

ACA Citizen Portal – Searching Records

<https://aca.longmontcolorado.gov/CitizenAccess/>



Welcome to the **Citizen Portal** page. This website allows users to submit various types of applications or code complaints. This website will also allow users to search existing permit or license information for any address within the city of Longmont.

This guide demonstrates how to search for records by record number, address, or by parcel number. This guide can be used for building permits, enforcement, licenses, planning, and public works records.

The Home Page

After loading the website, you will be directed to the **home page**. More features become visible once you log in.

Please register for an account to take advantage of an easier way to search for various records.

If you work for a company as an assistant it would be best to create an account on behalf of the company. With this account you can add records to your collection to organize records that might be viewed more frequently.

Please take note of announcements and information about upcoming maintenance or down time in the center of the page.

The screenshot shows the ACA Citizen Portal home page. At the top, there is a navigation menu with links for Home, Building, Enforcement, Licenses, Planning, and Public Works. Below the menu is an 'Advanced Search' dropdown. The main content area includes a welcome message, browser compatibility information (Citizen Portal is compatible with IE 7 to IE 10, Firefox and Chrome. Try running IE 11 in compatibility mode if having issues.), a sign-in prompt, and a paragraph about Accela, Inc. partnership. A 'Login' sidebar is on the right with fields for 'User Name or E-mail' and 'Password', a 'Login' button, and links for 'Remember me on this computer', 'I've forgotten my password', and 'New U'. A green arrow points to the 'I've forgotten my password' link with the text 'Check this area for current announcements'. At the bottom, there are sections for 'General Information', 'Building', 'Enforcement', 'Licenses', 'Planning', and 'Public Works', each with a 'Search Applications' link.

Searching Using the Global Search

To search by using the global search bar please follow the instructions below. This search will find all results in our system.

1. Type in the permit number in the search bar on the top right corner of the page. Press enter or click the magnifying glass to search.

[Accessibility Support](#) [Register for an Account](#) [Reports \(1\)](#) [Login](#)

Search...

Planning Public Works

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If you don't have an account

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services as an anonymous user.

Login

User Name or E-mail:
|

Password:
|

Remember me on this computer

[I've forgotten my password](#)
[New Users: Register for an Account](#)

Login »

2. On the next page the record will be shown. To view the processing status of the record click on “Record Info” then click on “Processing Status”. On this page you can view the workflow process and recent changes to the record.

Home Building Enforcement Licenses **Planning** Public Works

Search Applications

Record DV-PLAT- :
Plat Minor
Record Status: Closed - Approved

Record Info ▾

Work Location

111 S PRATT PKWY
LONGMONT CO 80501

[View Additional Locations>>](#)

Home Building Enforcement Licenses **Planning** Public Work:

Search Applications

Record DV-PLAT-17-00020:
Plat Minor
Record Status: Closed - Approved

Record Info ▾

Record Details

Processing Status

Related Records

[View Additional Locations>>](#)

Home Building Enforcement Licenses **Planning**

Search Applications

Record DV-PLAT-17-00020:
Plat Minor
Record Status: Closed - Approved

Record Info ▾

Processing Status

- * ▶ Pre-Application
- ▶ Neighborhood Meeting
- * ▶ Application Submittal
- * ▶ DRC Review
- * ▶ Revised Application Submission
- ▶ Public Hearing
- ✓ ▶ Final Action

Green check represents last completed workflow step.

3. The global search can also search for addresses. **Please note:** Any address that is incorrectly spelled might return no results. Type in the address in the search bar.

[Accessibility Support](#)
[Register for an Account](#)
[Reports \(1\)](#)
[Login](#)

[Planning](#)
[Public Works](#)

Enter the address here.

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Login
 User Name or E-mail:

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Remember me on this computer
[I've forgotten my password](#)
[New Users: Register for an Account](#)

4. The search will show all records associated with that address.

Search Results
 Your search for '385 kimbar' returned the following results.
 Explore by Category: [Records\(40\)](#)

Records

Showing 21-30 of 40 | [Download results](#)

Date	Record Number	Address	Record Type	Module	Description	Project Name	Status
07/21/2016	C2016	385 KIMBARK ST. LONGMONT, CO 80501					Closed - Violation Corrected
07/15/2016	C2016C	385 KIMBARK ST. LONGMONT, CO 80501					Closed - Violation Corrected
11/13/2015	C2015	1502 KIMBARK ST. LONGMONT, CO 80501	Violation	Enforcement			Closed - Violation Corrected
11/03/2015	C2015	385 Kimbark ST. Longmont, CO 80501	Violation	Enforcement			Closed - Violation Corrected
09/10/2015	LRE00	385 KIMBARK ST. LONGMONT, CO 80501	Elevator License	Licenses			Active
04/15/2014	B2014	385 KIMBARK ST. EV LONGMONT, CO	Historical Commercial Miscellaneous	Building			Closed - Finald
03/25/2014	B2014C	385 KIMBARK ST. LONGMONT, CO	Historical Commercial Miscellaneous	Building			Closed
03/24/2014	C20140	385 KIMBARK ST. LONGMONT, CO	Historical Elevator	Licenses			Closed - Finald
08/26/2013	C20130	385 KIMBARK ST. LONGMONT, CO	Historical Elevator	Licenses			Closed - Finald
02/21/2013	C20130	385 KIMBARK ST. LONGMONT, CO	Historical Elevator	Licenses			Closed - Finald

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5. On the next page the record will be shown. To view the processing status of the record click on "Record Info" then click on "Processing Status". On this page you can view the workflow process and recent changes to the record.

