**  
This feature requires registration and/or login, please login to continue.

**Sign In**

USERNAME OR EMAIL: \*

PASSWORD: \*

Forgot Password?

**SIGN IN**

Remember me on this device

Not Registered?  
**CREATE 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.

**Register Now >>**

**Look Up Property Information**

After clicking "Login", this screen appears.

Sign in by entering Username or Email; and Password. Then *click* "Sign In"

If **not yet registered**, then *click* on "Create an Account".

STEP 2

Home   Application Decision Tool   **Building & Safety**   Planning   Fire   Public Works

Home / Records Dashboard

# Records Dashboard

Dashboard   My Records   My Account   Advanced Search ▾


Hello >Account-holder name<

Saved in Cart (1)		View Cart
Residential BLD2023-00100 01/23/2024		\$3.00

**My Collection (0)**

You do not have any collections right

STEP 3

 *City of*  
**SANTA BARBARA**

Home   Application Decision Tool   **Building & Safety**   Planning   Fire   Public Works   Special Events


Home / Building & Safety

## Building & Safety


**Building Permit** - Generally required whenever you construct, enlarge, alter, move, replace, repair, improve, convert, demolish, or change the occupancy of a building or structure. For more information read our [Building Permit \(BLD\) Application Guide](#).

**Work Exempt from Permit** - Some projects do not require a building permit. For more information, see our [Work Exempt from Permit form](#).


*\*Building Permit Applications have been taking longer than usual due to staffing shortages, volume of applications, and workloads.*



**Apply for a Building Permit**  
Click here to Apply for a Building Permit



**My Records Dashboard**  
Click here to view your existing applications via ACA



**Request an Inspection**  
Click here to Request an Inspection on a Building Permit

Click on the “Request an Inspection” tile.

STEP 4

If requesting an inspection for permits in *your* account, you can select from *your* list. Otherwise, see below to search.

**Search:** You will be *entering* the building permit number into the General Search section... see next slide.

Home Application Decision Tool Building & Safety Planning Fire Public Works

Home / Building & Safety / **Request an Inspection**

## Request an Inspection

Dashboard My Records My Account Advanced Search

### Records

Show on Map

Showing 1-5 of 5 | Add to collection | Add to cart

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Address	Status
<input type="checkbox"/>	10/...	23TMP-007614	B&S Pre-Application (Outdoor Dining)	630 GARDEN ST:	630 GARDEN ST, SANTA BARBARA CA 93101	R
<input type="checkbox"/>	01/11/2023	BLD2023-00100	Residential	715 ANACAPA ST:	715 ANACAPA St, SANTA BARBARA CA 93101	Issued R
<input type="checkbox"/>	09/06/2022	BLD2022-02098	Residential	810 N HOPE AVE:R/C- ADDITION	810 N HOPE Ave, SANTA BARBARA CA 93110	Complete
<input type="checkbox"/>	08/08/2022	22TMP-005230	1 & 2 Family Expedited Solar PV and Optional ESS	1334 ANACAPA ST:	1334 ANACAPA St, SANTA BARBARA CA 93101	R
<input type="checkbox"/>	06/14/2002	BLD2002-01420	Historic Permits	TEST		Voided

### Search for Records

Enter information below to search for records.

- Site Address
- Parcel Number
- Record Information

Select the search type from the drop-down list.

### General Search

Search my records only  
 Search All Records

Street No.: From - To Direction: --Select-- Street Name: --Select-- Street Type: --Select--

Parcel No.: [input field]

Record Number: [input field] Record Type: --Select--

**STEP 5 - Enter Permit #**

**General Search**  
In the "Record Number" field, enter the exact BLD # in this format:  
*BLD20##-#####*  
*Example: BLD2024-00001*  
Then *click* on the "Search" button below

**Search for Records**  
Enter information below to search for records.

- Site Address
- Parcel Number
- Record Information

Select the search type from the drop-down list.

**General Search**

Search my records only  
 Search All Records

Street No.:  -  Direction:  Street Name:  Street Type:

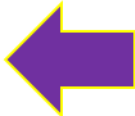
Parcel No.:

Record Number:  Record Type:

▶ [Search Additional Criteria](#). Choose a Record Type above to limit the additional search criteria

STEP 6


**Record BLD2024-00001:**  
**Underground Water Service**  
**Record Status: Permit Issued**



Permit #  
Permit Type  
Permit Status

[Add to cart](#)  
[Add to collection](#)

Record Info ▾    Payments ▾    Conditions 4    Custom Component

 A notice was added to this record on 11/11/2004.  
Condition: Demolition Review Study Area    Severity: Notice  
Total Conditions: 4 (Notice: 4)    [View Condition](#)

Under the “Inspections” section, *click* on “Request an Inspection” to begin.  
  
