Checking Permit Process Status

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.
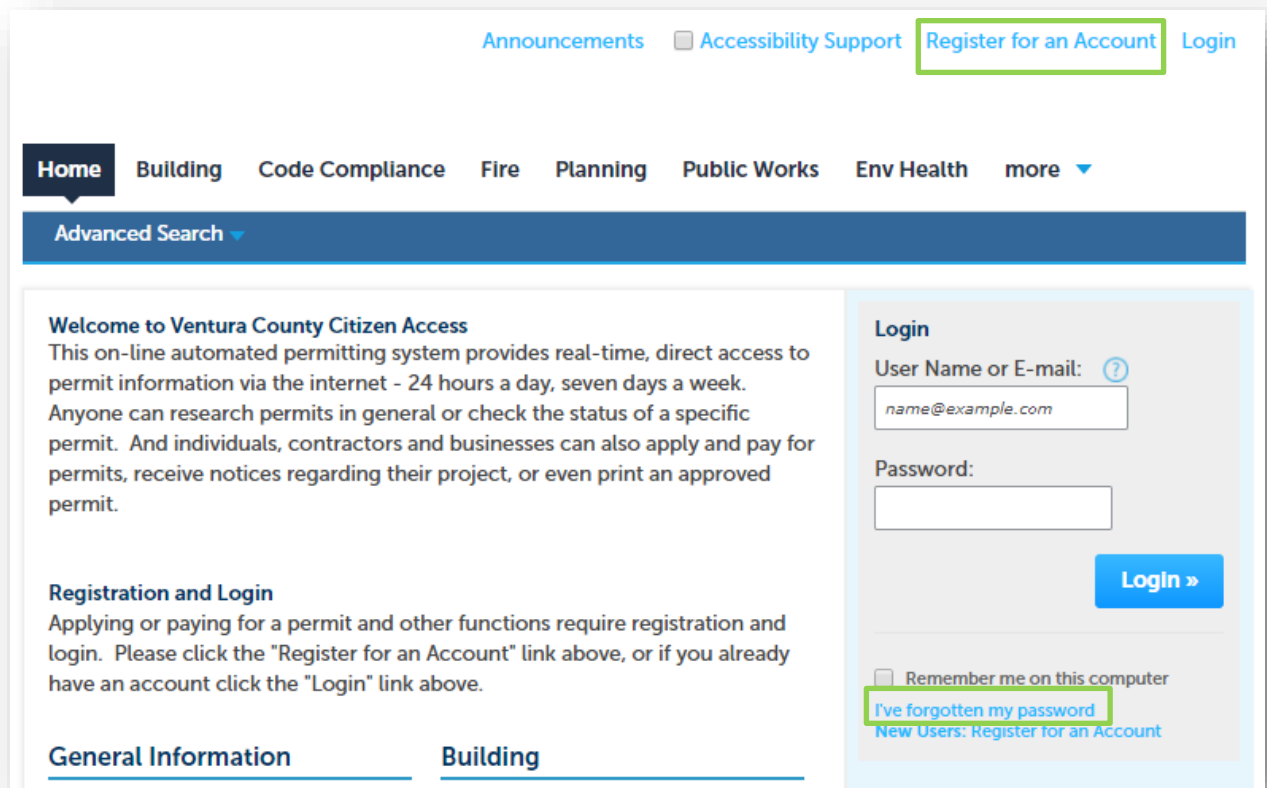
County of Ventura
Citizen Access

3.   Login to VC Citizen Access by typing in your username and password.
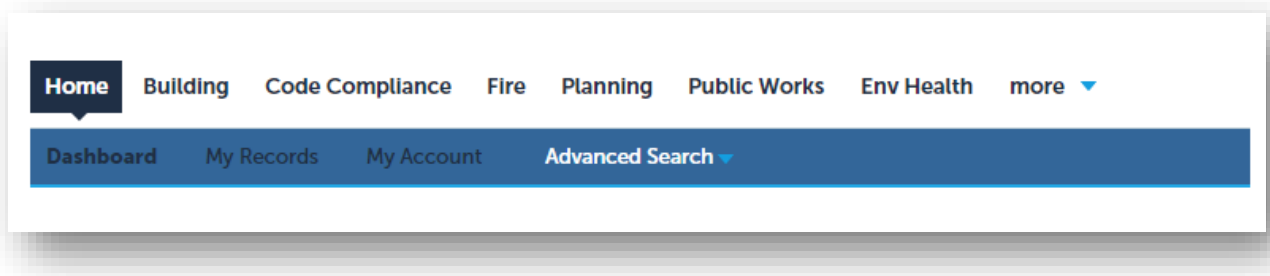

If you do not have a registered account, click the Register for an Account hyperlink in the upper right-hand corner of the Home page. For assistance with the registration process, refer to the User Account Registration Process FAQ page.

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 the answer to your security question) to receive a new password.

4. Once you have logged into VC Citizen Access, click on the appropriate County department (Building, Code Compliance, Fire, Planning, Public Works, Environmental Health) tab on the Home page.

5. In the selected department tab, you can find a permit record using any of the following methods:

    a. If you are a licensed professional, property owner, or consultant, a list of active permits that you are assigned to will appear in the Records portlet. To see information for a particular permit, click on the permit record hyperlink in the Record Number column.

    b. Or, you can search for the permit by using any one of the department's General Search filters. If you know the permit number, type in the values in the Record Number field and click on the Search button.

