

# 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", clear out the start date and 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. To search all records, check the box on the right-hand side of the page that says, " Search All Records".
5. Click on the **record number** hyperlink for more information on the permit. *Permits were not required prior to 1973. Records that are after 73 and before 07 are scanned into an inquiry record. These records end in INQY, NQRY, & INQ)*
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 **green** 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.

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