Note that pending and completed inspections are shown.

**Inspections**

**Upcoming (5)**  
[Request an Inspection](#)



*Click the link above to schedule or request one.*

01/23/2024 at TBD Scheduled Building Final – Not Occupied (90942) Inspector: MR	<a href="#">Actions ▾</a>
01/25/2024 at TBD Scheduled Erosion Control (90843) Inspector: MR	<a href="#">Actions ▾</a>
02/12/2024 at TBD Scheduled Initial Erosion Control (90902) Inspector: MR	<a href="#">Actions ▾</a>
02/12/2024 at TBD Scheduled Initial Erosion Control (90882) Inspector: MR	<a href="#">Actions ▾</a>
02/22/2024 at TBD Scheduled Final Plumbing (90862) Inspector: MR	<a href="#">Actions ▾</a>

**Completed (1)**  
Cancelled - 1

Cancelled Underground Plumbing (90842) Cancelled by: Marckus on 01/18/2024 at 01:52 PM	<a href="#">View Details</a>
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STEP 7

City of SANTA BARBARA

Home Application Decision Tool Building & Safety

Home / Request an Inspection

## Request an Inspection

Dashboard My Records My Account Adva

Record BLD2023-00023:  
1 & 2 Family Home Electrical Panel Replacement  
Record Status: Permit Issued

Record Info

A notice was added to Condition: Demolition Total Conditions: 3

### Inspections

**Upcoming**  
Request an Inspection  
You have not added any inspections. Click the link above to schedule or re

**Completed**  
There are no completed inspect

### Request an Inspection

You can only schedule one inspection from this screen. For additional inspections please repeat the Request an Inspection process.

#### Available Inspection Types (7)

- Site Investigation (required)
- Underground Electrical (required)
- Rough Electrical (required)
- Electrical Service Release (required)
- Exterior Lathing/Siding (required)
- Final Electrical (required)
- Building Final – Not Occupied (required)

**Continue** Cancel

**Available Inspection Types**

Note: Different permit types have different “Available Inspection Types”.

Select one of the options provided then click “Continue”.

Additional inspections for the same date (or other dates) can be selected one at a time by repeating this process.

STEP 8

**Request an Inspection**

You can only schedule one inspection from this screen. For additional inspections please repeat the Request an Inspection process.

Requested Inspection type: Rough Electrical

**To continue, select an appointment date and time range by clicking a link on the calendar below:**  
Dates and time slots are not guaranteed, an inspector will call you to confirm your inspection

Nov 2023							Dec 2023							Jan 2024				
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Mo	Tu	We	Th	
			1	2	3	4					1	2		1	2	3	4	
5	6	7	8	9	10	11	10	11	12	13	14	15	16	7	8	9	10	11
12	13	14	15	16	17	18	17	18	19	20	21	22	23	14	15	16	17	18
19	20	21	22	23	24	25	24	25	26	27	28	29	30	21	22	23	24	25
26	27	28	29	30			28	29	30	31				28	29	30	31	

Cannot schedule inspection on this date

« Prev

Continue Back Cancel

If a date is unavailable, such as a weekend or holiday, a notification will appear when the cursor hovers over that date.

STEP 8  
(cont.)

**Request an Inspection**

You can only schedule one inspection from this screen. For additional inspections please repeat the Request an Inspection process.

Requested Inspection type: Rough Electrical

To continue, select an appointment date and time range by clicking a link on the calendar below:  
Dates and time slots are not guaranteed, an inspector will call you to confirm your inspection

Nov 2023							Dec 2023							Jan 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th		
			1	2	3	4						1	2		1	2	3	4		
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11		
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18		
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25		
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			
							31													

« Prev

Continue Back Cancel

Available inspection dates will display.

Cursor hovering over date will cause font color change.

Click on desired date.

STEP 8  
(cont.)

