



Citizen Access Quick Start

Citizen Access provides access online, 24 hours/day, 7 days/week to:

- Research development projects
- View and track the status of an Application/Project
- Pay fees
- Schedule inspections & view inspection time window on day of inspection

Registered contractors may:

- Obtain no-plan residential utility permits
- Obtain residential photovoltaic (solar) permits

Citizen Access Link:

<https://permits.chulavistaca.gov/citizenaccess/chulavista.aspx>
or search for "Chula Vista Citizen Access" on your web browser



Find a record/application/permit:

1. Determine what type of information you are looking for: general, building, planning, land development, or fire

What would you like to do today?
To get started, select one of the services listed below:

<p>General Information</p> <hr/> <p>Lookup Property Information</p>	<p>Building</p> <hr/> <p>Search Applications Schedule an Inspection</p>
<p>Planning</p> <hr/> <p>Search Applications</p>	<p>Land Development</p> <hr/> <p>Search Applications</p>
<p>Fire</p> <hr/> <p>Search Applications</p>	

2. Select "Search Applications" under the desired section of interest

CHULA VISTA

Home Building Planning Land Development Licenses Fire

Advanced Search ▾

Welcome to Citizen Access

Instructions on [How to Use Citizen Access](#)

The City of Chula Vista is pleased to offer its citizens, contractors, businesses and visitors online access 24 hours a day, 7 days a week to:

- Research development projects
- View and track the status of an Application/Project
- Schedule an inspection
- Pay Fees

No registration is required to complete any of the above.

Registration is required to:

- Obtain no-plan residential utility permits
- Obtain residential photovoltaic (solar) permits

Before registration, Contractors must complete and submit the Citizen Access Registration Form to the Development Services Department. Please send completed forms to dsd@chulavistaca.gov

What would you like to do today?

To get started, select one of the services listed below:

General Information

[Lookup Property Information](#)

Building

[Search Applications](#)
[Schedule an Inspection](#)

Planning

[Search Applications](#)

Land Development

[Search Applications](#)

Fire

[Search Applications](#)

Login

User Name or E-mail:

Password:

Login >

Remember me on this computer

[I've forgotten my password](#)

[New Users: Register for an Account](#)

3. Enter your record number in the "Permit #" field and select "Search" button

Home **Building** Planning Land Development Licenses Fire

Search Applications Schedule an Inspection

Search for Records
Enter only one of the information below to search for records:
• Permit #; or
• Address ; or
• Parcel #; or
• State Contractor License #.

General Search General Search

Search All Records

Permit #: Permit Type: --Select-- Start Date: End Date:

Contractor State License # Business Name

Street #: Direction: --Select-- Street Name: Street Type: --Select-- Unit #:

City: State: Zip:

Parcel #:

Search Clear

OR search by address:

Home **Building** Planning Land Development Licenses Fire

Search Applications Schedule an Inspection

Search for Records
Enter only one of the information below to search for records:
• Permit #; or
• Address ; or
• Parcel #; or
• State Contractor License #.

General Search General Search

Search All Records

Permit #: Permit Type: --Select-- Start Date: End Date:

Contractor State License # Business Name

Street #: Direction: --Select-- Street Name: Street Type: --Select-- Unit #:

City: State: Zip:

Parcel #:

Search Clear



Look up record status

1. See overall record status at the top

Home **Building** Planning Land Development Licenses Fire

Search Applications Schedule an Inspection

Record B21- [REDACTED]
Residential Utility Permit
Record Status: Issued

Record Info Payments Custom Component

Work Location

[REDACTED]
Chula Vista CA 91915

2. See details in "Processing Status"

Record B21- [REDACTED]
Tenant Improvement
Record Status: Corrections Letter Sent





Record Info Payments Custom Component

Record Details

Processing Status

Related Records

Inspections

-  Expand arrows to see details and notes
-  Hourglass means the task is active
-  Checkmark means a task is finished
-  Asterisk means a task has been active in the past

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Search Applications Schedule an Inspection

Record B [REDACTED]:
 Tenant Improvement
 Record Status: In Review

Record Info ▾ Payments ▾ Custom Component

Processing Status

- ✓ ▶ Application Submittal
 - Waste Management Report
 - DIF Assessment
- ▶ Planning Review
- ✓ ▶ Fire Review
- ▶ Engineering Review
- ▶ Wastewater
 - Due on 05/13/2021, assigned to Salim Sekandar
 Marked as TBD on TBD by TBD
- ✓ ▶ Building Review
 - Due on 05/13/2021, assigned to Dwight Ashman
 Marked as Approved on 04/26/2021 by Dwight Ashman
- Review Consolidation
- Permit Issuance
- ▶ Inspections
- C of O Issuance
- Closed
- ▶ Waste Management Report - WMR

Note: Yellow callouts in the image point to 'Due date' and 'Reviewer' for the Wastewater task, and 'Status of finished review' for the Building Review task.

