



Checking Permit Process Status

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.

To access VC Citizen Access, click on the "GO TO CITIZEN ACCESS NOW" hyperlink in the navigation bar at the top of this

Help	Locations	Resources
	Register 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	
	Internet Brower Requirements A list of internet browsers compatible with VC Citizen Access	
	Online Payment Process Instructions on how to pay for permit fees online using a credit card	

3. Login to VC Citizen Access by typing in your user name and password.

Home Building Code Compliance Fire Planning Public Works

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

Please Login
Many online services offered by the County 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 »

Login

User Name or E-mail: [?](#)

Password:

Login »

Remember me on this computer

[I've forgotten my password](#)

New Users: [Register for an Account](#)

If you do not have a registered account, click the Register Now button in the lower left 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 answer to security question) to receive a new password.

4. Once you have logged into VC Citizen Access, click on the appropriate County department (Building, Code Compliance, Fire, Planning, or Public Works) tab on the Home page.

Home	Building	Code Compliance	Fire	Planning	Public Works
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Welcome Online User
You are now logged in.

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

General Information Lookup Property Information	Building Check/Research Permits Schedule an Inspection
Code Compliance Check/Research Cases	Fire Check/Research Permits
Planning Check/Research Permits	Public Works Check/Research Permits

Cart (0)
Your cart is empty.

5. In the selected department tab, you can find a permit record using any of the following methods:
- If you are a licensed professional, property owner, or consultant, a list of active permits that you are assigned to will appear in the Records portlet. To see information for a particular permit, click on the permit record hyperlink in the Record Number column.

Home
Building
Code Compliance
Fire
Planning
Public Works

Check/Research Permits

Records

Showing 1-3 of 3 | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/> Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action
<input type="checkbox"/> 01/09/2013	PL13-0005	Planning Discretionary Entitlement		McMullin LCA contract		Environmental Doc Prep	Pay F
<input type="checkbox"/> 01/04/2013	PL13-0002	Planning Discretionary Entitlement				Approved	Pay F
<input type="checkbox"/> 10/04/2012	ZC13-0923	Zoning Clearance				Approved	

Search for Records

Enter information below to search for records.

- Site Address
- Contractor License Information
- Parcel Number
- Record Information
- Contact Information

Select the search type from the drop-down list.

General Search

- Or, you can search for the permit by using any one of the department’s General Search filters. If you know the permit number, type in the values in the Record Number field and click on the Search button.

General Search

Search my records only
 Search All Records

Record Number:

Record Type:

Project Name:

Record Status:

Start Date:

End Date:

License Type:

State License Number:

First:

Last:

Name of Business:

Street No.:

Direction:

Street Name:

Unit Type:


Unit No.:

Parcel No.:

City:

State:

Zip:

6. General information such as location, fees, and other permit related information will be displayed. To view the Processing Status, click on the arrow  next to the Processing Status field name.

Home Building Code Compliance Fire Planning Public Works
Check/Research Permits

**Record EST-C14-000007:
Residential Alteration - Combo**

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

Work Location

1234 E GUM DROP MOUNTAINS
EASTR4
CANDY LAND CA

Record Details

Licensed Professional:

John Doe
800 South Victoria Avenue
Ventura, CA, 93009
Engineer 00000

Project Description:

SFR KITCHEN REMODEL

▶ **More Details**

▶ **Processing Status**

▶ **Attachments**

▶ **Related Records**

7. You can click on the arrows ▶ next to each of the permit phases to see a detailed explanation regarding the status of the permit. The check mark ✓ indicates that the review in that particular phase in the process has been completed. A clock ⌚ indicates that the review is currently active and in process within that phase of the permitting process.


▼ **Processing Status**



✓ ▼ Application Submittal
Due on **09/19/2013**, assigned to **TBD**
Marked as **Accepted** on **02/13/2014** by **Annie Shim**

✓ ▼ Plan Review
Due on **02/13/2014**, assigned to **TBD**
Marked as **Approved** on **02/13/2014** by **Annie Shim**

⌚ Closed

8. Once you have completed your review of the permit process, click the Logout hyperlink at the top right-hand corner of the page.

Logged in as: **Annie Shim** | Accessibility Support | [Collections \(0\)](#) |  [Cart \(1\)](#) | [Account Management](#) | [Logout](#)

Search...  

[Home](#) | [Building](#) | [Code Compliance](#) | [Fire](#) | [Planning](#) | [Public Works](#)