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)

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.
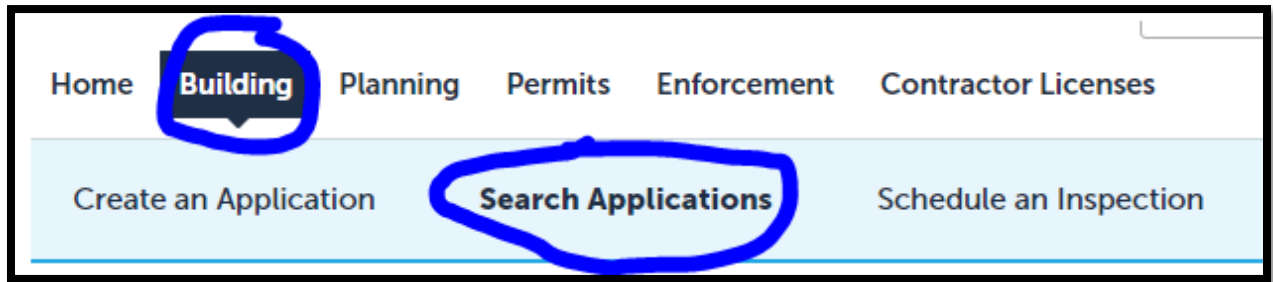   Go to: https://aca-prod.accela.com/pasco/Default.aspx
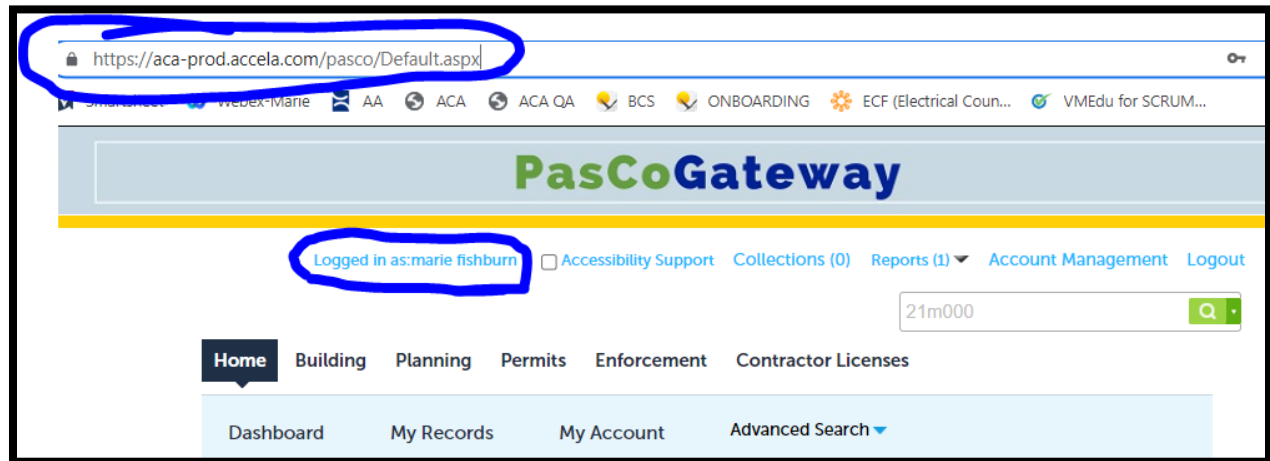
2. Click Building
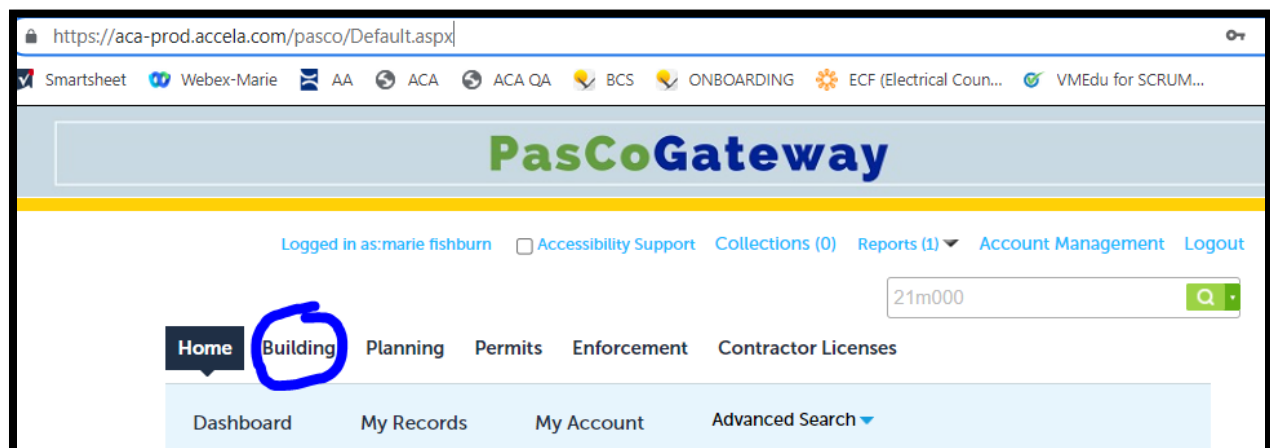
3. Click Search Applications

