



ITD
INFORMATION
TECHNOLOGY
DEPARTMENT

Accela Civic Platform Progress Update

July 14, 2026



Order of Presentation

1. Introduction – Chris Chirgwin, ITD
2. Planning and Development – Lisa Plowman
3. Public Works – Chris Sneddon
4. County Fire – Garrett Huff
5. County Health, EHS – Lars Seifert

Introduction

A Brief History:

- 2018 – CEO Cannabis Unit purchased/implemented Accela Cloud-based software
- 2021 – BOS direction to P&D and County Health to migrate to a cloud-hosted Accela platform
- 2022 – P&D migration to CEO environment complete
- 2023 – County Health migration onto separate environment (cloud-based)
- 2023 – Public Works, and County Fire began implementation of their own modules within CEO and P&D's environment

Introduction (cont'd)

County Accela Steering Committee:

- Formed in 2024
- Sponsored by County Executive Office
- Purpose is to “...provide governance, guidance, and oversight...” with a focus on “...enhancing the organization’s ability to collaborate and share data...”
- Includes representatives from:
 - County ITD
 - County Executive Office
 - P&D
 - Public Works
 - County Health
 - County Fire

Introduction (cont'd)

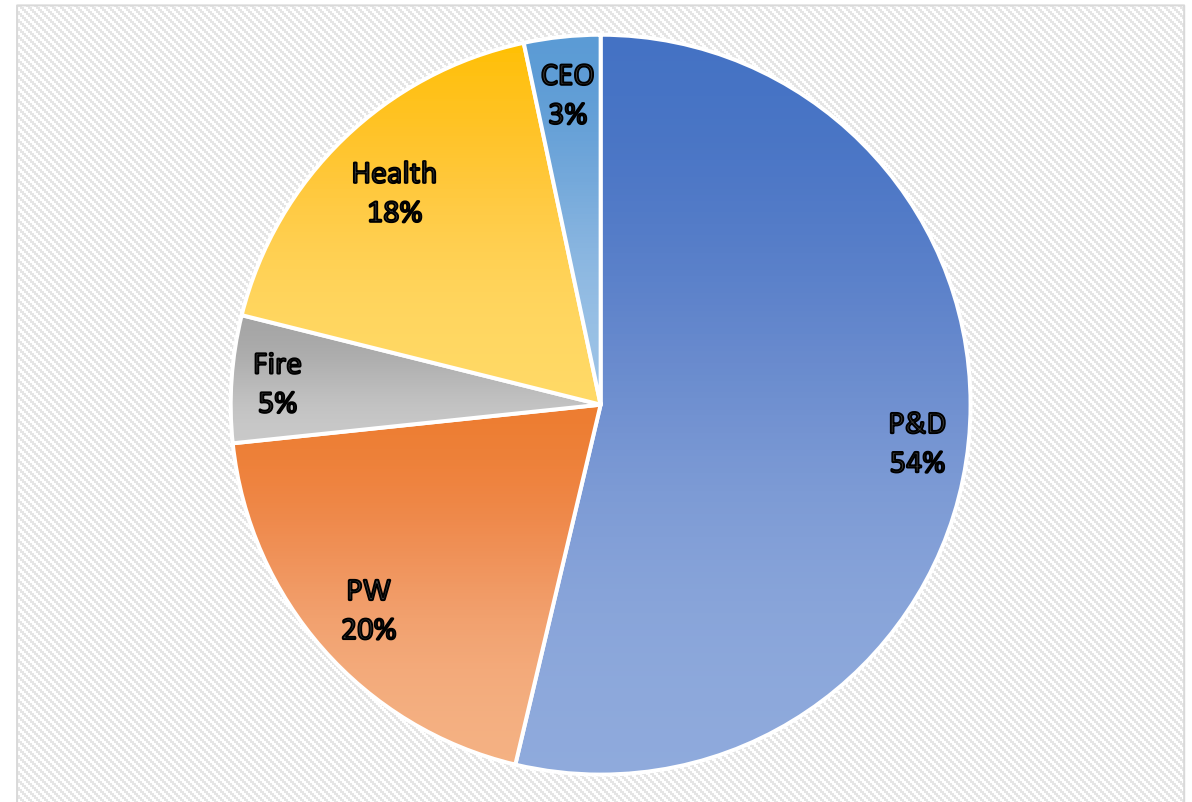
ITD Accela Analyst:

