

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, doing this, will bring hyperlinks to different departments such as building, planning, licensing, onsite/septic, and public works permits, you'll want to click on the one you're wanting to research.
There will be an option on the next page to search for all records.
3. Under the general search; clear out the start date, you may have to clear it twice or change the year prior to 2007, search by the address (*The less information the better, for example, only searching by the address number and zip code*) or by the full parcel number.
4. If you are wanting to search ALL RECORDS check the box on the right-hand side of the page that says, "search all records".
5. Once you've searched the property, you'll want to click on the **BLUE** hyperlink to take you into that permit itself. (*Inquiry records are permits that were issued prior to 2006, that are scanned into our system*)
6. You'll then want to click on "record info/schedule inspections" it will have a drop down of options to choose from.
7. Under documents upload/view it will give you a list of documents that have been scanned into our system for that record/permit. You'll want to click on the **BLUE** hyperlink under the name of the document to download and open.

If you have any questions, please feel free to contact our office and we can help you through it.

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