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

5. Click Search (or just hit Enter key)

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.
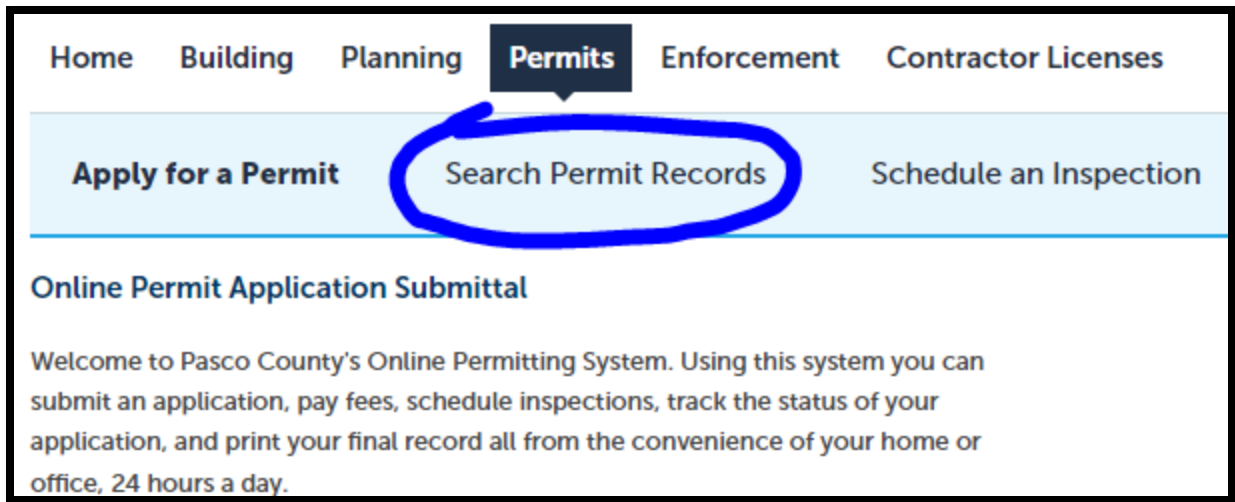   Go to: https://aca-prod.accela.com/pasco/Default.aspx
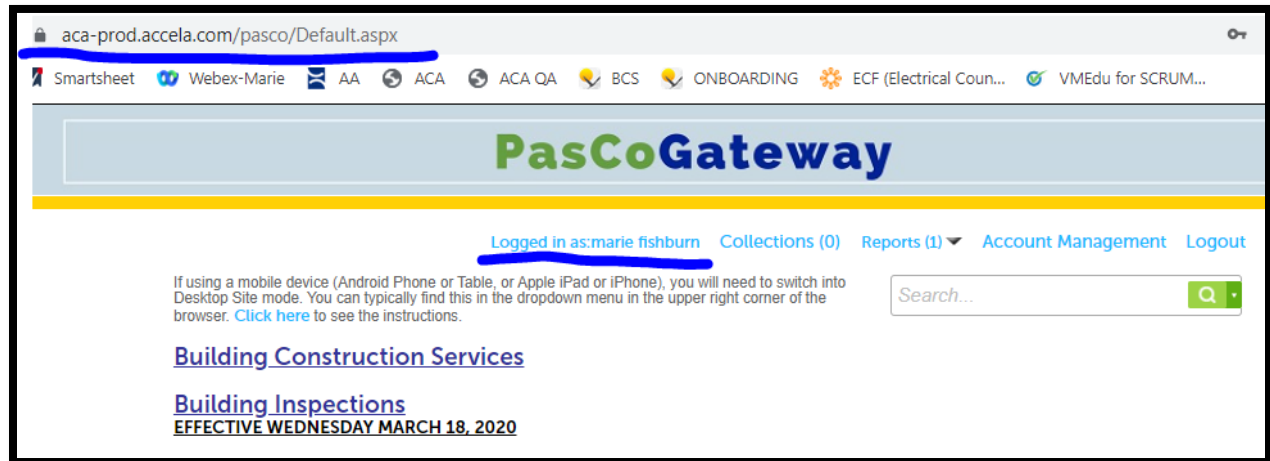
1. Click Permits
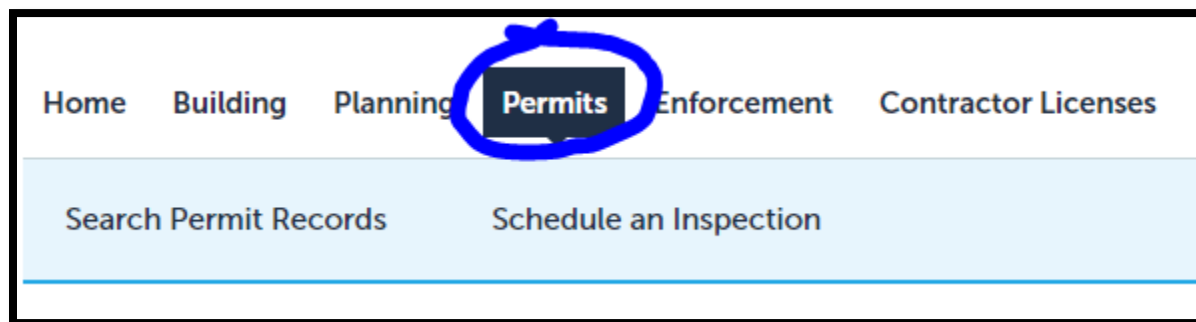
2. Scroll down on page

3. Click Search Permit Records

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

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