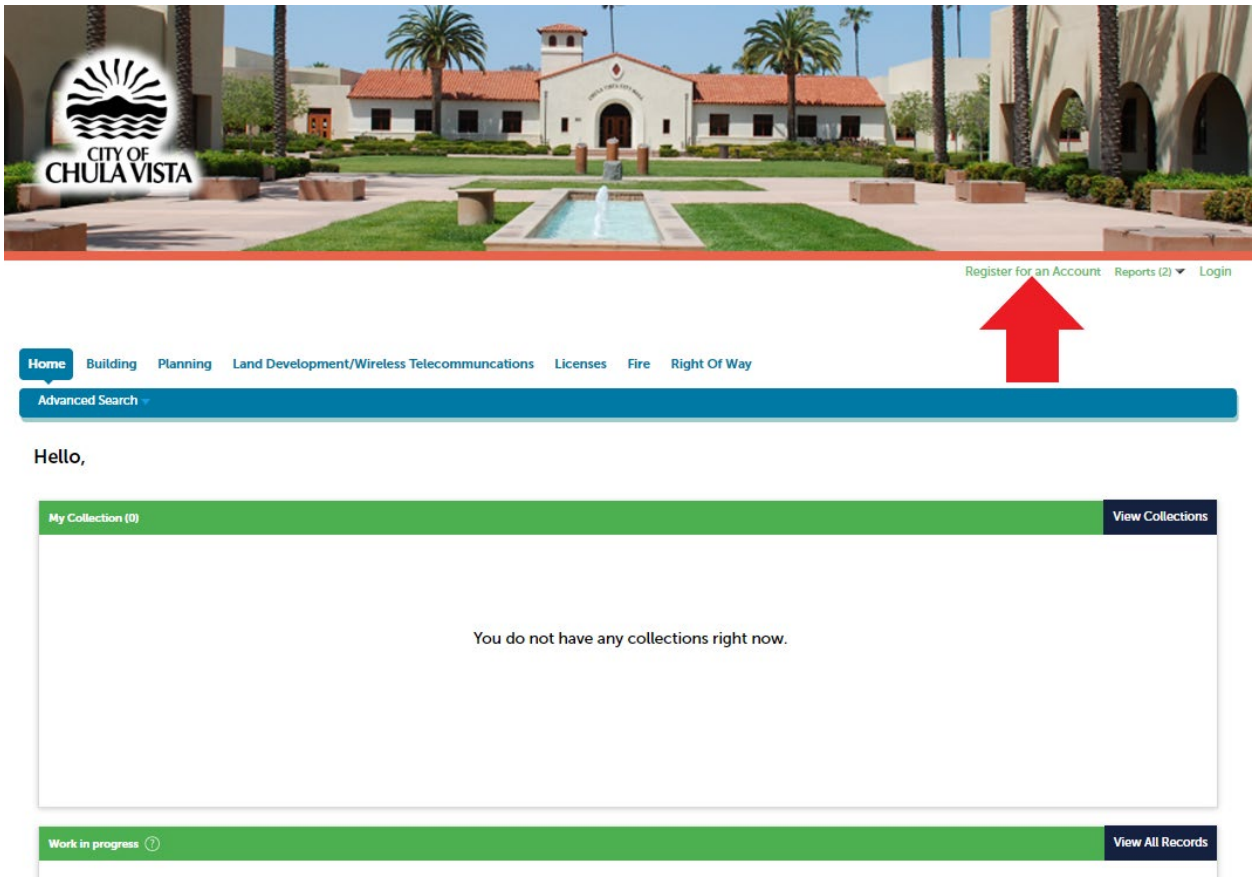
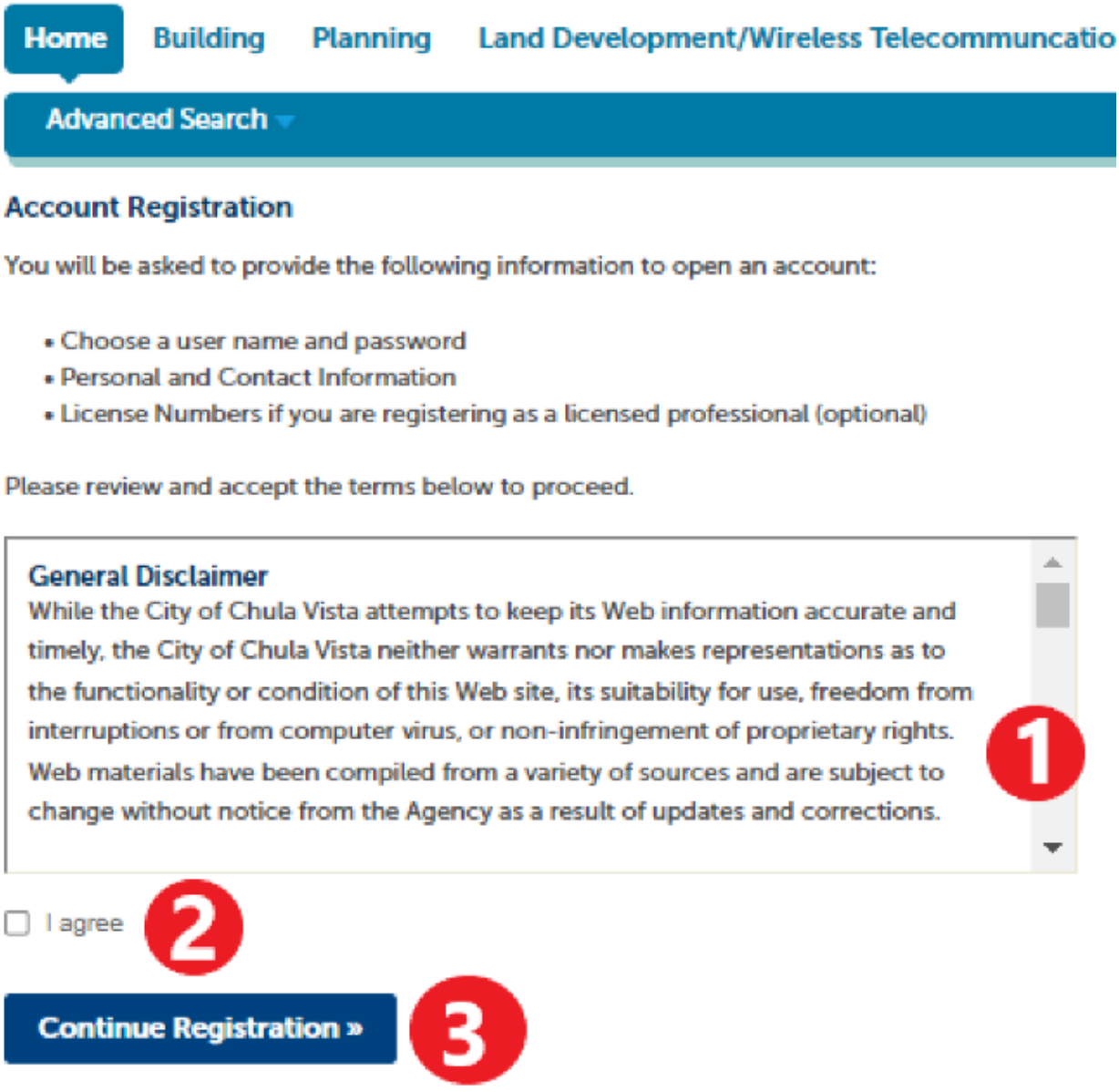
STEP 1:

