

# Search Permit Records in PascoGateway

June 2, 2022

## Summary Instructions

❖ Go to “Pasco Gateway” customer portal: <https://aca-prod.accela.com/pasco/Default.aspx>

✚ For permits following a naming convention like “**RESNEW-2022-000001**”

1. Logon to PascoGateway (Optional step)
2. Click Building
3. Click Search Applications
4. Scroll down and enter the permit number
5. Click Search (or just hit Enter key)

✚ For permits following a naming convention like “**21B000001**”

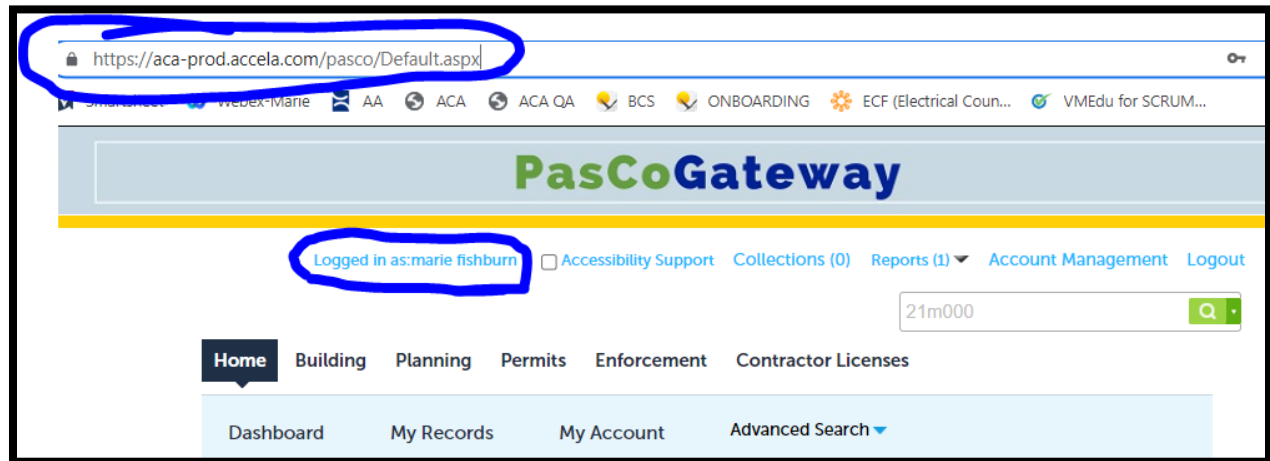
1. Logon to PascoGateway (Optional step)
  2. Click Permits
  3. Scroll down on page
  4. Click Search Permit Records
  5. Scroll down and enter the permit number
  6. Click Search (or just hit Enter key)
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## Detailed Instructions

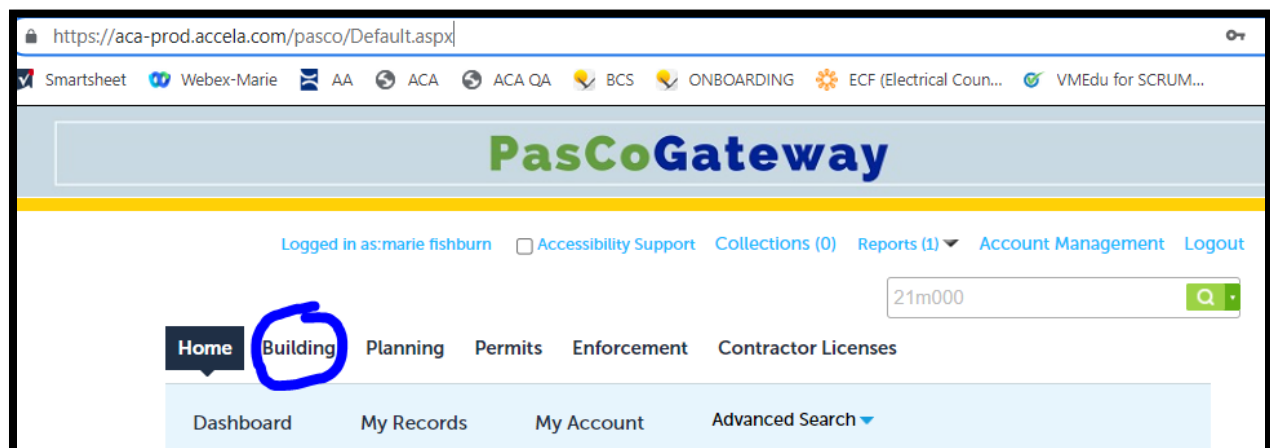
A.) For permits following a naming convention such as “RESNEW-2022-000001”

1. Logon to PascoGateway, our customer permitting portal. **This is an optional step!** You can search without logging on but if you do not logon to your account, you will be in read only mode and will not have functionality to manage your permit.

