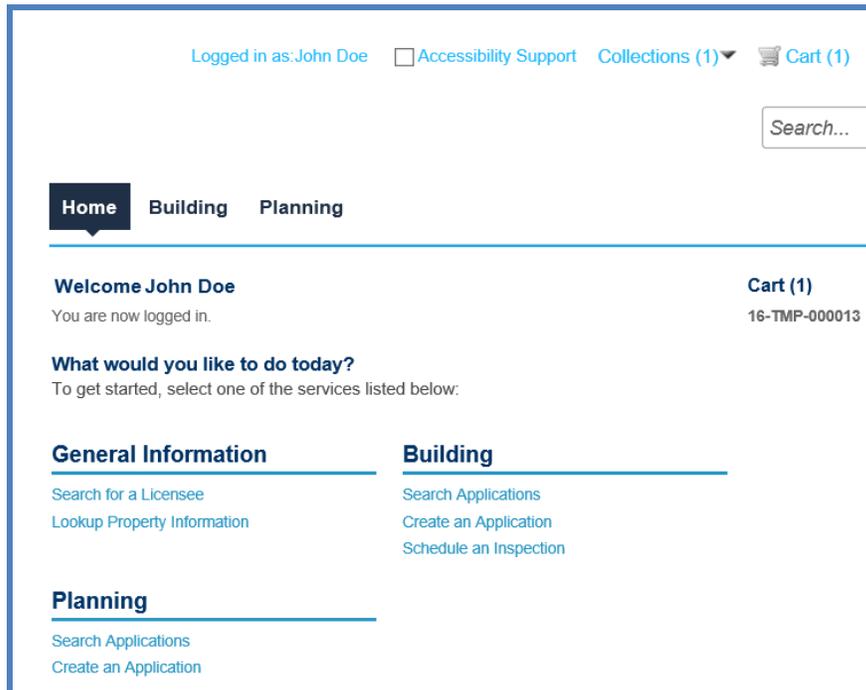


Accela Citizen Access – Searching Records

NOTE:

- Only permits created AFTER 11/17/2014 will be found in ACA. Refer to [buildingeye](#) to find permits closed prior to 11/17/2014.
 - Public Works permits are found under the Building section and tab.
-

1. Open your web browser and navigate to: <https://www.cityofalbany.net/aca>.
2. You do not need to be registered to search permit/address/parcel/owner information in ACA. You will need to log in to create a permit, schedule an inspection, access your collections, or pay outstanding fees.
3. Click **Search Applications** in the Building or Planning sections or tabs.



Accela Citizen Access – Searching Records

4. Searching on the Building or Planning tab will return only those types of permits.

The screenshot displays the City of Albany's Citizen Portal. At the top right, there are links for "Announcements", "Accessibility Support", "Register for an Account", and "Login". A search bar with the placeholder "Search..." is located below these links. The navigation menu at the top left includes "Home", "Building", and "Planning", with "Building" and "Planning" highlighted by red boxes. The main content area features a "Welcome to the City of Albany's Citizen Portal" message, a "Login" section with input fields for "User Name or E-mail" and "Password", and a "What would you like to do today?" section. The "What would you like to do today?" section has two columns: "General Information" and "Building". The "Building" column is highlighted by a red box and contains links for "Search Applications", "Create an Application", and "Schedule an Inspection". The "Planning" column is also highlighted by a red box and contains links for "Search Applications" and "Create an Application".

Accela Citizen Access – Searching Records

5. Permits you've created in ACA will show in the Records section.

Home **Building** Planning

Search Applications Create an Application Schedule an Inspection

Records

Showing 1-10 of 37 | [Add to collection](#) | [Add to cart](#) | [Copy Record](#) [Show on Map](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Address	Project Name	Action	Status	F
<input type="checkbox"/>	06/24/2016	B-0040-16	Demolition - Commercial	333 SE JEFFERSON ST, ALBANY OR 97321				0
<input type="checkbox"/>	06/24/2016	PK-0003-16	Parking Lot	333 SW BROADALBIN ST, ALBANY OR 97321			Application Created	0
<input type="checkbox"/>	06/22/2016	S-0007-16	Sign	333 SW BROADALBIN ST, ALBANY OR 97321	General Description		Application Created	0

6. You can narrow down the search types in the General Search drop down.

Search for Records

Enter information below to search for building & public works records.