- Contract position allocated in early 2025 and started on 6/9/2025, 0.75 EXH FTE
- Sponsored by County Executive Office
- Purpose:
 1. To assist steering committee members in their implementation journeys; and
 2. To ensure that the Steering Committee goals are met.

Introduction (cont'd)

Accele User Licenses by Department

Department	# of Licenses
Planning & Development	146
Public Works	54
County Fire	16
County Health	48
CEO	10





Planning and Development

Lisa Plowman, Director

Planning and Development

History:

- 2008 – 2022: Self-hosted Accela environment solely for P&D use
- July 2021: Departmental migration to Accela cloud-hosted environment
- July 2022: Migration complete
- July 2023: Online Citizen Access Improvements
 - Planning Master Applications
 - Building Master Applications
- 2024: Continued Citizen Access Enhancements
 - Online credit card payment acceptance implementation
 - On-demand building permit applications
 - Automatic system notifications to applicants at various stages of review
 - Enhanced communications with County departments in the review process

Planning Record Processing Status:

Processing Status

- ✔ ▶ Application Submittal
- ✔ ▶ Staff Assignment
- 🕒 ▼ Completeness Determination
 - ☑ Marked as Route for Review on 07/01/2026 by Emily Fischer
 - ☑ Marked as In Progress on 07/01/2026 by Emily Fischer
- Building and Safety Review
- EHS Review
- Fire Review
- HCD Review
- Parks Review
- Petroleum Division Review
- PW Project Clean Water Review
- PW Surveyor Review
- PW Waste Management Review
- LAFCO Review
- 🕒 ▶ PW Flood Control Review
- 🕒 ▶ PW Transportation Review

