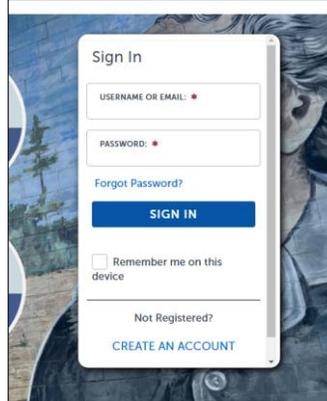




Lien Search Request

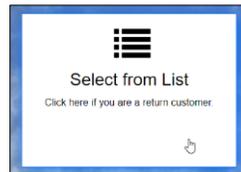
1. Log in / Create an account with Accela Citizen.



2. Click **“Start A New Application”**.



3. Click **“Select from List”**.



4. Check the agree to terms and conditions box.

Online Application

Welcome to the City of DeLand's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer
While the City of DeLand attempts to keep its Web information accurate and timely, the City of DeLand neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the City of DeLand as a result of updates and corrections.

I have read and accepted the above terms.
 I have read and accepted the above terms.
[Continue Application »](#)



- 5. Under “Enforcement”, click “Lien Request” and hit “Continue Application” at the bottom.

Step 1 – Location

- 6. Enter an address (enter house number and street name ONLY and nothing else for the address), then click “Search”.
 - a. If the property has no address please search by the parcel number instead.
- 7. Click “Continue Application”.

In this case for the address is **120 S. Florida AV**, only use the number and street name.



Step 2 – People Information

- 8. Under the Applicant section, click "Select from Account".
9. Select the "Associated Contact", then click continue.

- 10. Click "Continue Application".

Step 3 – Details -Detail Information

- 11. Under Search Request section, choose desired information.
Utility, Code Enforcement, Building, Fire (additional \$50 for Fire)

The information provided in this search is not the same a Public Records Request. To submit a Public Records Request please contact the City Clerk's Office.

- 12. Under Code Enforcement section, you are able to enter additional information and also a good through date if needed.

Please limit the amount of information entered into the text box for code enforcement to details of a specific case or page and book number if known. If you are entering this request as part of a larger organization and you have a template request email please do not include it with this request.

- 13. Under Utility section, you are able to enter a good through date if needed.
14. Under Custom List section, you are able to request specific permit and code violation information.
15. Click "Continue Application".



Step 3 – Details – Attachments

- 16. Under Attachments section, you are able to upload documents if needed.
a. Attachments to include with a request should be limited to documents related to the property.

- 17. Click "Continue Application".

Step 4- Review

- 18. Under the Review section, look over and verify all information is correct.
19. Check the agree to terms and conditions box.

- 20. Click "Continue Application".

Step 5 – Pay Fees

- 21. The Final step is to pay the fee for the request. If a review of information for Fire was requested an additional fee may be assessed.

- 22. Click "Check Out" to add this request to your cart.



- 23. It is at this point that you can modify your cart before continue or create additional requests.
24. Once you are ready to check out select 'Check Out'.
25. Select 'Pay with Credit Card' or 'Pay with Bank Account'.

Keep in mind our online payment portal only accepts Visa and Mastercard.

- 26. Select 'Click to Enter Payment'.
27. Enter credit card or bank information, click 'Next'.

If this box does not appear please make sure your pop-ups are enabled.

- 28. Verify billing information, and enter blank fields (email address, and state), and click 'Next'.
29. Select 'Authorize' but only one click it once.



30. Once you have completed the request your "Request Record Number" will be displayed as well as an option to view a receipt of the transaction.

Step 3: Receipt/Record issuance
Receipt
Your update has been successfully submitted.
Print/View Receipt
120 S FLORIDA AV, DELAND FL 32720
LR24-0001 View Receipt
Print/View Receipt

31. Once the request has been fulfilled an email with a copy of the report will be emailed to the applicant's email on record. It can also be downloaded in the attachments section of the record at the bottom of the Record Details.

Inspections
Upcoming
You have not added any inspections.
Completed
There are no completed inspections on this record.
Attachments
The maximum file size allowed is 100 MB.
View People Attachments
Table with columns: Name, Record ID, Record Type, Entity Type, Type, Size, Latest Update, Action, Entity