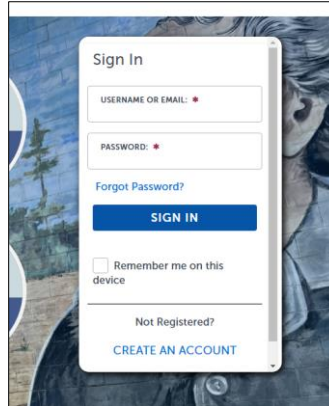


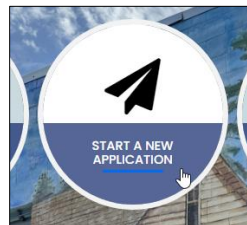


Lien Search Request

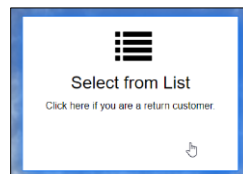
1. Log in / Create an account with Accela Citizen.



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.

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account **Add New**

Select from Account

Category	Type	Name
☒ Associated Contact	DeLand Department Contacts	Nelson Mendez
☐ Associated Owner		CITY OF DELAND

Continue Discard Changes

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.

Search Request (must choose one)

INFORMATION REQUEST

☒ Utility Lien Request/Payoff: ☐ Yes ☐ No

☒ Code Enforcement Cases/Violations: ☐ Yes ☐ No

☒ Building Permit History: ☐ Yes ☐ No

☒ Fire Safety Information (An additional \$50 fee will be charged.): ☐ Yes ☐ No

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

Code Enforcement

CODE ENFORCEMENT LIEN REQUEST

Code Enforcement Lien Request:

spell check

Good Through Date:

MM/DD/YYYY

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.

Step 3: Details > Attachments * indicates a required field.

Attachment

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh
are disallowed file types to upload.

Name	Type	Size	Description	Action
No records found.				

[Select from Account](#) [Add](#)

[Continue Application »](#)

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.

☒ By checking this box, I agree to the above certification. Date: 07/25/2024

[Continue Application »](#)

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.

Step 5: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Lien Request	1	\$30.00

TOTAL FEES: \$30.00
Note: This does not include additional inspection fees which may be assessed later.

[Check Out »](#)

22. Click **“Check Out”** to add this request to your cart.



Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

120 S FLORIDA AV, DELAND FL 32720
1 Application(s) | \$30.00
▶ Lien Request
24TMP-000351

Total due: \$30.00

Total amount to be paid: \$30.00
Note: This does not include additional inspection fees which may be assessed later.

[Checkout >](#) [Edit Cart >](#) [Submit other Applications](#)

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.

Payment Options

Amount to be charged: \$30.00

☒ Pay with Credit Card
☐ Pay with Bank Account

[Click to enter payments](#)

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.

CITY OF DELAND PERMITS WEB

PAYMENT METHOD

☒ Credit or debit card

Card number: *****1111
Exp date(MM YYYY): 10 2026
Security code: 111
VISA

☐ PayPal
☐ venmo

[Next](#)

Powered by CSG Forte Payments, Inc. Security Privacy TOS

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.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

View People Attachments

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
Fees due for LR21-1637188468809.eml	LR21-0208	Lien Request	Record	Correspondence	752 bytes	11/17/2021	Actions ▼	Lien Request - LR21-0208
Hunters Creek.pdf	LR21-0208	Lien Request	Record		9.17 MB	11/18/2021	Actions ▼	Lien Request - LR21-0208
LienRequestReport_20211118_142817.pdf	LR21-0208	Lien Request	Record	Other	55.42 KB	11/18/2021	Actions ▼	Lien Request - LR21-0208

[Select from Account](#) [Add](#)