

## Report Guide

### Permit Summary for Certification

Updated 04.11.24

#### GENERAL INFORMATION

- The Permit Summary for Certification Report provides a comprehensive list of requirements that need to be satisfied prior to the issuance of a Certificate of Occupancy or Certificate of Completion.

#### THE FOLLOWING STEPS WILL GUIDE YOU THROUGH THE PROCESS OF CREATING A PERMIT SUMMARY FOR CERTIFICATION.

1. Visit the [Accela permitting portal](#).
2. Hover over the Search menu and Select Building Permits.



3. Click on the Reports tab (right side of screen) and select the "Permit Summary for Certification" report.

Reports (11):

- [Authorized Agent - LP Report](#)
- [CBD Transportation Impact Fee Report](#)
- [Comprehensive Permit Summary by Address](#)
- [Comprehensive Permit Summary by Record ID](#)
- [Daily Permit Report](#)
- [Inspection Summary Report](#)
- [Licensed Professional History](#)
- [Licensed Professional Inspection Summary](#)
- [Permit Summary for Certification](#)
- [Project Coordination Status - by Address](#)
- [Project Coordination Status - by Record ID](#)

4. Enter the full Record ID (permit number) and click submit to view the report.

Please input report parameter(s):

\*RecordID:

Submit