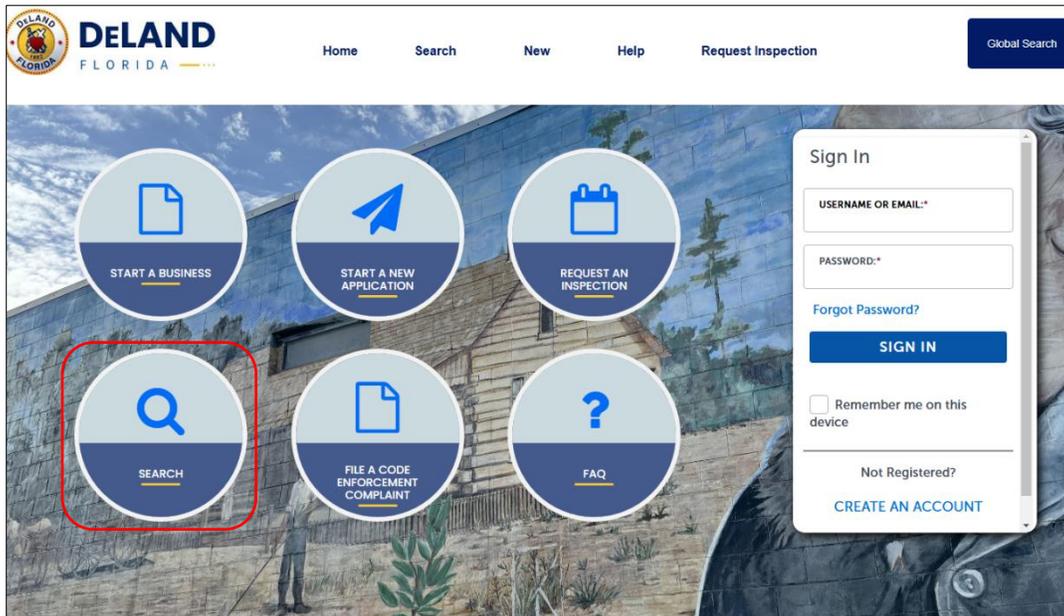




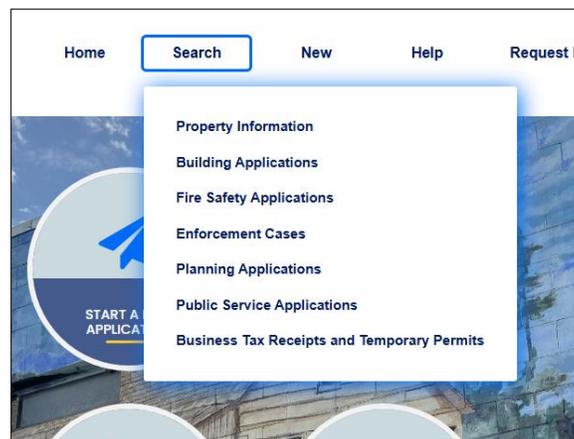
Searching Applications in Accela

To search for records in Accela:

Select the Search Icon on the Dashboard.



Or mouse over search at the top, select the record module you would like to search under.



Selecting the department from this list will narrow the search down to each module.

Each one is specific to that type of record. IE – Building Applications will only show building permits, Enforcement cases will only show Code Enforcement cases and lien requests. *Property search will provide the parcel and owner information for the address searched.



When entering the address in the search feature, you will enter as little information as possible.

Typically using only the street number (or range) and the street name will provide the best results. We recommend leaving out the directional and street type information.

Example: when searching for 120 S Florida Ave, DeLand FL 32720 – you would only enter 120 in the street number (from) and Florida in the street name.

The screenshot shows a search form with the following fields:

- Street No.:** 120 - To
- Direction:** --Select--
- Street Name:** florida
- Street Type:** --Select--
- Unit Type:** --Select--
- Unit No.:** [Empty]
- Parcel No.:** [Empty]
- Country:** --Select--
- City:** [Empty]
- State:** [Empty]
- Zip:** [Empty]

The list of records will show below. You will be able to open each of them to view the information available. (select the blue linked record number)

6 Record results matching your search results

Click any of the results below to view more details.

Showing 1-6 of 6 | [Download results](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Address	Status	Action	Description
<input type="checkbox"/>	02/03/2025	25TMP-001121	Building Pre-check Application		120 S FLORIDA AV, DELAND FL 32720			
<input type="checkbox"/>	01/31/2025	25TMP-001067	Reroof		120 S FLORIDA AV, DELAND FL 32720			
<input type="checkbox"/>	09/14/2023	BD23-4142	New Building	TEST NEW BUILDING	120 S FLORIDA AV, DELAND FL 32720	Issued		TEST NEW BUILDING
<input type="checkbox"/>	06/27/2023	BD23-2880	Electric	Handover Land Co	1081 MAJESTIC PALM CIR, DELAND FL United States	Closed		** 1081 Majestic Palm Cir is the correct address** Install meter for irrigation well pump.
<input type="checkbox"/>	06/27/2023	BD23-2881	Electric	Cresswind LS1	1134 CLUB CRESSWIND WAY, United States	Closed		Installation of electrical for lift station. Address 1134 Club Cresswind Way DeLand FL 32724
<input type="checkbox"/>	06/27/2023	BD23-2882	Electric	Cresswind LS2	1297 BRUSH CREEK DR, United States	Closed		Installation of electrical for lift station Address: 1297 Brush Creek Drive DeLand FL 32724