



Permit Record Lookup

1. Open your web browser and navigate to: <http://vcca.ventura.org>, which is an informational web page that contains resources to assist you in navigating the system.
2. From the VC Citizen Access informational web page, click on the Go To Citizen Access Now link in the navigation bar at the top of the page to access the system. If you have difficulty viewing the system, please make sure you are using an internet browser that is compatible to the system. A list of compatible internet browsers is available on the information web page.

Solutions for Land Use Permitting and Much More...

Citizen Access is here to assist you with the permitting process

Welcome To VC Citizen Access!

The County of Ventura is pleased to offer the public online access to the land use permitting process. VC Citizen Access is a web-based program that displays real-time data stored in the County's land use database, Accela Automation, which is an internal system used by County staff to track land use permits for properties located in the unincorporated areas of the County.

Using VC Citizen Access, members of the public can search and review permit information, and permit applicants and property owners can upload and download documents, look up processing statuses, and pay for permit fees online using a credit card.

Help | **Locations** | **Resources**

- Registering A User Account**
Instructions on how to create a user account
- Check Your Permit Status**
Instructions on how to review a permit's processing status
- Search For A Permit Record**
Instructions on how to look up a permit record
- Film Permits**
Instructions and forms for film permit applicants.
- Cross Connection Users**
Instructions for Cross-Connection users on how to navigate the system and find information related to backflow devices.

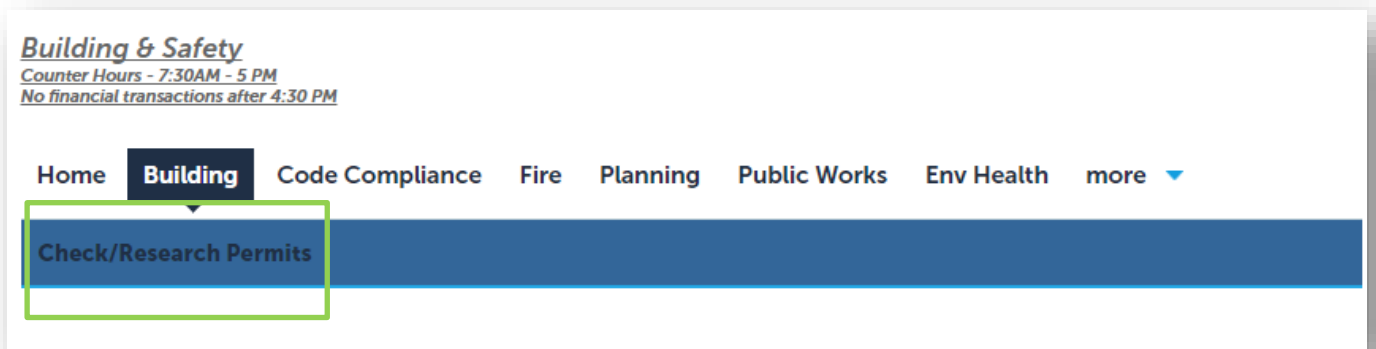
3. Users must have a registered account to search and review permit information. Login to VC Citizen Access by typing in your user name and password.

The screenshot displays the Ventura County Citizen Access website. At the top right, there are links for "Announcements", "Accessibility Support", "Register for an Account" (highlighted with a green box), and "Login". Below this is a navigation menu with "Home" (highlighted), "Building", "Code Compliance", "Fire", "Planning", "Public Works", "Env Health", and "more". A blue bar contains "Advanced Search". The main content area is split into two columns. The left column has a "Welcome to Ventura County Citizen Access" section, followed by "Registration and Login" instructions, and two underlined links: "General Information" and "Building". The right column features a "Login" form with fields for "User Name or E-mail" (containing "name@example.com") and "Password", a "Login »" button, a "Remember me on this computer" checkbox, and a link "I've forgotten my password" (highlighted with a green box). Below the password field, there is a link "New Users: Register for an Account".

If you do not have a registered account, click the Register for an Account hyperlink in the upper right-hand corner of the Home page. For assistance with the registration process, refer to the User Account Registration Process FAQ page.

Or, if you have forgotten your password, click on the “I’ve forgotten my password” hyperlink underneath the Login information, and fill-out the appropriate fields (i.e. email address and the answer to your security question) to receive a new password.

- Once you have logged into VC Citizen Access, click the Check/Research Permits hyperlink under any of the County departments (Building, Code Compliance, Fire, Planning, and Public Works) on the Home page.



- In the General Search page, you can begin your search by using any of the search filters, as shown below. If you know the permit number, you can enter it in the Record Number field and click the Search button at the lower left-hand side of the page. Clicking the Search button without any criteria will display all permits for that department.

The screenshot shows the 'General Search' form with the following fields and options:

- Record Number:** Text input field.
- Record Type:** Dropdown menu with '--Select--'.
- Start Date:** Text input field with value '08/24/1998' and a calendar icon.
- End Date:** Text input field with value '09/13/2017' and a calendar icon.
- Search filters:** Two checkboxes: 'Search my records only' and 'Search All Records'.
- Street No.:** Text input field with 'From - To'.
- Direction:** Dropdown menu with '--Select--'.
- Street Name:** Text input field.
- Street Type:** Dropdown menu with '--Select--'.
- Unit Type:** Dropdown menu with '--Select--'.
- Unit No.:** Text input field.
- Parcel No.:** Text input field.
- City:** Text input field.
- State:** Text input field.
- Zip:** Text input field.
- Buttons:** 'Search' and 'Clear' buttons.

