

Using the Accela Community Portal

Click on the Accela Community Portal Link at www.CityofDanville.org

1. If You Want to Search for General Property Information (i.e. owner name or parcel ID #)

- a. Scroll down to “**General Information**” and click on “**Lookup Property Information**”
- b. To look up by Address:
 - i. Under “**Street Number**” enter the house number you are looking for in the boxes that say “From” and “To” (ex: 410-410). If you are looking for an entire block(s) of a street you may enter a range as well (ex: 300-500).
 - ii. Under “**Street Name**” enter the name of the street (ex: Logan)

**** It is best not to enter a value under “**Direction**” or “**Street Type**” as some entries may not have been entered using those values and the system may not generate all the records correctly if they are used****

- c. Click on “**Look up**” This will display property specific information at the bottom of the screen that you may click on to see the related information.

2. If You Want to Search for Code Violations on a Property or Properties

- a. Click on “**Code Violations**” at the top of the page, or scroll down under the section “**Code Violations**” at the bottom and click on “**Search Violation Records**”
- b. Under the general search you will find two ways to search violations:
 - i. You may search by record number if you have the record number associated with the violation case:
 - A. Enter the record number under “**Record Number**” and click search. General record information will generate showing the address associated with the record number, type of violation, status of the violation, a description of the violation/instructions given to correct the violations, and the owner of the property.
 - B. To see letters or pictures concerning the violation(s) click on the “**Records Info**” drop down menu and select “**Attachments**”. You may click on the blue links to download and view/save the attachments
 - C. To see any previous or upcoming inspections concerning that violation click on the “**Records Info**” drop down and click on “**Inspections**”.
 - ii. You may also search by address if you do not know the specific record number:
 - A. Enter address number in the boxes that say From- To (i.e. 410-410 if you are only looking up one address and 300-400 if you want to look up an entire block or multiple blocks).
 - B. Enter the name of the street under “**Street Name**” and click search. One or more records may generate and it will show general record information (record number, property address, record type of violation, date it was opened, status of the violation, a description of the violation and instructions given to correct the violations, and the owner of the property.
 - C. To see letters sent or pictures of the violations click on the “**Records Info**” drop down menu and select “**Attachments**”. You may click on the blue links to download and view/save the attachments
 - D. To see any previous or upcoming inspections concerning that violation click on the “**Records Info**” drop down and click on “**Inspections**”.

3. If You Want to Search for Permits for a Property or Properties

- a. Click on **“Permits”** at the top of the page, or scroll down under the section **“Permits”** at the bottom and click on **“Search Permit Records”**
- b. Under the general search you will find multiple ways to search permits:
 - i. You may search by any combination of **record number, contractor or address:**
 - A. Enter the known information and click search
 - B. General record information will generate showing the address associated with the record number, type of permit, status of the permit, a description of the work taking place with the permit, contractor if applicable and owner of the property.
 - C. To see a copy of the permit, click on the **“Records Info”** drop down menu and select **“Attachments”**. You may click on the blue links to download and view/save the attachments
 - D. To see any previous or upcoming inspections concerning that permit click on the **“Records Info”** drop down and click on **“Inspections”**.

4. If You Want to Search for Rental Housing or Vacant Building Licenses for a Property or Properties

- a. Click on **“Licenses”** at the top of the page, or scroll down under the section **“Licenses”** at the bottom and click on **“Search Licenses”**
- b. Under the general search you will find multiple ways to search licenses:
 - i. You may search by any combination of **license number, license type or address:**
 - A. Enter the known information and click search
 - B. General record information will generate showing the information associated with the record number, type of license, status of the license etc.
 - C. To see a copy of the license, click on the **“Records Info”** drop down menu and select **“Attachments”**. You may click on the blue links to download and view/save the attachments