

Go to: <http://aca.accela.com/charlotte> or  
<http://www.charmeck.org/Departments/City+Engineering/Use+Our+Services/Land+Development/home.htm>

Under Key Resources, click on **Accela Citizen Access**  
The home page for Citizen Access will appear:

**DO NOT REGISTER!**

**Click on Search City Permit Records**

**To Search by Project Name, Permit Number, Type of Permit, CMCSI Number, Date or Date range of submittal or Street Address:**

- In the General Search Box (gray box), click on the drop box and go to General.
- Type in your information for the project
- Click on Submit.
- The permit or permits with the information will be found at the bottom of the screen.
- Click on the permit you are searching for.

**To Search by Tax Parcel Number:**

- In the General Search Box (gray box), click on the drop down box and go to Search by Address.
- Type in the tax parcel number or address.
- Click on Submit.
- The permit or permits with the information will be found at the bottom of the screen.
- Click on the permit you are searching for .

**To Search for Bonds**

- In the General Search Box (gray box), click on the drop box and go to General.
- In the Project Name box, type in a % (space)+(space) Name of developer or builder. **You must use the percent % sign and the plus + sign.**
- Click on submit
- The permit or permits with the information will be found at the bottom of the screen.
- Click on the permit you are searching for.

***Please Note: At this point in time, related documents and PDF files cannot be opened in Citizen Access.***