Property Research for the Public

Please read each step, as the system can be difficult to navigate.

1. Visit https://aca-oregon.accela.com/oregon/Default.aspx

2. Hover over the ♀ **Search** button. Hyperlinks to Building, Planning, Onsite/Septic, and Public Works permits, and Licensing Records will appear. Click on the one you're wanting to research.

3. Under "General Search", <u>clear out the start date</u> and search by the address *(The less information the better, for example, ONLY searching by the <u>address number</u> and <u>zip code</u>)* or by the full parcel number.

4. To search all records, check the box on the right-hand side of the page that says, "☐ Search All Records".

5. Click on the BLUE hyperlink for more information on the permit. *Permits were not required prior to 1973.*

6. Click on "Record Info/Schedule Inspections ▼". It will have a drop down of options to choose from.

7. Under "Documents Upload/View" there is a list of documents that have been scanned for that record/permit. Click on the BLUE hyperlink to download and open.

If you have any questions, please feel free to contact our office and we can guide you through the website.