Completeness Notice

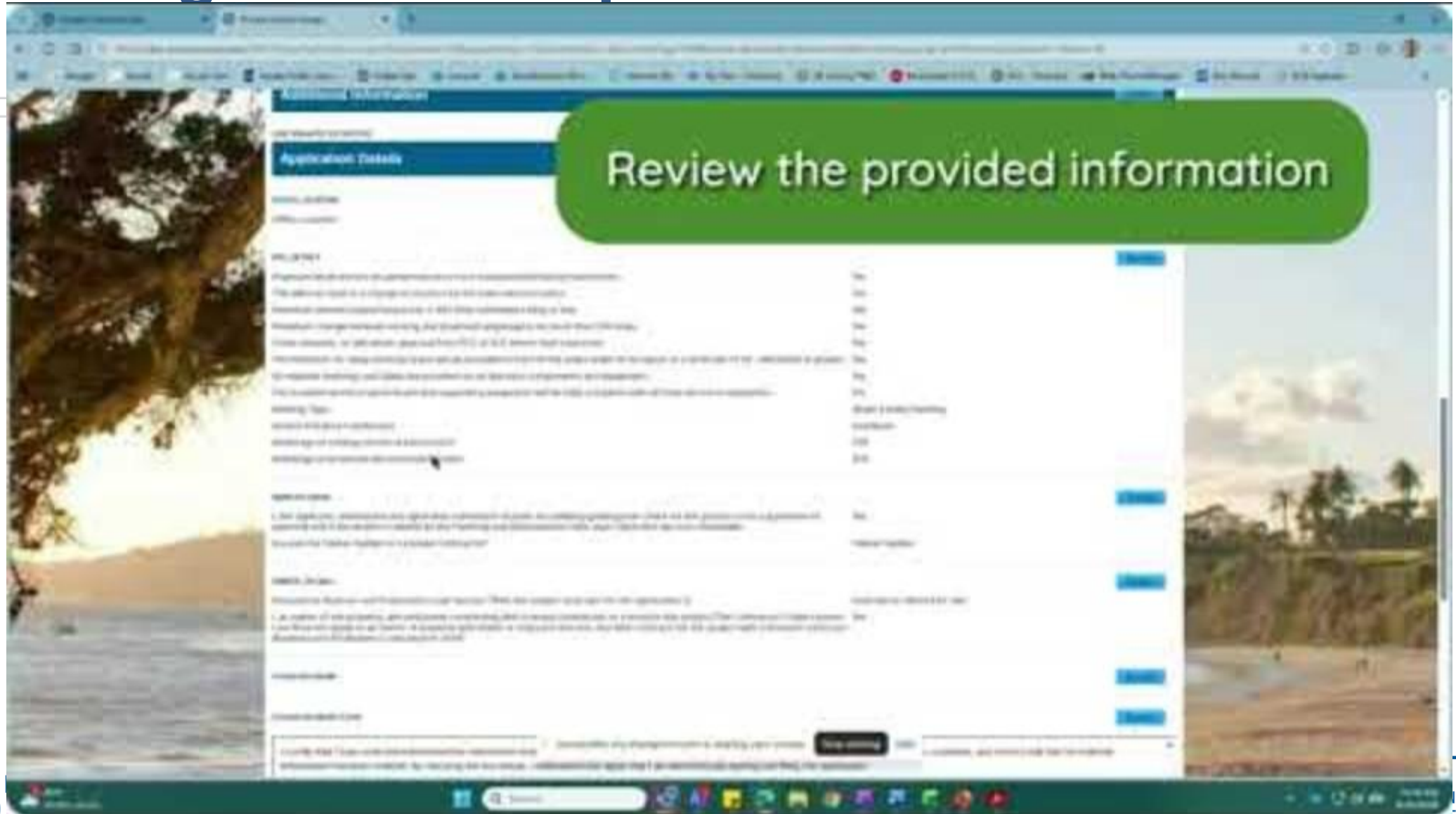
▶ Consistency Review

Building Record Processing Status:

