County of San Diego – Planning & Development Services

Permitting System Help Guides

TOPIC: **Accela Citizen Access** (How to submit a Modification Request)

Accela Citizen Access (ACA) is the online tool that allows the public to check the status of permits, conduct research, and perform other tasks online such as apply for permits; pay fees, or schedule inspections.
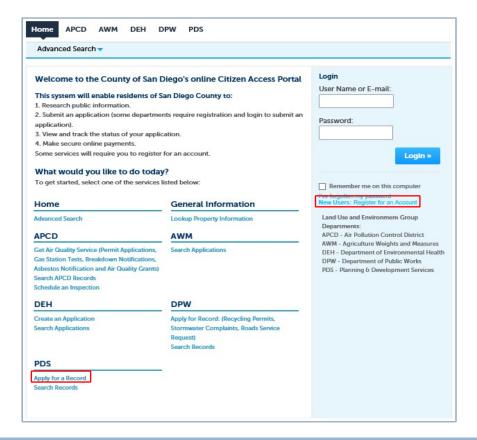
The Building Division allows customers to request modifications to their plan checks and permits through Accela Citizen Access. Available requests include renewal, record abandonment, and performance of work changes. Follow the instruction below to request a modification to an existing record.

Directions:

Step 1: To submit for a Modification Request, you may either **register for an account** or **proceed directly** to the application by selecting **Apply for a Record** in the PDS section.

Please note: If you would like to utilize the Trust Account online deposit service, an Accela Citizen Access (ACA) user account is needed.

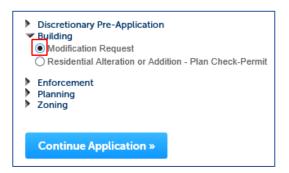*https://publicservices.sandiegocounty.gov/CitizenAccess/Default.aspx*

Step 2: Read and accept the terms and general disclaimer, by clicking the checkbox and clicking **Continue Application.**
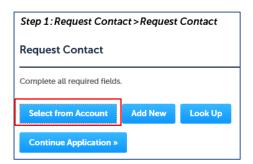
Communications via Web Site
Communications made through e-mail and messaging systems shall in no way be deemed to constitute legal notice to the County or any of its agencies, officers, employees, agents, or representatives, with respect to any existing or potential claim or cause of action against the County or any of its agencies, officers, employees, agents, or representatives, where notice to the County is required by any federal, state or local laws, rules or regulations.

☐ I have read and accepted the above terms.

Continue Application »

Step 3: Click on the **Building** option and select **Modification Request** then select **Continue Application.**

▶ Discretionary Pre-Application
▼ Building
  ⦿ Modification Request
  ○ Residential Alteration or Addition - Plan Check-Permit

▶ Enforcement
▶ Planning
▶ Zoning

Continue Application »

Step 4: Enter the contact information in the **Request Contact** section.

Unregistered Users: Users without an account must use the Add New button to input contact information. Note that required fields have a red asterisk * next to the field title.

Registered Users: Users logged-in to an account can use the Select from Account button to add saved contact information.

Step 1: Request Contact > Request Contact

Request Contact

Complete all required fields.

Select from Account   **Add New**   **Look Up**
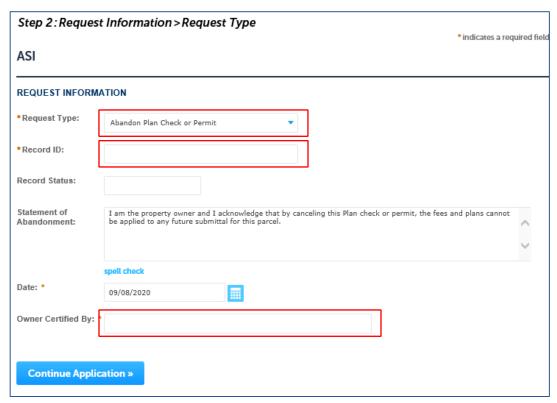
Continue Application »

Step 5: Enter the **Request Information**. Modification Requests allow customers to request to abandon a plan check or permit, change of license CSLB contractor, or renew a plan check or permit. Follow the instructions below for the specific request type.

Abandon Plan Check or Permit

The Abandon Plan Check or Permit request allows the property owner to request the canceling of an existing plan check or permit.

Please note: A permit cannot be abandoned if it has a valid inspection on record.