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

Select the search type from the drop-down list.

General Search

Record Number: Record Type: Record Status:

7. You can further narrow the search to search your records only.

General Search

Record Number: Record Type: Record Status:

Search my records only

Search All Records

Accela Citizen Access – Searching Records

- Complete the search fields. **THE LEAST AMOUNT OF INFORMATION ENTERED** returns the best results, i.e. partial street name or number, beginning letters of contractor name, etc. Clicking **Search** without any criteria will display all permits in the system.
- Click **Search** when you have entered your search criteria.

General Search

Search my records only
 Search All Records

Record Number: Record Type: Commercial - Electrical Record Status: --Select--

Start Date: 08/04/2012 End Date: 07/14/2016

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

First: Last: Name of Business:

Street No.: Start Fraction: Street # (end): Direction: --Select--

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

City: State: Zip: County:

Search **Clear**

- View the permit information by clicking on the record number from the results list.

Search **Clear**

100+ Record results matching your search results

Click any of the results below to view more details.

Show on Map

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

<input type="checkbox"/>	Date	Record Number	Record Type	Address	Project Name	Action	Status
<input type="checkbox"/>	06/03/2016	BE-0054-16	Commercial - Electrical	333 SW ELLSWORTH ST, ALBANY OR 97321			Application Created
<input type="checkbox"/>	05/19/2016	BE-0052-16	Commercial - Electrical	333 NW 1ST AVE, ALBANY OR 97321	General		Application Created
<input type="checkbox"/>	05/11/2016	16-TMP-000187	Commercial - Electrical	1527 NW RANCH CT, ALBANY OR 97321			
<input type="checkbox"/>	05/11/2016	BE-0047-16	Commercial - Electrical	333 SW ELLSWORTH ST,			Approved

Accela Citizen Access – Searching Records

11. General information, such as location, fees, and other information, will be displayed with the permit. Click on the  next to each field to see details pertaining to that specific field.

Home **Building** Planning

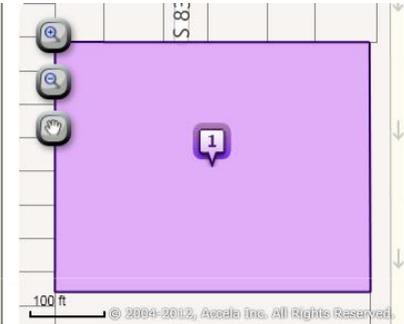
Search Applications Create an Application Schedule an Inspection

Record BE-0826-15: Add to cart Add to collection
Commercial - Electrical

Record Status: Approved

▼ **Work Location**

1300 SE 9TH AVE
ALBANY OR 97322



▼ **Record Details**

Applicant: Wade Hadley 3 GUYS ELECTRIC LLC 17636 HARDENBROOK AVE SANDY, OR, 97055 wade3guys@gmail.com	Licensed Professional: wade3guys@gmail.com 3 GUYS ELECTRIC LLC 17636 HARDENBROOK AVE SANDY, OR, 97055 Primary Phone:5037291522 ElecCont CLE120
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Project Description:
Lowe's
COM- limited energy for camera system.

► **More Details**

[Print/View Record](#) [Print/View Summary](#)

► **Fees**

▼ **Inspections**

Not all permits have Inspections. All cancellations must be phoned in to 541-917-7553 prior to inspection.

Loading...

If you have trouble locating records created **AFTER 11/17/2014** contact city staff at 541-917-7553 for assistance.