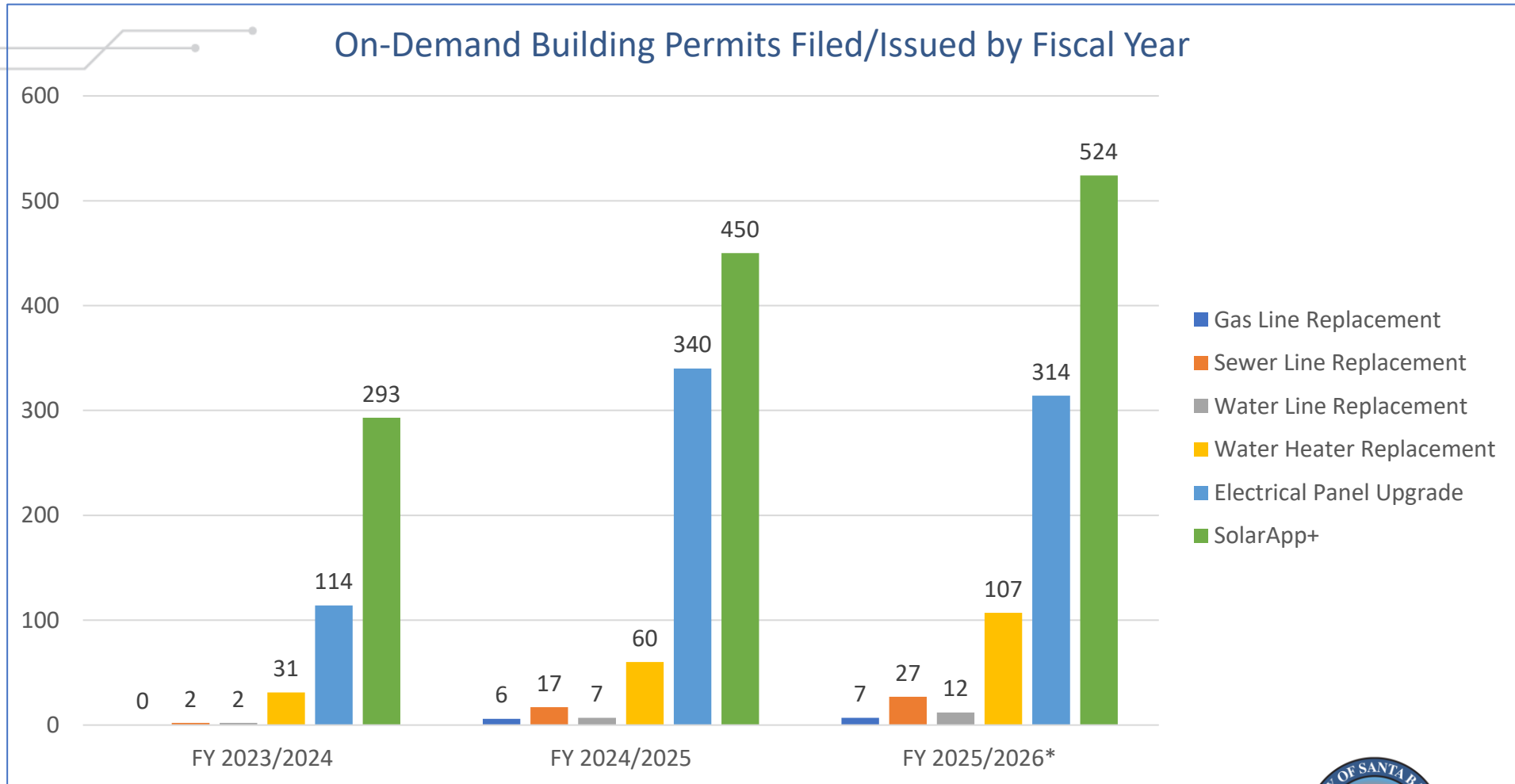
Processing Status

- ✔ ▶ Application Submittal
- ✔ ▶ Preparation Review
- 🕒 ▼ Plan Review
 - Marked as Route for Review on 05/14/2026 by Angela Villalobos
 - ✔ ▶ Initial Site Inspection
 - MEP Plan Check Review
 - ✔ ▶ EHS Plan Review
 - Petroleum Division Plan Review
 - ▶ PW Transpo Roads Plan Review
 - PW Flood Control Plan Review
 - City of Buellton
 - 🕒 ▶ Structural Plan Check Review
 - 🕒 ▶ Non-Structural Plan Check Review
 - ✔ ▶ Fire Engineering Plan Review
 - 🕒 ▶ Zoning Plan Review
- ▶ Issuance Processing

