



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!

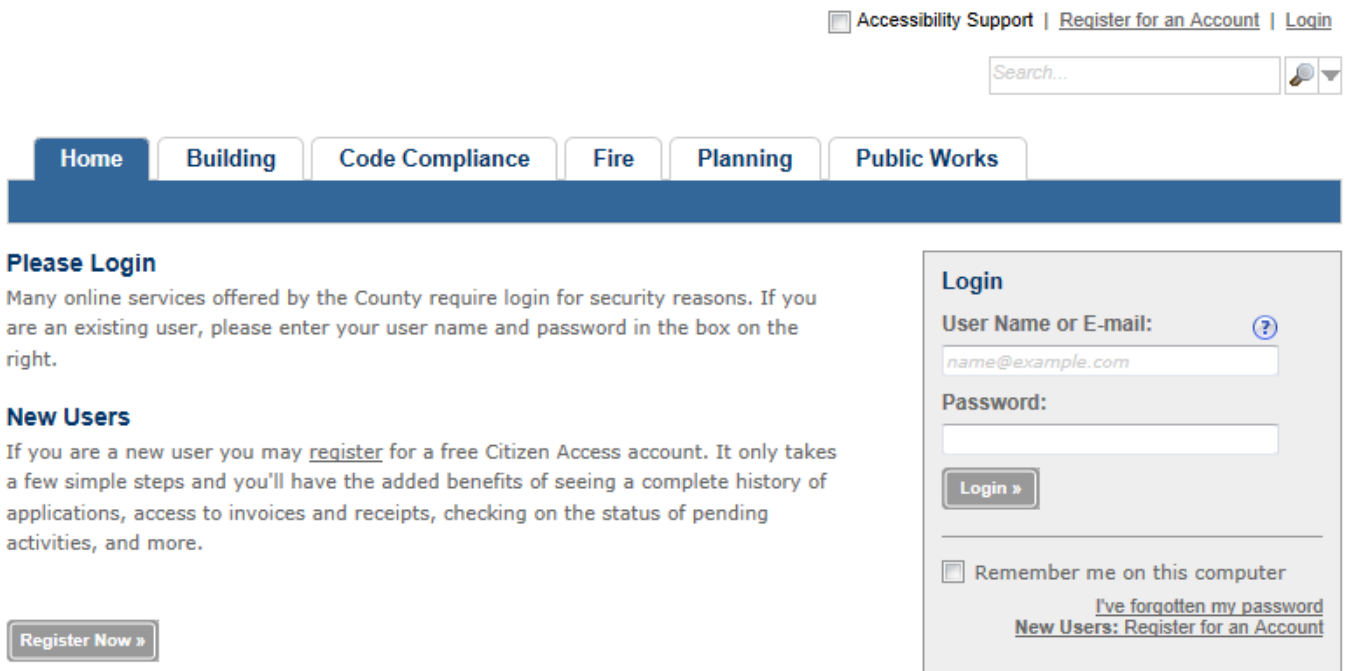
The County of Ventura is pleased to offer the public online access to the land use permitting process. VC Citizen Access is a web-based program that displays real-time data stored in the County's land use database, Accela Automation, which is an internal system used by County staff to track land use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

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	

- 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.



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 the Check/Research Permits hyperlink under any of the County departments (Building, Code Compliance, Fire, Planning, and Public Works) 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 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.

Home
Building
Code Compliance
Fire
Planning
Public Works

[Check/Research Permits](#) [Schedule an Inspection](#)

Records

[Show on Map](#)

Showing 0-0 of 0

Date	Record Number	Record Type	Description	Project Name	Status	Action
No records found.						

Search for Records

In the General search you can enter information to search for records by:

- Record Information and/or
- Contractor License Information and/or
- Site Address or Parcel Number

Use the drop-down list to change the search type to Contact Information
[Visit W3Schools!](#)

General Search
General Search

Search my records only

Record Number:

Record Type: --Select--

Project Name:

Record Status: --Select--

Start Date: 10 End Date: 10

License Type: --Select-- State License Number:

First: Last: Name of Business:

Street No.: Direction: --Select--

Street Name:

Unit Type: --Select-- Unit No.: Parcel No.:

City: State: --Select-- Zip:

[▶ Search Additional Criteria](#)

Search
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.

200+ Record results matching your search results

Click any of the results below to view more details.

Show on Map 

Showing 101-110 of 200+ | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	<u>Date</u>	<u>Record Number</u>	<u>Record Type</u>	<u>Description</u>	<u>Project Name</u>	<u>Status</u>	<u>Action</u>
<input type="checkbox"/>	05/03/2013	E13-000277	Electrical Residential Alteration			Picked Up	
<input type="checkbox"/>	05/03/2013	E13-000276	Electrical Residential Alteration			Approved	
<input type="checkbox"/>	05/03/2013	P13-000139	Plumbing Residential Alteration			Issued	
<input type="checkbox"/>	05/03/2013	C13-000396	Residential Alteration - Combo			Issued	
<input type="checkbox"/>	05/03/2013	C13-000395	Commercial - Combo			Applied	
<input type="checkbox"/>	05/03/2013	EST-C13-000394	Commercial - Combo			Estimate	
<input type="checkbox"/>	05/03/2013	B13-000271	Residential Alteration			Issued	
<input type="checkbox"/>	05/03/2013	EST-C13-000393	Demolition - Combo			Estimate	
<input type="checkbox"/>	05/03/2013	E13-000275	Electrical Residential New			Issued	
<input type="checkbox"/>	05/03/2013	C13-000392	Residential Alteration - Combo			Applied	

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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.

Home**Building**Code ComplianceFirePlanningPublic Works

[Check/Research Permits](#)

Record EST-C14-000007: [Add to cart](#) [Add to collection](#)
Residential Alteration - Combo

Work Location

1234 E GUM DROP MOUNTAINS
EASTR4
CANDY LAND CA

Record Details

<p>Licensed Professional: John Doe 800 South Victoria Avenue Ventura, CA, 93009 Engineer 00000</p>	<p>Project Description: SFR KITCHEN REMODEL</p>
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▶ **More Details**

▶ **Processing Status**

▶ **Attachments**

▶ **Related Records**

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 or (805) 654-7646.

8. When you have completed your record search, click the Logout hyperlink at the top right-hand corner of the page.