1. Select **Abandon Plan Check or Permit** in the **Request Type** menu.
2. Enter the **Record ID** you are requesting to abandon. The **Record Status** will automatically fill in once the **Record ID** is entered. If the Record ID is not eligible for online modification, a message will state, "The Record ID you entered is not eligible for online modification, please verify the correct Record ID was entered or contact the Permit Center for assistance at 858-565-5920."
3. Read the Statement of Abandonment and agree to the statement by entering your name in the **Owner Certified By** field.
4. Click the **Continue Application** button to review your application

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Step 2: Request Information > Request Type

*indicates a required field

ASI

REQUEST INFORMATION

*Request Type: Abandon Plan Check or Permit ▼

*Record ID: [   ]

Record Status: [   ]

Statement of Abandonment: I am the property owner and I acknowledge that by canceling this Plan check or permit, the fees and plans cannot be applied to any future submittal for this parcel.

spell check

Date: *   09/08/2020   📅

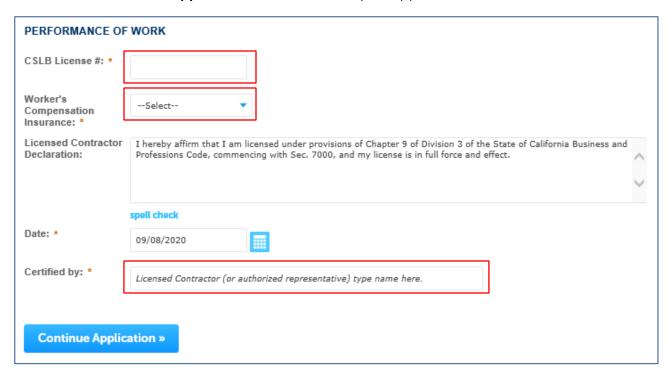Owner Certified By: * [   ]

Continue Application »

Change of Licensed CSLB Contractor

The Change of Licensed CSLB Contractor request type allows customers to request a change to the performance of work for an existing building record. Property owners can request to change the contractor, change from Owner-Builder to a contractor, or change to Owner-Builder.

Please note: Licensed CSLB Contractor changes must be certified by the licensed contractor or authorized representative. Changes to Owner Builder must be certified by the property owner.
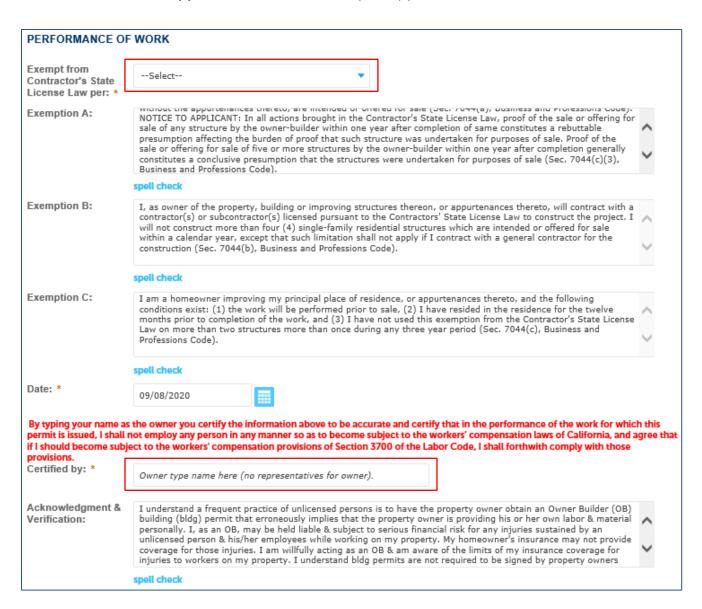
1. Select **Change of Licensed CSLB Contractor** in the **Request Type** menu.
2. Enter the **Record ID** you are requesting to change the performance of work. The **Record Status** will automatically fill in once the **Record ID** is entered. If the Record ID is not eligible for online modification, a message will state, "The Record ID you entered is not eligible for online modification, please verify the correct Record ID was entered or contact the Permit Center for assistance at 858-565-5920."
3. If you are requesting to change the contractor or change to a contractor, select **Licensed CSLB Contractor** in the **Work will be performed by** menu. If you are changing to owner builder, select **Owner Builder**.
4. Read the **Notice to Applicant** carefully.
5. Click the **Continue Application** button.
6. **Licensed CSLB Contractor** requests:
    a. Enter the **CSLB License #** of the contractor performing the work.
    b. Select Yes or No in the **Worker's Compensation Insurance** field.
    c. Read the **Licensed Contractor Declaration** carefully.
    d. As the licensed contractor or authorized representative, type your name in the **Certified By** field.
    e. Click the **Continue Application** button to review your application.

PERFORMANCE OF WORK

CSLB License #: *

Worker's Compensation Insurance: *   --Select--

Licensed Contractor Declaration: I hereby affirm that I am licensed under provisions of Chapter 9 of Division 3 of the State of California Business and Professions Code, commencing with Sec. 7000, and my license is in full force and effect.

spell check

Date: *   09/08/2020

Certified by: *   Licensed Contractor (or authorized representative) type name here.