[Home](#)
[Building](#)
[Enforcement](#)
[Licenses](#)
[Planning](#)
[Public Works](#)

Search Applications

Record DV-PLAT- [REDACTED]:
Plat Minor
Record Status: Closed - Approved

Work Location

111 S PRATT PKWY
 LONGMONT CO 80501

[View Additional Locations>>](#)

[Home](#)
[Building](#)
[Enforcement](#)
[Licenses](#)
[Planning](#)
[Public Works](#)

Search Applications

Record DV-PLAT-17- [REDACTED]:
Plat Minor
Record Status: Closed - Approved

[View Additional Locations>>](#)

Home Building Enforcement Licenses **Planning**

Search Applications

Record DV-PLAT-17- [REDACTED] :
Plat Minor
Record Status: Closed - Approved

Record Info ▾

Processing Status

- ✱ ▶ Pre-Application
Neighborhood Meeting
- ✱ ▶ Application Submittal
- ✱ ▶ DRC Review
- ✱ ▶ Revised Application Submission
Public Hearing
- ✔ ▶ Final Action

Green check represents last completed workflow step.

2. After clicking on any of these sections the next page will be a search page. Depending on which one you have selected the results will vary. Type in any criteria and then click search to see the results.

General Search

Best way to find a record

Record Number: [REDACTED] Record Type: --Select--

Click here to change the type of search.

Search my records only
 Search All Records

Project Name: [REDACTED]

Start Date: 05/10/2003 End Date: 05/11/2018

License Type: --Select-- License Number (As assigned by the City): [REDACTED]

First: [REDACTED] Last: [REDACTED] Name of Business: [REDACTED]

Street No.: [REDACTED] Direction: --Select-- Street Name: [REDACTED] Street Type: --Select--

Unit Type: --Select-- Unit No.: [REDACTED] Parcel No.: [REDACTED]

City: [REDACTED] State: [REDACTED] Zip: [REDACTED]

Search Additional Criteria

Search Clear

After entering a field click here to view results.

Department Search

Another way to search for records is by using the search option on the home screen or within department tabs. These search fields can be filled out as much or as little as possible.

1. You can find these search options at the bottom of the home page or by clicking on the department tabs.

What would you like to do today?
 To get started, select one of the services listed below:

<p>General Information</p> <p>Lookup Property Information</p> <p>Search for a Licensee</p>	<p>Building</p> <p>Start an Application</p> <p>Search Applications</p>
<p>Enforcement</p> <p>Create a Complaint</p> <p>Search Applications</p>	<p>Licenses</p> <p>Create an Application</p> <p>Search Applications</p>
<p>Planning</p> <p>Search Applications</p>	<p>Public Works</p> <p>Search Applications</p>

Home Building Enforcement Licenses **Planning** Public Works

Dashboard My Records My Account **Advanced Search** ▾

3. The results will be visible on the page. Click a record to see more details. You can also click the check box and add a permit to your collection to find it easier in the future.

100+ Record results matching your search results
 Click any of the results below to view more details.

Showing 1-10 of 100+ | Download results | Add to collection | Copy Record

Record Number	Action	Record Type	Address	Description	Status
[REDACTED]	<input type="checkbox"/>		1319 S COLLIER ST, D, LONGMONT CO 80501	Install AC system, 1.5 tons, 13 seer, R410A All electrical existing from new construction build.	Closed - Final
B20180	<input type="checkbox"/>		525 15TH AVE, 40, LONGMONT CO 80501	FURNACE 95% 50,000	Closed - Final
B2018	<input type="checkbox"/>	Combo Permit - Residential	1262 TRAIL RIDGE RD, LONGMONT CO 80504	Re-Roof Tear off existing roof to deck (20 SQ), install synthetic felt & drip edge entire perimeter, replace vents & pipe jacks, ice & water shield 24" off warm wall. Install Owens Corning TruDefinition Duration Storm class IV impact resistant shingles, 6-nail application, 5/12 pitch.	Closed - Final
B2018	<input type="checkbox"/>	Combo Permit - Commercial	680 FRONTAGE RD, LONGMONT CO 80501	a/c & furnace replacement	Closed - Final
B2016	<input type="checkbox"/>	Fire Permit	36 E KEN PRATT BLVD, LONGMONT CO 80501	Kitchen Hood for Taco Bell	Issued
B2018	<input type="checkbox"/>	Fire Permit	2900 PEAK AVE, LONGMONT CO 80504	Kitchen Hood for Smuckers	Issued

Add to collection to locate permits easier in the future

Click the permit to view details

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