Planning and Development

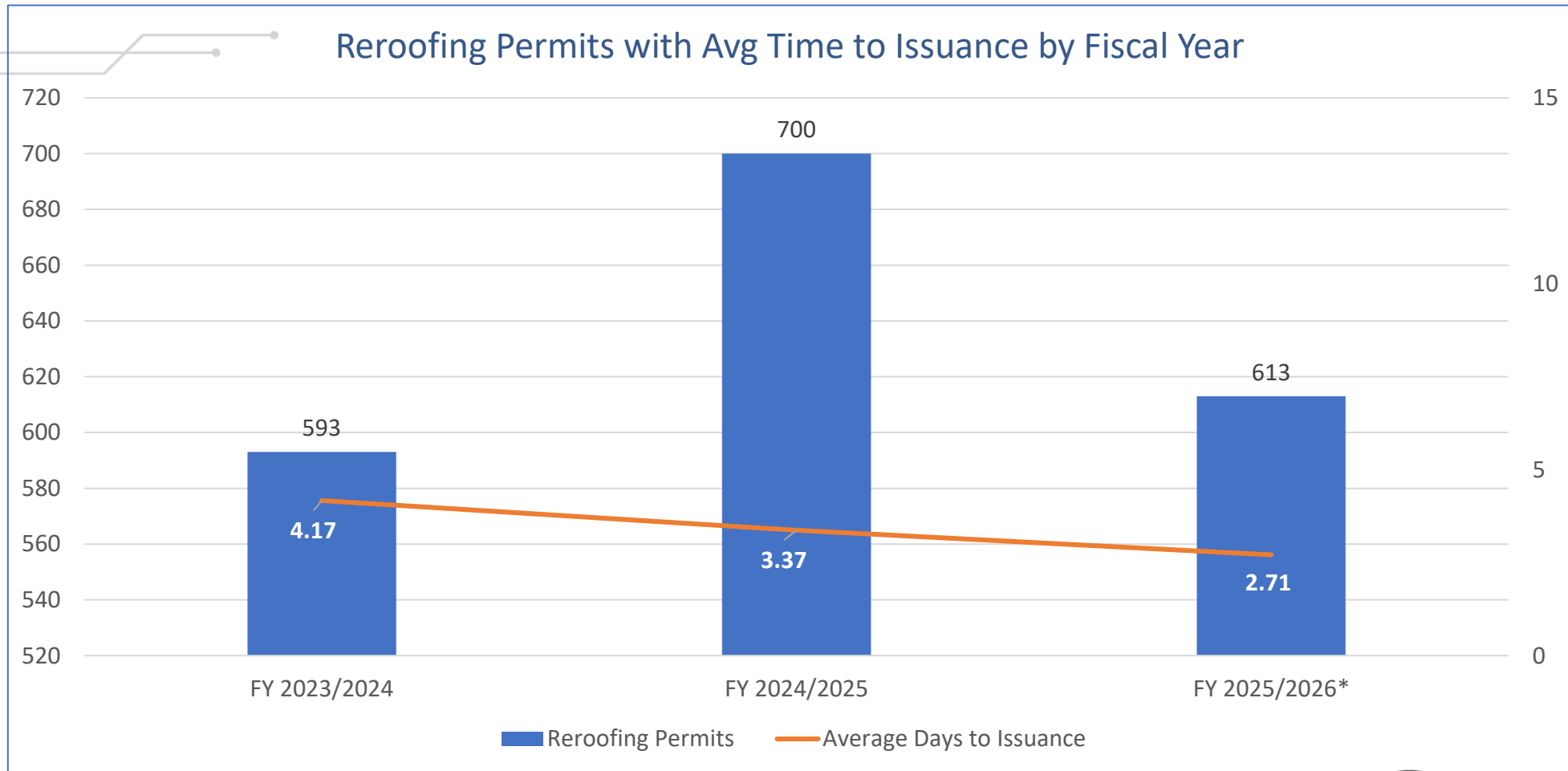


Planning and Development



*FY 2025/2026 data thru 6/21/2026

Planning and Development



*FY 2025/2026 data thru 6/21/2026



Planning and Development

Future Enhancements/Roadmap (FY 2026/2027):

- Increasing on-demand permit types (e.g. HVAC/heat pumps)
- Implement online inspection scheduling
- Stand-alone, streamlined ADU building application
- Online film permit application
- E-PermitHub / Digital Plan Room

Planning and Development

E-PermitHub / Digital Plan Room Integration

- Kicked-off April 2026 following Board Approval in February 2026
- Expected Go-Live March 2027
- Benefits:
 - *Digital File Validation* – Automatically validates the files submitted by applicants
 - *Sheet Versioning During Plan Review process* – Ensures the latest plan set is always visible and tracks the history of each sheet in the set for all reviewers
 - *Enhanced Communication and Transparency* – Joint review by County departments on the exact same set of plans
 - *Automated Publishing* – Approved sets can be auto-published with necessary stamps, and conditions visible to field inspectors and the applicant team