# Request an Inspection

Dashboard My Records My Account Advanced Search

Record BLD2023-00023: 1 & 2 Family Home Ele Add to cart Add to collection

Record Status: Permit

Record Info

A notice was added to Condition: Demolition Total Conditions: 3

### Inspections

Upcoming

**Request an Inspection**

You have not added any inspections. Click the link above to schedule or re

Completed

There are no completed inspect

### Request an Inspection

To continue, select an appointment date and time range by clicking a link on the calendar below:  
Dates and time slots are not guaranteed, an inspector will call you to confirm you

Nov 2023							Jan 202							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4								
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21
26	27	28	29	30										21

<< Prev

**Available Times for Thursday, Nov 09 2023**

All Day

**Continue** Back Cancel

1. Date will highlight when selected.

2. Click "All Day" (the only option at this time) Inspector will call in the morning to set time.

3. Click "Continue"

# Request an Inspection

Dashboard

My Records

My Account

Advanced Search ▾

Record BLD2023-00023:  
1 & 2 Family Home Ele  
Record Status: Permit

Add to cart

1. Verify that the location is correct.



A notice was added to  
Condition: Demol  
Total Conditions: 3

2. Verify that the name is correct. There may be several names in the permit case. If the name shown is correct, click "Continue"

## Request an Inspection



You can only schedule one inspection from this screen. For additional inspections please repeat the Request an Inspection process.

Requested Inspection type: Rough Electrical

### Location and Inspection Contact

Verify that the location is correct and add a contact person for the inspection.

Inspection Location:  
1817 BATH St

Inspection Contact:  
James Robertson  
(805) 555-1234

[Change Contact](#) ▾

[Continue](#)

[Back](#)

**Contractors: You will likely have to Change Contact.**  
3. If the name shown is incorrect or a different contact person is desired, select "**Change Contact**" to view others, or to input a new name and phone number for the person to be contacted for this specific inspection.

STEP 9  
(cont.)

23-00023: Add to cart

### Request an Inspection x

You can only schedule one inspection from this screen. For additional inspections please repeat the Request an Inspection process.

*Requested Inspection type: Rough Electrical*

#### Location and Inspection Contact

Verify that the location is correct and add a contact person for the inspection.

**Inspection Location:**  
1817 BATH ST

**Inspection Contact:**  
James Robertson  
(805) 555-1234

**Change Contact** ▾

**Select an existing contact from this record**

- James Robertson (805) 555-1234
- Tony Stark (805) 555-4766**
- Dr. Bruce Banner (805) 555-4855
- Steven Strange (805) 555-8463
- Carol Danvers (805) 555-6785

**Contact (for this inspection)**

\* First Name      Middle Name      \* Last Name

\* Phone Number

If "Change Contact" was selected, there are two options:

1. Select a name/phone # already associated with the case (example of pop up menu below); or
2. Add both a name/phone # just for this inspection.

**Contractors: You will likely be using option 2. See next slide.**

STEP 10

23-00023: Add to cart

### Request an Inspection

*Requested Inspection type: Rough Electrical*

#### Location and Inspection Contact

Verify that the location is correct and add a contact person for the inspection.

**Inspection Location:**  
1817 BATH St

**Inspection Contact:**  
James Robertson  
(805) 555-1234

**Change Contact** ▾

Select an existing contact  
James Robertson (805) 555-1234 ▾

**Specify On-Site Inspections Contact (for this inspection only)**

* First Name	Middle Name	* Last Name
Natasha		Romanoff

\* Phone Number  
(805) 555-1234

**Submit** Cancel

**Contractors: You will likely "Specify On-Site Inspections Contact"**

1. Enter the first and last name, and phone number of the contact for the inspection. The inspector will contact this individual.
2. Click "Submit" – You will have an opportunity to verify the contact info in the next step.



STEP 11

-00023: Add to cart

## Request an Inspection ×

You can only schedule one inspection from this screen. For additional inspections please repeat the **Request an Inspection** process.

*Requested Inspection type: Rough Electrical*

### Location and Inspection Contact

Verify that the location is correct and add a contact person for the inspection.

**Inspection Location:**  
1817 BATH St

**Inspection Contact:**  
Natasha Romanoff  
(805) 555-1234

Are name *and* phone # correct?  
If yes, *click* "Continue"  
  
If not, *click* "Back"

**Change Contact** ▾

Continue Back Cancel



## STEP 12

### Verify & Confirm

“Time:” field will be blank. *That’s ok.*

An inspector will contact you the morning of the inspection to schedule the inspection time.

*If all correct, click “Finish”*

This will return you to the Inspections page where you can schedule additional inspections for this permit – *or* select a different permit and request an inspection.

### Request an Inspection ×

You can only schedule one inspection from this screen. For additional inspections please repeat the **Request an Inspection** process.

#### Confirm Your Selection

Please confirm the details below and click the Cancel Inspection button to cancel this inspection.

