



County of Ventura

Citizen Access

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.





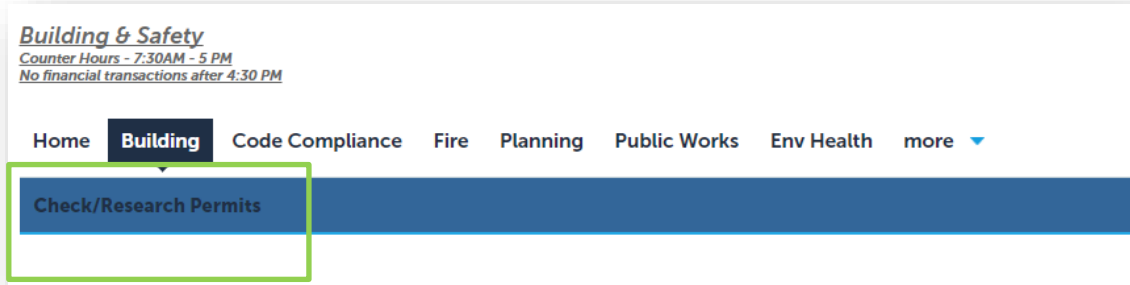
3. Users must have a registered account to search and review permit information. Login to VC Citizen Access by typing in your user name and password.

The screenshot shows 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 below the navigation contains "Advanced Search". The main content area is split into two columns. The left column has a "Welcome to Ventura County Citizen Access" section, a "Registration and Login" section, and two underlined tabs: "General Information" and "Building". The right column has a "Login" section with a "User Name or E-mail:" field (containing "name@example.com"), a "Password:" field, 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".

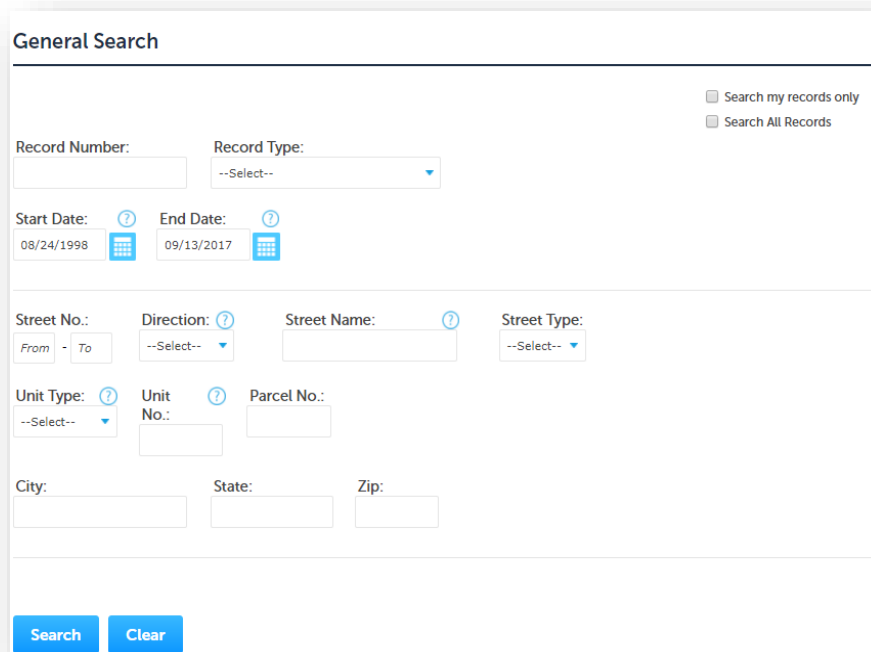
If you do not have a registered account, click the Register for an Account hyperlink in the upper right-hand corner of the Home page. For assistance with the registration process, refer to the User Account Registration Process FAQ page.

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. At the top right, there are two checkboxes: 'Search my records only' and 'Search All Records'. The form contains several input fields and dropdown menus: 'Record Number' (text input), 'Record Type' (dropdown menu with '--Select--'), 'Start Date' (calendar icon, text input '08/24/1998'), 'End Date' (calendar icon, text input '09/13/2017'), 'Street No.' (text input with 'From' and 'To' sub-inputs), 'Direction' (dropdown menu with '--Select--'), 'Street Name' (text input), 'Street Type' (dropdown menu with '--Select--'), 'Unit Type' (dropdown menu with '--Select--'), 'Unit No.' (text input), 'Parcel No.' (text input), 'City' (text input), 'State' (text input), and 'Zip' (text input). At the bottom left, there are two buttons: 'Search' and 'Clear'.



- 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 >

- 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.



Home **Building** Code Compliance Fire Planning Public Works Env Health more ▾

Check/Research Permits

Record EST-C17-000372: [Add to cart](#)
Residential Alteration - Combo
Record Status: Estimate

Record Info ▾ Payments ▾ Custom Component

Work Location

555 MAHONEY AV
UNDEFINERundefined
OAK VIEW CA 93022

Record Details

Applicant:
John Smith
123 Main Street
Ventura, CA, 93009

▶ **More Details**

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.