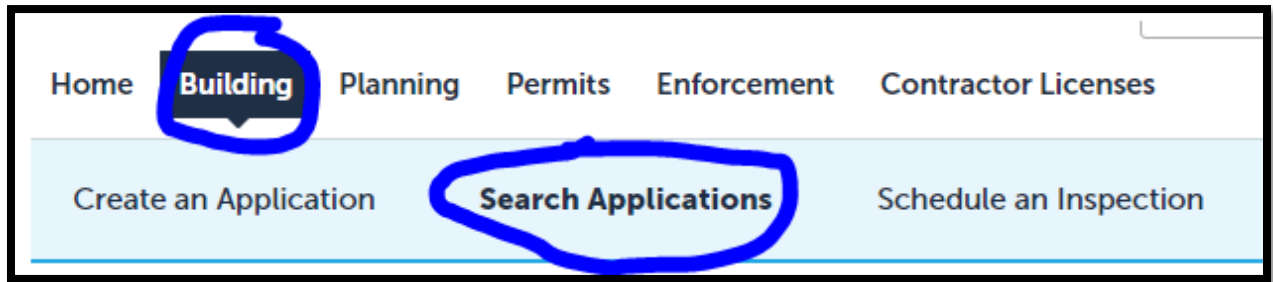
Go to: <https://aca-prod.accela.com/pasco/Default.aspx>



2. Click Building



3. Click Search Applications



4. Scroll down and enter the permit number in the record number field. (You may enter other criteria in this section)

A screenshot of the 'General Search' form. The form has a title 'General Search' and a dropdown menu set to 'General Search'. There is a checkbox labeled 'Search my records only'. The 'Record Number:' field is circled in blue. Below it is the 'Description of Work:' field. At the bottom, there are 'Start Date:' and 'End Date:' fields with date pickers. The 'Start Date' is set to '04/17/2002' and the 'End Date' is set to '04/12/2022'.

5. Click Search (or just hit Enter key)

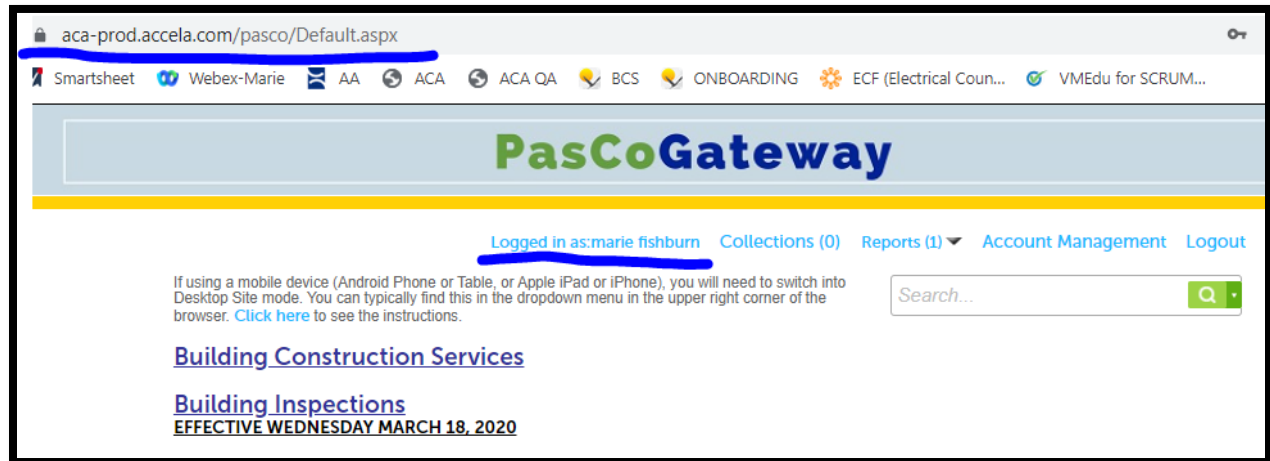
A screenshot of the search interface. It shows two blue buttons: 'Search' and 'Clear'. The 'Search' button is circled in blue. Below the buttons, the text '98 Record results matching your search results' is displayed.

You will see a list of all the records that match your search criteria.