General Search

☐ Search my records only
☐ Search All Records

Record Number:

Record Type:
--Select--

Project Name:

Start Date: ⑦
07/26/1998

End Date: ⑦
08/15/2017

Street No.:
From - To

Direction: ⑦
--Select--

Street Name: ⑦

Street Type:
--Select--

Unit Type: ⑦
--Select--

Unit No.: ⑦

Parcel No.:

City:

State:

Zip:

[Search] [Clear]

6. General information such as location, details, and other permit related information will be displayed. To view the Processing Status, click on the Record Info drop-down menu and then select Processing Status.

County of Ventura
Citizen Access

| Home | **Building** | Code Compliance | Fire | Planning | Public Works | Env Health | more ▼ |

Check/Research Permits

Record E17-
Electrical Residential New
Record Status: Applied

Add to cart

| Record Info ▼ | Payments ▼ | Custom Component |

Record Details

Processing Status

Related Records

WESTR4
CAMARILLO CA 93010

Record Details

Applicant:

Project Description:
Roof top shear panels and power wall 14 panels, 4.55 KW and
13.5 KW energy storage (power wall) 1 new load center

▼**More Details**
⊟ **Additional Information**
Construction Type:
9-V-B: Type V Non-Rated
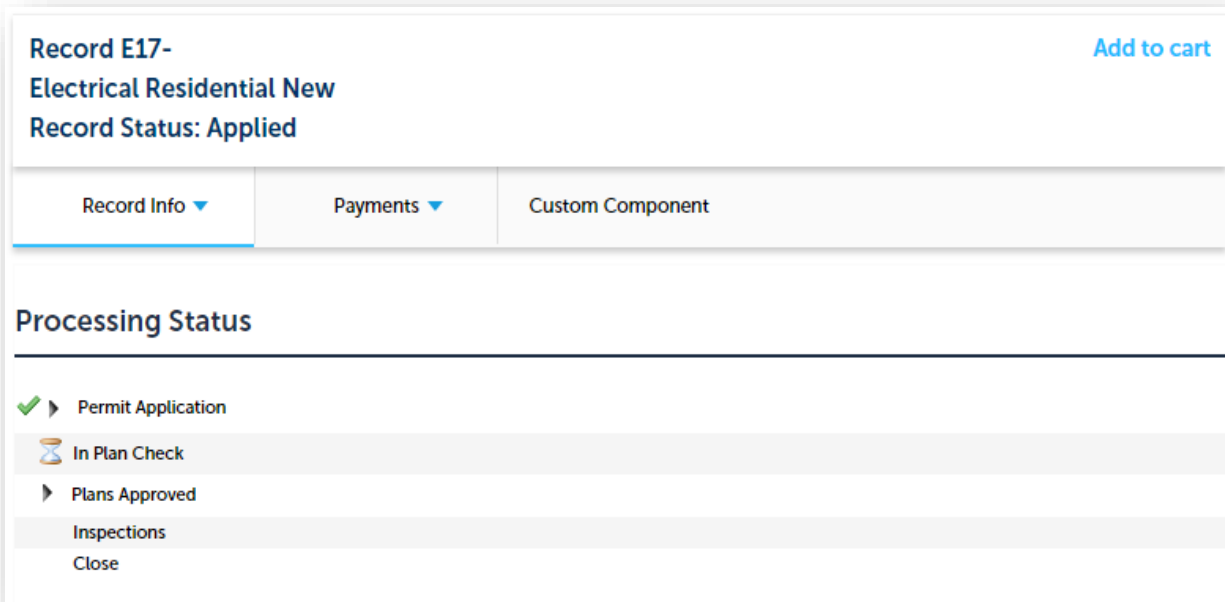⊟ **Application Information**
ELECTRICAL
Issuance Fee: Yes
⊞ **Parcel Information**

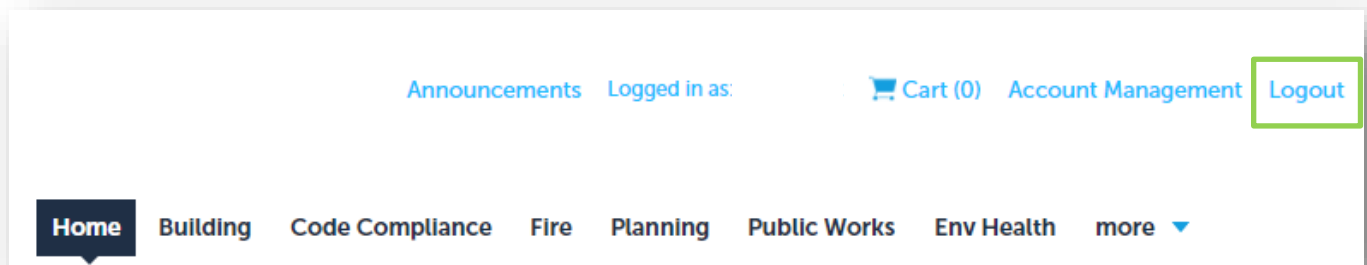7.   You can click on the arrows ▶ next to each of the permit phases to see a detailed explanation regarding the status of the permit. The check mark ✔ indicates that the review in that particular phase in the process has been completed.

The hourglass ⌛ indicates that the review is currently active and "in process" within that phase of the permitting process.

8.   Once you have completed your review of the permit process, click the Logout hyperlink at the top right-hand corner of the page.