6. The search results will appear at the bottom of the screen. Locate the appropriate permit number from the search results, and click the permit number hyperlink under the Record Number column.

100+ Record results matching your search results

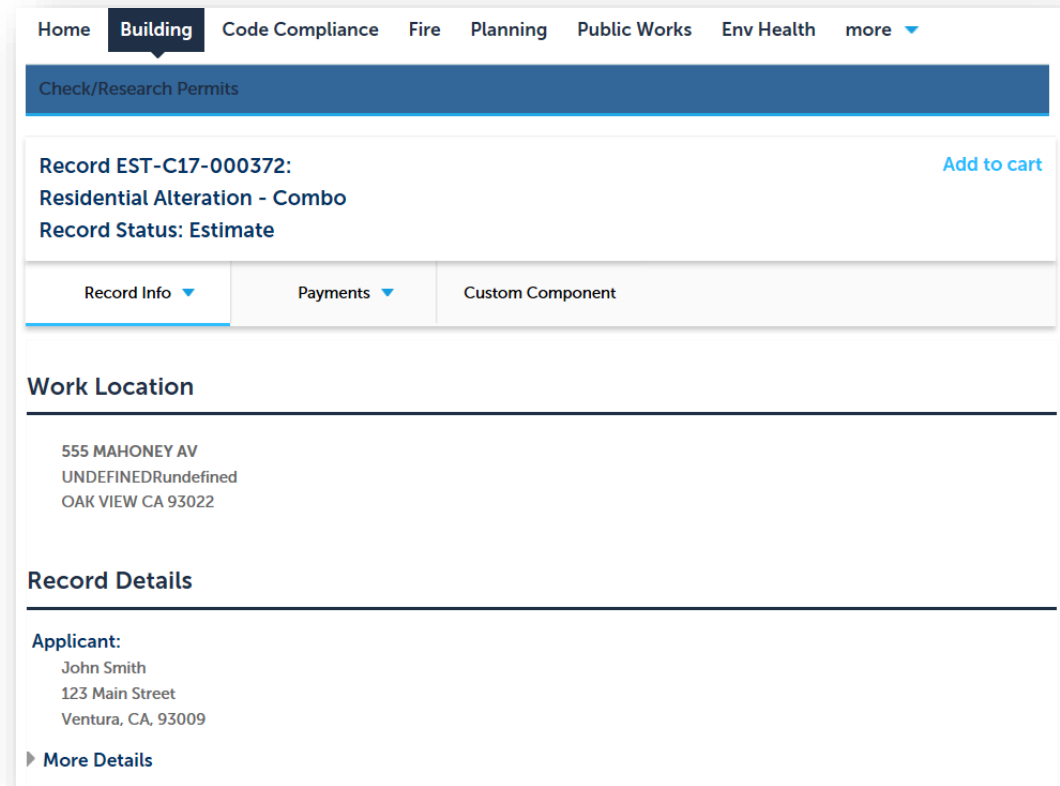
Click any of the results below to view more details.

Showing 1-10 of 100+ | [Add to cart](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Status	Action
<input type="checkbox"/>	08/24/2017	EST-C17-000372	Residential Alteration - Combo			Estimate	Pay Fees Due
<input type="checkbox"/>	08/23/2017	EST-P17-000060	Plumbing Commercial Alteration			Estimate	
<input type="checkbox"/>	07/26/2017	EST-C17-000371	Multi-Family 5 Plus - Combo			Estimate	
<input type="checkbox"/>	06/13/2017	EST-C17-000370	Commercial - Combo			Estimate	
<input type="checkbox"/>	06/13/2017	EST-C17-000369	New Single Family Residential - Combo	TEST: 10000 SF NSFD WITH 2000 SF ATTACHED GARAGE, 3 FIREPLACES, 4 SKYLIGHTS		Estimate	
<input type="checkbox"/>	06/13/2017	EST-C17-000368	Commercial - Combo			Estimate	
<input type="checkbox"/>	06/02/2017	EST-B17-000211	Demolition			Estimate	
<input type="checkbox"/>	06/01/2017	EST-B17-000210	Change of Occupancy			Estimate	
<input type="checkbox"/>	05/03/2017	C17-000367	Residential Addition - Combo			Reviewed	
<input type="checkbox"/>	05/03/2017	P17-000059	Plumbing Residential Alteration			Closed	

< Prev 1 2 3 4 5 6 7 8 9 10 ... Next >

7. General information such as location, parcel information, and other permit related information will be displayed. Click on the arrows  next to each field to see details pertaining to that specific field.



The screenshot shows a web interface for permit records. At the top is a navigation menu with 'Home', 'Building' (highlighted), 'Code Compliance', 'Fire', 'Planning', 'Public Works', 'Env Health', and 'more'. Below the menu is a blue bar with the text 'Check/Research Permits'. The main content area displays the record ID 'Record EST-C17-000372' and the title 'Residential Alteration - Combo'. The status is 'Record Status: Estimate'. There is an 'Add to cart' link. Below this are three tabs: 'Record Info' (selected), 'Payments', and 'Custom Component'. The 'Record Info' tab shows the 'Work Location' as '555 MAHONEY AV', 'UNDEFINEDRundefined', and 'OAK VIEW CA 93022'. The 'Record Details' section shows the 'Applicant' as 'John Smith', '123 Main Street', and 'Ventura, CA, 93009'. A 'More Details' link is at the bottom.

If you have any questions on any of the content displayed in VC Citizen Access or cannot locate the record information that you are searching for, please contact the appropriate department for more information.

For any technical issues, you may contact us at Citizen.Access@ventura.org.