Continue Application »

7. **Owner Builder** requests:
   a. Carefully read Exemption A, B, and C.
   b. Select which Exemption applies to the performance of work for which the permit is issued in the **Exempt from Contractor's State License Law Per** field.
   c. Carefully read the **Acknowledgement & Verification** statement.
   d. Type your name in the **Certified by** field. Only the property owner can certify the Owner Builder request.
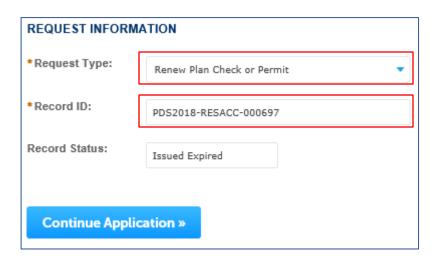   e. Click the **Continue Application** button to review your application.

PERFORMANCE OF WORK

Exempt from Contractor's State License Law per: *

`--Select--` ▼

Exemption A:

~~without the appurtenances thereto, are intended or offered for sale (Sec. 7044(a), Business and Professions Code).~~ NOTICE TO APPLICANT: In all actions brought in the Contractor's State License Law, proof of the sale or offering for sale of any structure by the owner-builder within one year after completion of same constitutes a rebuttable presumption affecting the burden of proof that such structure was undertaken for purposes of sale. Proof of the sale or offering for sale of five or more structures by the owner-builder within one year after completion generally constitutes a conclusive presumption that the structures were undertaken for purposes of sale (Sec. 7044(c)(3), Business and Professions Code).

spell check

Exemption B:

I, as owner of the property, building or improving structures thereon, or appurtenances thereto, will contract with a contractor(s) or subcontractor(s) licensed pursuant to the Contractors' State License Law to construct the project. I will not construct more than four (4) single-family residential structures which are intended or offered for sale within a calendar year, except that such limitation shall not apply if I contract with a general contractor for the construction (Sec. 7044(b), Business and Professions Code).

spell check

Exemption C:

I am a homeowner improving my principal place of residence, or appurtenances thereto, and the following conditions exist: (1) the work will be performed prior to sale, (2) I have resided in the residence for the twelve months prior to completion of the work, and (3) I have not used this exemption from the Contractor's State License Law on more than two structures more than once during any three year period (Sec. 7044(c), Business and Professions Code).

spell check

Date: *

`09/08/2020` 🗓

By typing your name as the owner you certify the information above to be accurate and certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Certified by: *

`Owner type name here (no representatives for owner).`

Acknowledgment & Verification:

I understand a frequent practice of unlicensed persons is to have the property owner obtain an Owner Builder (OB) building (bldg) permit that erroneously implies that the property owner is providing his or her own labor & material personally. I, as an OB, may be held liable & subject to serious financial risk for any injuries sustained by an unlicensed person & his/her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an OB & am aware of the limits of my insurance coverage for injuries to workers on my property. I understand bldg permits are not required to be signed by property owners

spell check

Renew Plan Check or Permit

The Renew Plan Check or Permit request type allows customers to request an extension on an expired plan check or to renew an expired permit.

Please note: If a plan check extension is approved, the associated fees must be paid before plans are reviewed. If a permit renewal is approved, the associated fees must be paid before an inspection can be scheduled.
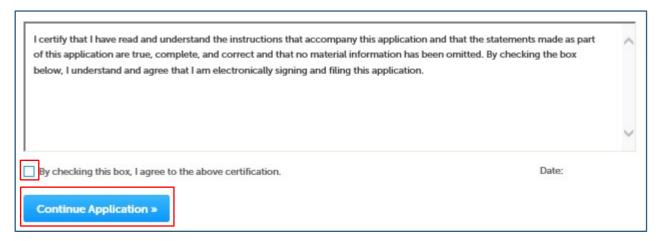
1. Select **Renew Plan Check or Permit** in the **Request Type** menu.
2. Enter the **Record ID** you are requesting to renew. The **Record Status** will automatically fill in once the **Record ID** is entered. If the Record ID is not eligible for online modification, a message will state, "The Record ID you entered is not eligible for online modification, please verify the correct Record ID was entered or contact the Permit Center for assistance at 858-565-5920."
3. Click the **Continue Application** button to review your application

Step 6: Verify that all the information is correct on the **Review** page. If any information is incorrect, select the **Edit** button associated with the section. This will take you to the applicable section and allow you to make any changes/edits you need to make. Follow the associated steps in this guide for the applicable sections. Once all the information has been verified, check the **Certification Agreement** box and click **Continue Application**.

Please note: The date will auto populate when the Certification Agreement is clicked.

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

☐ By checking this box, I agree to the above certification.   Date:

Continue Application »

Step 7: The application has been submitted and a **Record ID** has been assigned. Please take note of the **Record ID** as this will be the easiest way to identify your request. You will receive an email confirming your submittal and another email upon approval or denial of your modification request.

More Information:
For more information and additional ACA help guides, please visit: Accela Citizen Access FAQ web page.

Help Contact:
If you have unresolved questions regarding online permit applications in Accela Citizen Access please contact the County of San Diego, Planning and Development Services Building Division at (858) 565-5920.