

Permits Online Portal

Applications - Payments - Inspections



<https://aca-prod.accela.com/BERKELEY/>

Electronic Submittal (ESR)

Home **Building Permits** Housing Zoning

Generate Request Search Applications

1. Register for an Accela Citizen Access (ACA) account
2. Log-in and open Building Permits or Public Works tab
3. Select 'New Request' and complete information
4. 'Continue' to submit request: ESR is added to account
5. ESRs are processed by staff 1-2 business days
6. Email confirmation is sent to applicant at processing

Upload & Download Documents

Record ESR-2022-
Building Permit (in
System)

Record Status: Wa

Record Info ▾

Record Details

Processing Status

Related Records

Attachments

Inspections

for ESR or Permit Application Records
*Documents Required, Resubmittals,
EMPs, Revisions, Deferred, Extensions*

1. Log-in to ACA account
2. Open tab for permit type
3. Open permit record link**
4. Select 'Record Info > Attachments'
5. Select 'Add' button, upload & save**
6. ACA uploads processed in 1-2 days

Register for an Accela Citizen Access (ACA) account at the Permits Online portal. Log in to create a new Electronic Submittal Request (ESR), and to upload, download and submit permit documents for all **Resubmittals, Revisions to Approved Plans, Deferred submittals and Application Extensions.**

An ACA account is not **not required** to make a payment or schedule an inspection.

Send new applications for Fire permits to:
fireresubmittals@berkeleyca.gov

Make a Payment

Record B2022-03976:

Permit

Record Status: Pending Payment

Record Info ▾

Payments ▾

Fees

Fees

Outstanding:

Date	Invoice Number	Amount
08/24/2022	508437	\$22.00
08/24/2022	508437	\$4.00
08/24/2022	508437	\$1,452.10
08/24/2022	508437	\$156.38

Total outstanding fees: \$1,634.48

Pay Fees

ACA account NOT required

1. Open tab for permit type
2. Open permit record link
3. Select 'Payments > Fees > Pay Fees'

Schedule Inspections

Record B2022-039

Permit

Record Status: Rec

Record Info ▾

Record Details

Processing Status

Related Records

Attachments

Inspections

for issued permits, including Building, Fire and Public Works/Engineering
ACA account NOT required

1. Open tab for permit type
2. Open permit record link
3. Select 'Record Info > Inspections'
4. Schedule or Request an Inspection
5. Follow prompts to schedule
6. Check the inspection schedule the morning of the inspection

****ACA Account errors:** send email with account information, permit number and address to permits@berkeleyca.gov