(1) Go to the website permits.chulavista.gov/CitizenAccess
(2) Click on “Register for an Account”



STEP 2:

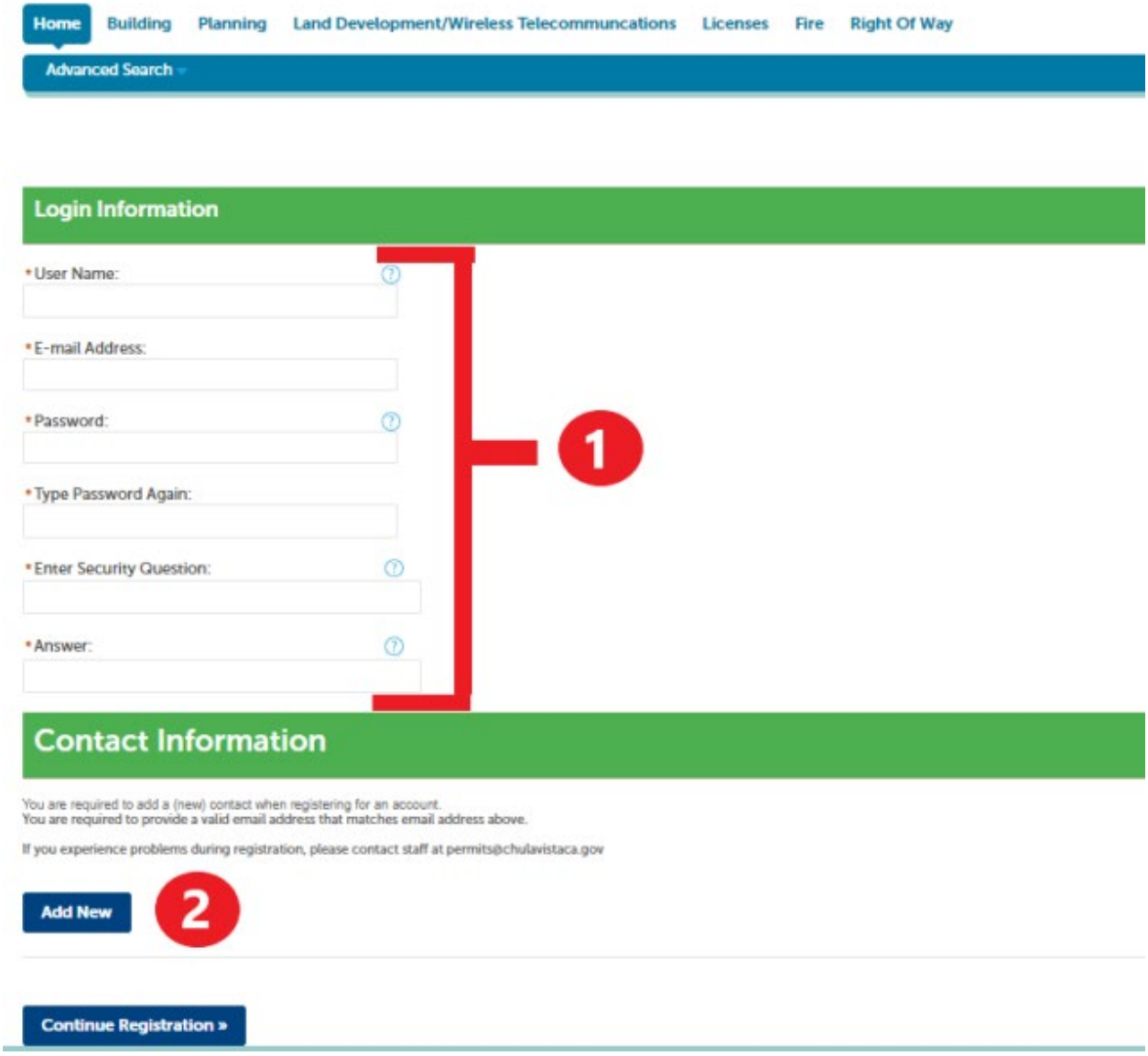
(1) Read everything on the page and scroll through the box.
(2) Click on box near "I agree"
(3) Click on Continue Registration button