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Pay fees

1. Select the “Fees” option under the “Payments” tab. Select “Pay Fees”

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Search Applications Schedule an Inspection

Record B [REDACTED]
Pool/Spa Permit
Record Status: Applied

Record Info ▾ Payments ▾ Custom Component

Fees Fees ←

Outstanding:

Date	Invoice Number	Amount	
04/20/2021	189451	\$105.00	
04/20/2021	189451	\$247.27	Pay Fees ←

Total outstanding fees: \$352.27

2. The invoiced fee description and amount will be displayed. Select the “Continue Application” button to proceed with payment.

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Search Applications Schedule an Inspection

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Intake Fee - Pool/Spa/Hot Tub	1	\$247.27
Pool/Spa/Hot Tub Residential (All Types)-PC	1	\$105.00

TOTAL FEES: \$352.27
Note: This does not include additional inspection fees which may be assessed later.

[Continue Application »](#)

CHULA VISTA

- At this time, Citizen Access only accepts credit card payments. Enter your credit card information and select "Submit Payment". If you would like to pay with another form of payment, please visit the Finance Department.

[Home](#)
[Building](#)
[Planning](#)
[Land Development](#)
[Licenses](#)
[Fire](#)

[Search Applications](#)
[Schedule an Inspection](#)

The available payment methods are:

- Credit Card
- Bank Account

* indicates a required field.

Payment Options

Amount to be charged: \$352.27

Pay with Credit Card

Credit Card Information:

* Card Type:
 * Card Number:
 * Security Code:

* Name on Card:
 * Exp. Date:

Credit Card Holder Information:

Country:

* Street Address:

* City:
 * State:
 * Zip:

* Phone:

E-mail:

[Submit Payment »](#)

CHULA VISTA



Schedule an Inspection

1. Select "Inspections" in the dropdown menu under "Record Info"

Record B21- [REDACTED]
Tenant Improvement
Record Status: Corrections Letter Sent

Record Info ▾ | Payments ▾ | Custom Component

Record Details
Processing Status
Related Records
Inspections

2. Select "Schedule or Request an Inspection"

Record Info ▾ | Payments ▾ | Custom Component

Inspections

You can access the time of your inspection and the name of your inspector by clicking 'actions' then 'view details' next to your scheduled inspection at 8am the day of your inspection OR call 619-409-5868 at 8am.

If you need to cancel on the day of your inspection please call the inspection desk at 619-409-5868 – do not cancel online without notifying the City.

Upcoming
Schedule or Request an Inspection

*You have not added any inspections.
Click the link above to schedule or request one.*

- 3. Select the inspection you want to schedule

Schedule/Request an Inspection

Step 1: Select an inspection item and click "Continue."

Step 2: Select an inspection date.

Step 3: Under "Available Times for [date]", select "All Day" which is the only option. If the button is grayed out and cannot be selected, that indicates that the maximum number of inspections for that day is reached and you need to select another day that is available; then click on "All Day" and "Continue."

Step 4: Verify that the location and contact information are correct. Make changes if needed then click "Continue."

Step 5: Verify the information and add a note if needed then click "Finish" to schedule the inspection.

Available Inspection Types (53)

Show optional inspections

- PLMG - BLDG DRAINS (UG) (optional)
- PLMG - WTR SUPPLY (UG) (optional)
- PLMG - BLDG SEWER (UG) (optional)
- PLMG - D/W/V PIPING (optional)
- PLMG - WTR SUPPLY (AG) (optional)
- PLMG - LP GAS PIPING (optional)
- PLMG - Pressure Regulator (optional)
- PLMG - Backwater Valve (optional)
- PLMG - MP GAS PIPING (optional)
- 1PLMG - WATER HEATER00 (optional)

< Prev **1** 2 3 4 5 6 Next >

Continue

Cancel

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4. Select desired inspection date. Select "All Day"

Schedule/Request an Inspection

Step 1: Select an inspection item and click "Continue."

Step 2: Select an inspection date.

Step 3: Under "Available Times for [date]", select "All Day" which is the only option. **If the button is grayed out and cannot be selected, that indicates that the maximum number of inspections for that day is reached and you need to select another day that is available;** then click on "All Day" and "Continue."

Step 4: Verify that the location and contact information are correct. Make changes if needed then click "Continue."

Step 5: Verify the information and add a note if needed then click "Finish" to schedule the inspection.

Inspection type: PLMG - Pressure Regulator

To continue, select an appointment date and time range by clicking a link on the calendar below:

Mar 2021							Apr 2021							May 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6				1	2	3							1	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29	
													30	31						

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[Next »](#)


Available Times for Wednesday, Apr 14 2021

All Day

- Verify the contact information. Change the contact by clicking the blue down arrow and entering the new information.

