ACA Citizen Portal – Searching Records
https://aca.ci.longmont.co.us/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.

Sample showing the Home page before logging in.

Check this area for current announcements

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.

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.

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.

Enter the address here.

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

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.

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.
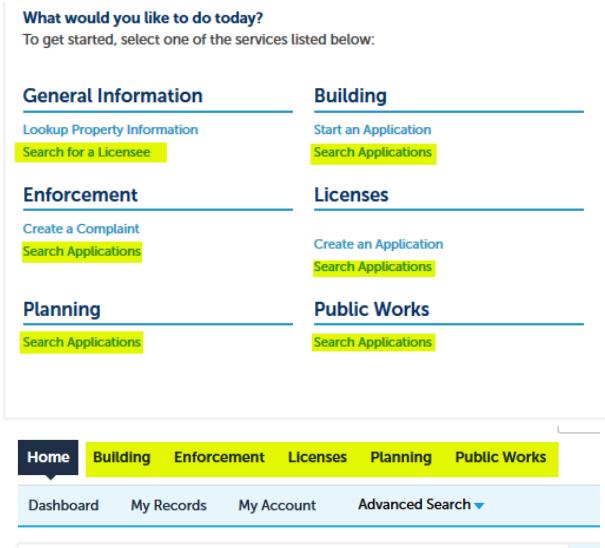
2. After clicking on any of these sections the next page will be a search page. Depending on which one you have selected the results will vary. Type in any criteria and then click search to see the results.
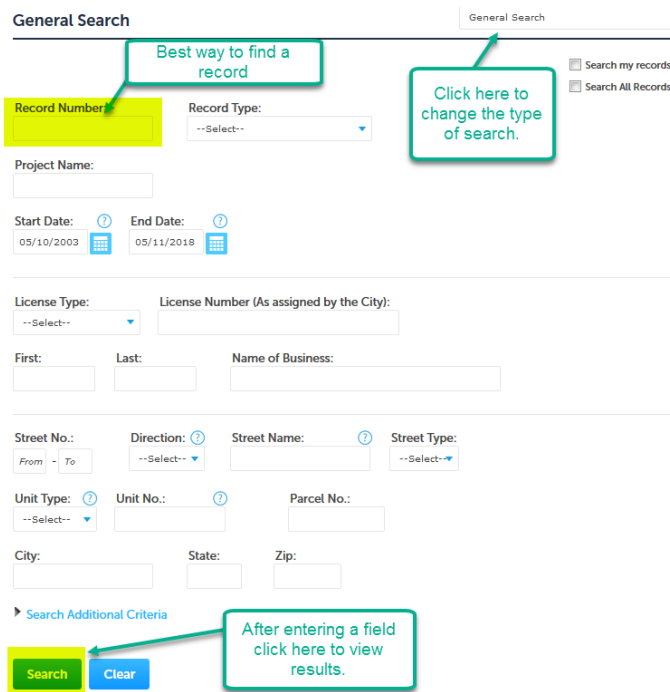
3. The results will be visible on the page. Click a record to see more details. You can also click the check box and add a permit to your collection to find it easier in the future.

4. 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.

Search Applications

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

Record Info ▼

Record Details

Processing Status

Related Records

View Additional Locations>>

Search Applications

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

Record Info ▼

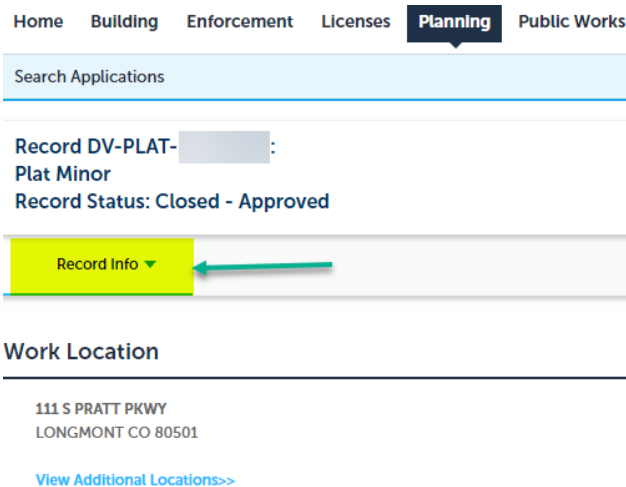**Processing Status**

✳ ▶ Pre-Application
           Neighborhood Meeting
✳ ▶ Application Submittal
✳ ▶ DRC Review
✳ ▶ Revised Application Submission
   ▶ Public Hearing
✅ ▶ Final Action

Green check represents last completed workflow step.