EPERMITHUB

CONSTRUCTION PLANS
APPROVED FASTER



Public Works Department

Chris Sneddon, Director

Public Works

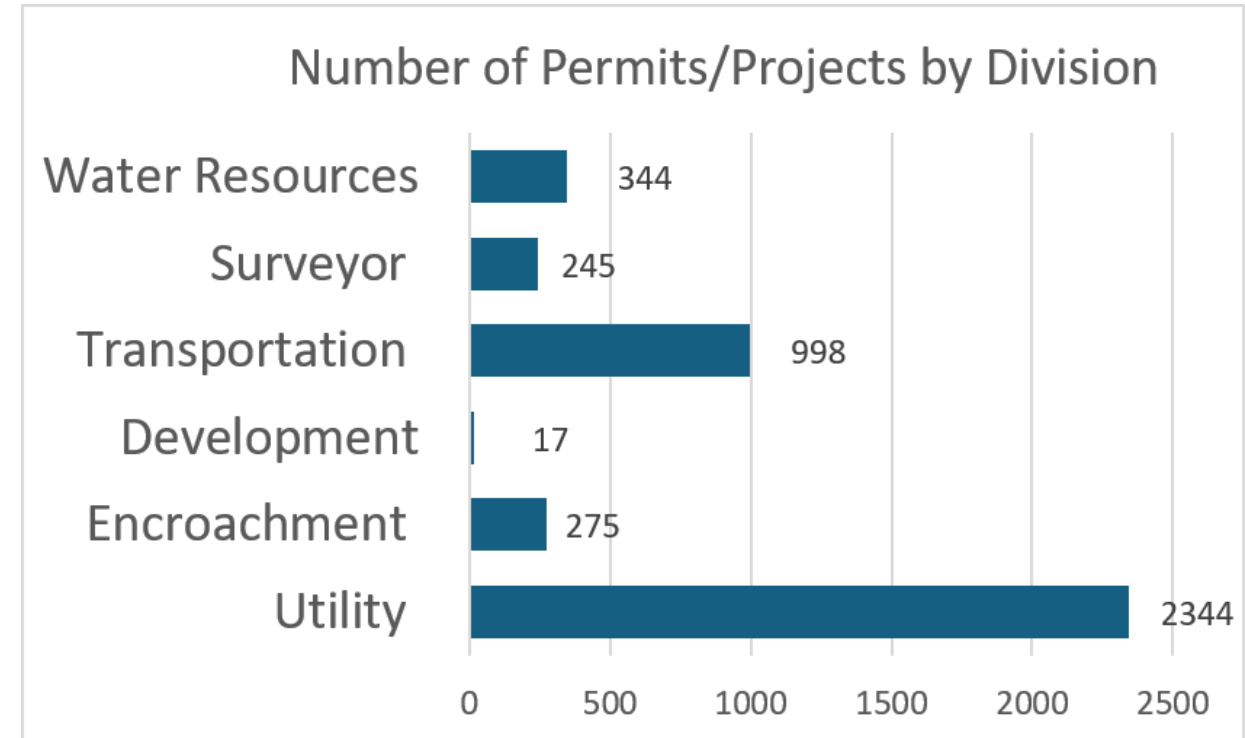
History:

- Replaced Previous Systems/Databases
 - Water Resources – 2021
 - Transportation – 2024
 - Surveyor – 2025

Public Works

Current Status/Improvements:

- Improved communication between departments
- Data sharing with applicants in one location
 - Better documentation
 - Reduced human error
- Applicant transparency
- Auto applicant notification process
- Accounting reports upload to Workday