Location
 [Redacted]
 Chula Vista CA 91910

Contact
 [Redacted]

Change Contact ▼ 

Select an existing contact

[Redacted] ▼

Specify another person (for this inspection only)

* First Name	Middle Name	* Last Name
[Redacted]	[Redacted]	[Redacted]

* Phone Number
 [Redacted]

Submit Cancel

- Send a note to the inspector by clicking "Include Additional Notes"
 Click "Finish" to schedule the inspection

Schedule/Request an Inspection x

Step 1: Select an inspection item and click "Continue."

Step 2: Select an inspection date.

Step 3: Under "Available Times for [date]", select "All Day" which is the only option. If the button is grayed out and cannot be selected, that indicates that the maximum number of inspections for that day is reached and you need to select another day that is available; then click on "All Day" and "Continue."

Step 4: Verify that the location and contact information are correct. Make changes if needed then click "Continue."

Step 5: Verify the information and add a note if needed then click "Finish" to schedule the inspection.

Confirm Your Selection

You can access the time of your inspection and the name of your inspector by clicking 'actions' then 'view details' next to your scheduled inspection at 8am the day of your inspection OR call 619-409-5868 at 8am. If you need to cancel on the day of your inspection please call the inspection desk at 619-409-5868 – do not cancel online without notifying the City.

Inspection Type:	PLMG - Pressure Regulator
Date and Time:	04/14/2021
Location:	[Redacted] Chula Vista CA 91910
Contact:	[Redacted]

[Include Additional Notes](#)

Finish Back Cancel

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View Inspection Time Window/Reschedule

** Inspection time windows are available after 8AM on the day of your inspection. **

1. Select "Inspections" in the dropdown menu under "Record Info"

Record B21-[REDACTED]
 Tenant Improvement
 Record Status: Corrections Letter Sent

Record Info ▼ Payments ▼ Custom Component

Record Details
 Processing Status
 Related Records
Inspections

[Aerial map view of a city grid with yellow overlays]

2. Click the blue down arrow next to "Actions" and select "View Details"

Home **Building** Planning Land Development Licenses Fire

Search Applications Schedule an Inspection

Record B [REDACTED]
 New Commercial Construction
 Record Status: Issued

Record Info ▼ Payments ▼ Custom Component

Inspections

You can access the time of your inspection and the name of your inspector by clicking 'actions' then 'view details' next to your scheduled inspection at 8am the day of your inspection OR call 619-409-5868 at 8am.

If you need to cancel on the day of your inspection please call the inspection desk at 619-409-5868 – do not cancel online without notifying the City.

Upcoming (1)
[Schedule or Request an Inspection](#)
 Click the link above to schedule or request one.
 04/20/2021 at TBD Scheduled BLDG - FOOTING/REINFORCEMENT (1548024)
 Inspector: John Steen

Completed (45)
 Approved - 2; Cancelled - 3; Denied - 9; Not Ready - 6; Partial Approval - 25

Partial Approval ELEC - CONDUIT/CABLES (UG) (1540199)
 Result by: Shawn Ahlin on 02/17/2021 at 12:00 AM

Actions ▼
 View Details
 Reschedule
 Cancel

View Details

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- View the “Estimated Arrival Time” for your inspection under the Status section

x

BLDG - FOOTING/REINFORCEMENT (1548024, Optional)
 Chula Vista CA 91913

[Reschedule](#) [Cancel Inspection](#) [Print](#)

Status

Scheduled
 04/20/2021
 Estimated Arrival Time: 11:30 AM - 01:30 PM
 Desired Date: TBD

Last updated
 John Steen
 4/19/2021 3:19 PM
[View Status History](#)
[View Result Comments](#)

Details

Record
 [Redacted]
 New Commercial Construction

Contact
 [Redacted]

Related Inspections

Showing 0-0 of 0

ID	Inspection Name	Relationship	Status
No records found.			

- To reschedule or cancel your inspection appointment, click on the “Reschedule” or “Cancel Inspection” button. Please make sure to call the Building Inspections line at (619) 409-5868 if you make changes to your inspection to ensure that the inspector removes your project from the route.

x

BLDG - FOOTING/REINFORCEMENT (1548024, Optional)
 Chula Vista CA 91913

[Reschedule](#) [Cancel Inspection](#) [Print](#)

Status

Scheduled
 04/20/2021
 Estimated Arrival Time: 11:30 AM - 01:30 PM
 Desired Date: TBD

Last updated
 John Steen
 4/19/2021 3:19 PM
[View Status History](#)
[View Result Comments](#)

Details

Record
 [Redacted]
 New Commercial Construction

Contact
 [Redacted]

Related Inspections

Showing 0-0 of 0

ID	Inspection Name	Relationship	Status
No records found.			