

How to Apply for a Permit Online

Go to the City of Lancaster's Website: www.cityoflanasterca.org.

On the Menu bar choose About Us, then Choose Development Services and finally choose Apply for a Permit Online. Or you can access the City of Lancaster's Permit Portal directly at:

<https://aca.accela.com/lanaster>

It will take you to the City of Lancaster's Permit Portal.

In order to access all the services provided, you will need to register for an account. Click the Register for an Account Link.

[Http://aca.accela.com/lanaster](http://aca.accela.com/lanaster)

The screenshot shows the City of Lancaster Permit Portal website. At the top, there is a blue header with the Lancaster logo and the tagline "it's positively clear". Below the header, there are three images: a modern building at night, a street with American flags, and a solar panel array. The main navigation bar includes links for "Citizen Access Home", "Search", "New", and "Schedule". On the right side of the navigation bar, there is a checkbox for "Accessibility Support" and a link for "Register for an Account" which is circled in red. Below the navigation bar, there are two tabs: "Home" and "Permits". The "Permits" tab is selected. The main content area is divided into two columns. The left column contains a "Welcome to the City of Lancaster's Permit Portal" message, a paragraph about the partnership with Accela, Inc., and a section titled "What would you like to do today?" with a link to "Schedule an Inspection". The right column contains a "Login" form with fields for "User Name or E-mail:" and "Password:", a "Login »" button, and a checkbox for "Remember me on this computer". Below the checkbox, there are links for "I've forgotten my password" and "New Users: Register for an Account", both of which are circled in red.

Agree and Continue



Home

Permits

Account Registration

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

General Disclaimer

While the City of Lancaster attempts to keep its Web information accurate and timely, the City of Lancaster 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 Lancaster as a result of updates and corrections.

I have read and accepted the above terms.

Continue Registration »

Fill in user login information and click add new contact

[Home](#) [Permits](#)

**Account Registration Step 2:
Enter/Confirm Your Account Information**

* indicates a required field.

Login Information

Enter your User Name and Password. You must also enter a unique email address

| | | |
|----------------------------|--------------------------|-------------------|
| * User Name: | <input type="text"/> | ? |
| * E-mail Address: | <input type="text"/> | |
| * Password: | <input type="password"/> | ? |
| * Type Password Again: | <input type="password"/> | |
| * Enter Security Question: | <input type="text"/> | ? |
| * Answer: | <input type="text"/> | ? |

Contact Information

Please select whether you are registering as an individual or as an organization (business) and enter your contact information.

 This section is required. Please add one record.

[Add New](#)

[Continue Registration »](#)

Select type of contact for account being created

Select Contact Type ✕

* Type: **--Select--**

Contin

- Agent
- Applicant
- Attorney
- Billing Contact
- Business Owner
- Complainant
- Contact
- Developer
- Director
- Hearing Body Member
- Individual
- License Holder
- Officer
- Organization
- Respondent
- Shareholder
- Tenant

Registering as an individual (person) or as a business (business) and enter your contact information

Enter contact info and submit

Contact Information ✕

* First: Middle: * Last:

Name of Business:

Country: **--Select--** ▼

* Address Line 1:

* City:

* State:

* Zip:

Home Phone: Work Phone: Mobile Phone:

Fax:

E-mail:

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.

You will receive the message: Your account has been created successfully.



Welcome to the City of Lancaster

[Citizen Access Home](#) [Search](#) [New](#) [Schedule](#)

[Register for an Account](#) | [Login](#)

[Home](#) [Permits](#)

Your account has been created successfully.

Your account has been successfully created.
Congratulations. You have successfully created an account with the City of Lancaster and can login immediately.
Once your account has been verified you will be able to login with your username and password.

Account Information

| | |
|--------------------|----------------------|
| User Name: | sandcrture |
| E-mail: | sandcrture@yahoo.com |
| Password: | ***** |
| Security Question: | work |

Contact Information

| | |
|-------------------|---------------|
| Michael Sanderson | Home Phone: |
| Lancaster | Work Phone: |
| 44933 Fern Ave | Mobile Phone: |
| | Fax: |

Contact Address List

Login and apply for a permit



Welcome to the City of Lancaster

[Citizen Access Home](#) [Search](#) [New](#) [Schedule](#)

[Application for Permit](#) [Ability Support](#) | [Collections \(0\)](#) | [Account Management](#) | [Logout](#)

[Home](#) [Permits](#)

Welcome Michael Sanderson

You are now logged in.

What would you like to do today?

To get started, select one of the services listed below:

Permits

- [Apply for a Permit](#)
- [Schedule an Inspection](#)