Public Works

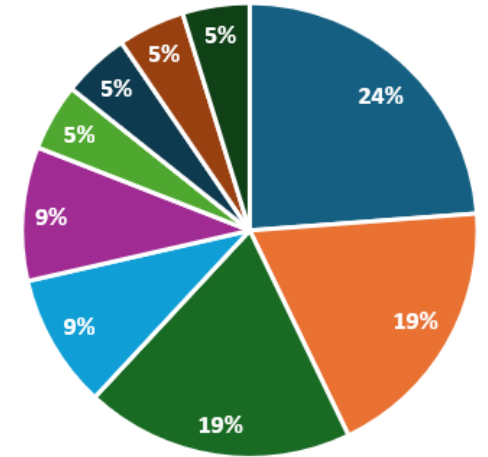
Future Enhancements:

Upcoming Deliverables

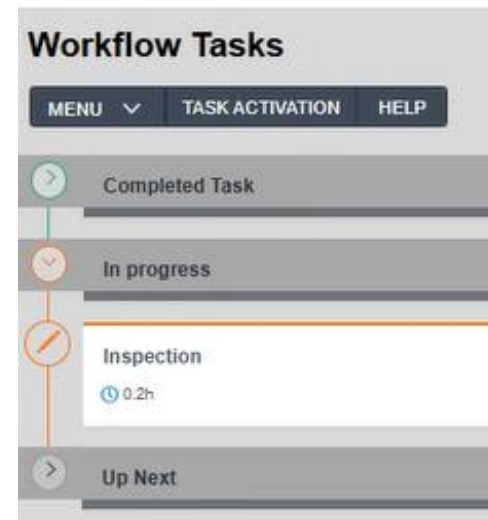
- Time Accounting (Water Resources & Transportation)
- Performance Measurement Dashboards
- Online Payments (Water Resources)
- GIS Integration
- Workflow Updates

Future Items

- E-Permit Hub
- Mobile App



- Cert. of Compliance
- Boundary Line
- Record of Survey
- Parcel Map
- Voluntary Merger
- Cert. of Correction
- Conrer Record
- Final Map
- Lot Line Adjustment





County Fire Department

Garrett Huff, Fire Chief

County Fire

History:

- 2023: Deployed applications to Accela's cloud hosted environment
 - Initial launch of Fire applications for staff submittal and processing
- 2024: Deployed online applications for the public
 - Enabled online submittal of fire applications
- 2025: Enabled online inspection scheduling by the public
 - Enabled applicants to schedule inspections and track inspection progress online

County Fire

Future Enhancements:

- Continued Processes Refinement
 - Workflow refinements to improve Fire staff and public experience and efficiency
 - Develop new reports for real time plan review and fiscal data
- Transitioning collection of fees to Accela via credit card/ACH payments across all Fire Prevention
 - To speed up plan review process
 - Improve accounting transparency and reporting



County Health Department

Environmental Health Services

Lars Seifert, Deputy Director

County Health

History:

- 2023: Migrated to Accela Civic Platform from Envision Connect in May
- 2025: Implemented EHS Cottage Food A Online Registrations
- 2026: Expanded Accela Citizen Access to include Septic System applications

County Health

Current State:

- EHS is on a separate Tenant, but consistent customer experience
 - Active Annual Operating Permits/Renewable Billing
 - 3,774 CUPA Permits
 - 782 Public Pool Permits
 - 168 Water System Permits
 - 2,937 Food Permits
 - 191 Body Art Permits
 - 22 Solid Waste Facilities
 - CUPA Compliance, Monitoring and Enforcement uploads directly to California State Environmental Reporting System (CERS) to comply with State Regulations

County Health

Future Enhancements:

- Expansion of Accela Citizen Access for new online application types
- Accela integration with County GIS data
- Implementation of payment processor for online payments
- Standardized Food Facility Inspection Checklists with inspection reports publicly accessible through Accela Citizen Access portal



County IT Department

Chris Chirgwin, CIO

Accela Enterprise – Future Roadmap

- P&D ePermitHub Integration
- Public Works ePermitHub scoping
- Accela Public Portal
- Accela Open Counter
- Establishing an ITD Accela Applications team with funding for at least 1.0 FTE for the Accela Analyst
- Exploring AI opportunities



Questions?