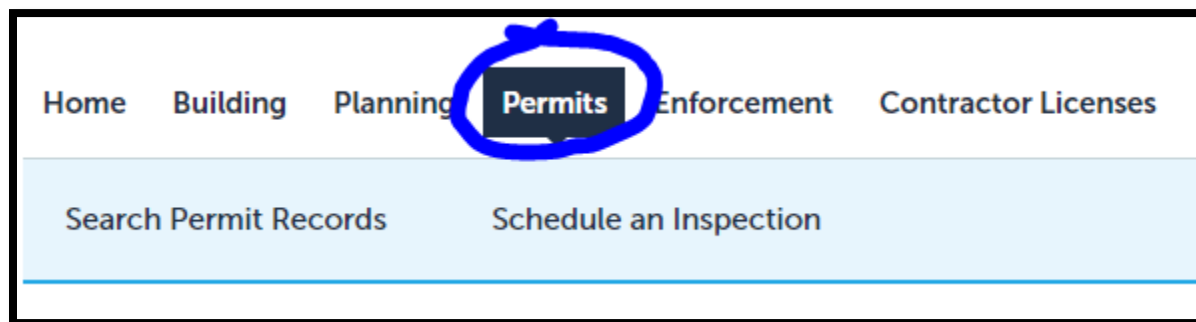
## B.) For permits following a naming convention such as “21B000001”

1. Logon to PascoGateway, our customer permitting portal. **This is an optional step!** You can search without logging on but if you do not logon to your account, you will be in read only mode and will not have functionality to manage your permit.

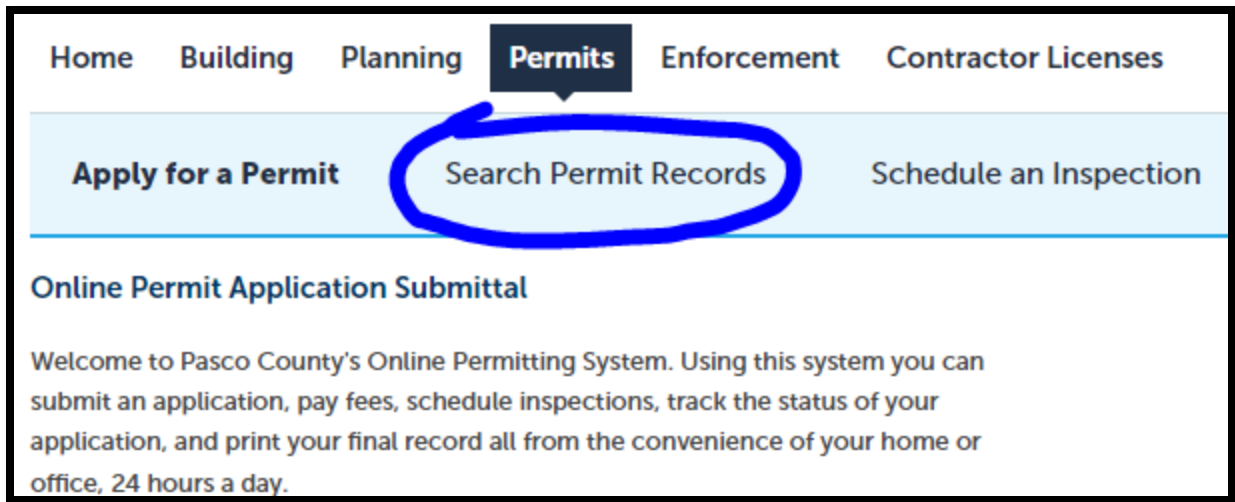
Go to: <https://aca-prod.accela.com/pasco/Default.aspx>



1. Click Permits



2. Scroll down on page
3. Click Search Permit Records



4. Scroll down and enter the permit number (or other search criteria)

General Search

Enter your search criteria below. Be aware that the Start Date and End Date is the date range for the record creation.

☐ Search my records only

Record Number:                      Record Type: --Select--

Project Name: Start Date: 04/17/2002 End Date: 04/12/2022

2. Click Search (or just hit Enter key). Select the permit by clicking the Record # highlighted in the results list.

Search Clear

9 Record results matching your search results

Click any of the results below to view more details.

Showing 1-9 of 9 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record #	Record Type	Description	Project Name	Expiration Date	Status
<input type="checkbox"/>	01/04/2021	<b>21M00009</b>	RES - AC Change Out		MECHANICAL C/O (1 COND, 1 A/H)		Closed

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