

HOW TO APPLY FOR PERMITS USING THE ACCELA CITIZEN ACCESS PORTAL (ACA)

Accela is where you apply for simple permits that do not require plan review from the Building Division.

The Planning Division will require documents for review of “like for like window replacements.” You can find the requirements using the link below, under “window replacement.” Upload your documents to ACA.

<https://www.alamedaca.gov/Departments/Planning-Building-and-Transportation/Permit-Center/FormsHandoutsVer2>

Planning will also require photos for siding replacement applications. Upload a pdf or jpeg of existing siding conditions.

The property owner or a licensed contractor must register and have a log in to access ACA for permit submittals (registration/sign in section is on the right side of the page after you click the link below):

<https://aca-prod.accela.com/alameda/Default.aspx>

If you are a contractor and this is your first time pulling a permit for the City of Alameda, please email permits@alamedaca.gov so we can verify your information on CSLB’s website and manually enter you into ACA. You will be required to have a City of Alameda business license as well. See below on how to register/renew City license:

<https://www.alamedaca.gov/Departments/Administration/Finance/Business-License>

Once you have completed the application process and have paid for the permit online, you will receive a permit number. Once a permit number is generated, the appropriate division will review your application.

Additional permit fees may be invoiced during application review. Sometimes there are multiple scopes of work that is invoiced only under one type of fee. Prior to permit issuance, we will let you know by email if there is a balance due.

The Building Official will issue all ACA permits once approved. He will send you an inspection card (job card) for you to print out and have available at the job site.

HOW TO CHECK PERMIT STATUS USING ACA

You **DO NOT** need to sign in to check status of existing permits (status section is at the bottom of the page after you click the link below):

<https://aca-prod.accela.com/alameda/Default.aspx>

Enter in the permit number only and then click “search.”

Go to the “Record Info” tab and drop down to what you need.

Processing Status will show you what has been completed and what is still pending.

- A green check mark means that process/department review has been completed.
- An hourglass means that process is still pending.

Processing Status	
✓ ▶	Applied
	Scope Change
	APD
	Building
	Fire
	Planning - DR
	Public Works
	Risk Management
	AMP
	Rec and Parks
	PW Engineering
	Transportation Planning
	PW Environmental
	PW Stormwater
	Plan Check Engineer
	Permit Techs
	Code Enforcement
	Fire Internal Review
	Bldg Inspector
✓ ▶	Bldg Official
✓ ▶	Public Works C and D
✓ ▶	Processing
✓ ▶	Ready to Issue
⌚ ▶	Inspection
	Certificate of Occupancy

Attachments will show you what documents/plans are included in your permit file. You will not be able to download or view copyrighted files through ACA public portal. You will be able to download hold notices. The hold notice should have instructions on how to resubmit.

Inspections will show you all recorded inspection notes.