**Requested Inspection Type:** Rough Electrical  
**Requested Date and Time:** 12/15/2023  
**Inspection Location:** 1817 BATH St  
**Inspection Contact:** Natasha Romanoff (805) 555-1234

#### Include Additional Notes

##### Cancellation and Reschedule Policy:

Reschedule must be made before 06:30 AM the day of inspection.  
Cancellations must be made before 06:30 AM the day of inspection.

**Finish**

Back

Cancel




Other Options

Rescheduling, Cancelling, or Changing Contact Person/Info for a Scheduled Inspection

**Record BLD2023-00023:**  
**1 & 2 Family Home Electrical Panel Replacement**  
**Record Status: Permit Issued**

[Add to cart](#)  
[Add to collection](#)

Record Info ▾    Payments ▾    Conditions 3

 A notice was added to this record on 11/11/2004.  
Condition: Demolition Review Study Area   Severity: Notice  
Total Conditions: 3 (Notice: 3, Met: 1)

**Inspections**

**Upcoming (3)**  
[Request an Inspection](#)

*Click the link above to schedule or request one.*

11/09/2023 at TBD Scheduled Rough Electrical (90663) Inspector: MR	Actions ▾
11/09/2023 at TBD Scheduled Rough Electrical (90662) Inspector: MR	Actions ▾
12/15/2023 at TBD Scheduled Rough Electrical (90682) Inspector: MR	Actions ▾ View Details Reschedule Cancel

**Completed**

*There are no completed inspections on this record.*

To reschedule, or cancel an inspection, *click* on the blue “Actions” triangle for the drop down menu of options.

To change the contact info for an inspection (and keep that same inspection date), select the “Reschedule” option.

Other  
Options  
(cont.)

### Request an Inspection

To continue, select an appointment date and time range by clicking a link on the calendar below:  
*Dates and time slots are not guaranteed, an inspector will call you to confirm your inspection*

Dec 2023							Jan 20			
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We
					1	2	1	2	3	
3	4	5	6	7	8	9	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24
24	25	26	December 19	30			28	29	30	31
31										

« Prev

#### Available Times for Friday, Dec 15 2023

All Day

**Continue**      **Cancel**

Choosing “Reschedule” will allow you to return you to the Request an Inspection screen where:

1. An alternate date can be selected; or
2. The same date can be kept, but a new on-site contact person for that inspection can be indicated by following the standard Steps.

In this example, the 15<sup>th</sup> was scheduled, and the 19<sup>th</sup> is about to be selected instead. Once selected, the new date will show in yellow highlight.

With the new date selected and highlighted in yellow, choose the “All Day” option and continue the standard Steps.

Other  
Options  
(cont.)

## Cancel Inspection ×

### Confirm Your Selection

Please confirm the details below and click the Cancel Inspection button to cancel this inspection.

<b>Requested Inspection Type:</b>	Rough Electrical
<b>Requested Date and Time:</b>	12/15/2023
<b>Inspection Location:</b>	1817 BATH St
<b>Inspection Contact:</b>	Natasha Romanoff 8055555555

**Cancellation and Reschedule Policy:**  
Reschedule must be made before 06:30 AM the day of inspection.  
Cancellations must be made before 06:30 AM the day of inspection.

**Cancel Inspection** Close

Choosing "Cancel" will bring up the "Cancel Inspection" screen for the selected inspection.


*Clicking* the "Cancel Inspection" button will confirm cancellation ...

Other Options (cont.)

... and return you to Inspections screen, now reflecting the absence of the previously requested inspection.

**Record BLD2023-00023:**  
**1 & 2 Family Home Electrical Panel Replacement**  
**Record Status: Permit Issued**

[Record Info](#) | [Payments](#) | [Conditions](#) 3

 A notice was added to this record on 11/11/2004.  
Condition: Demolition Review Study Area Severity: Notice  
Total Conditions: 3 (Notice: 3, Met: 1) [View Condition](#)

**Inspections**

**Upcoming (2)**  
[Request an Inspection](#)

*Click the link above to schedule or request one.*

11/09/2023 at TBD Scheduled Rough Electrical (90663)  
Inspector: MR [Act](#)

11/09/2023 at TBD Scheduled Rough Electrical (90662)  
Inspector: MR [Actions](#)

**Completed (1)**  
Cancelled - 1

Cancelled Rough Electrical (90682)  
Cancelled by: "User" 12/12/2023 at 09:42 AM

*It's gone from here!*

*Now shows as "cancelled"*