STEP 3:

(1) Fill out required fields. This will be information you use to login in the future to your account

(2) Click "Add New" button. Fill out your contact information so you can receive important information on any permit applications you submit or become associated with.



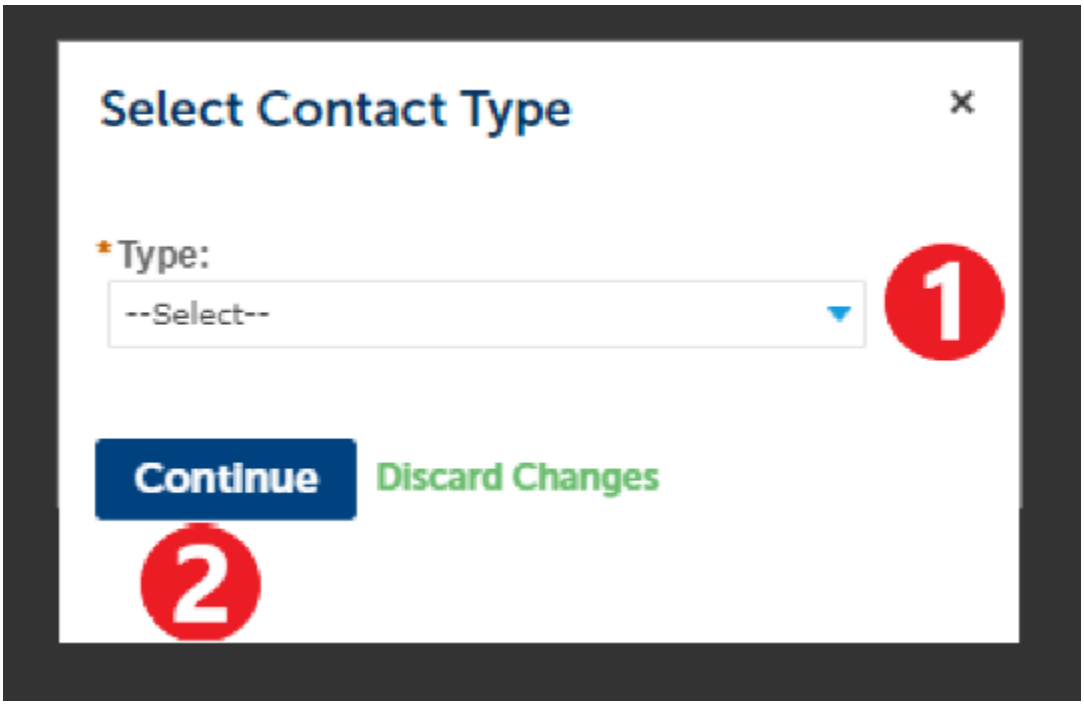
STEP 4:

A pop up window on the center of the page will appear.

(1) Click the drop down menu and choose if the account is for an individual (one person) or for an organization/company.

(2) Click continue button

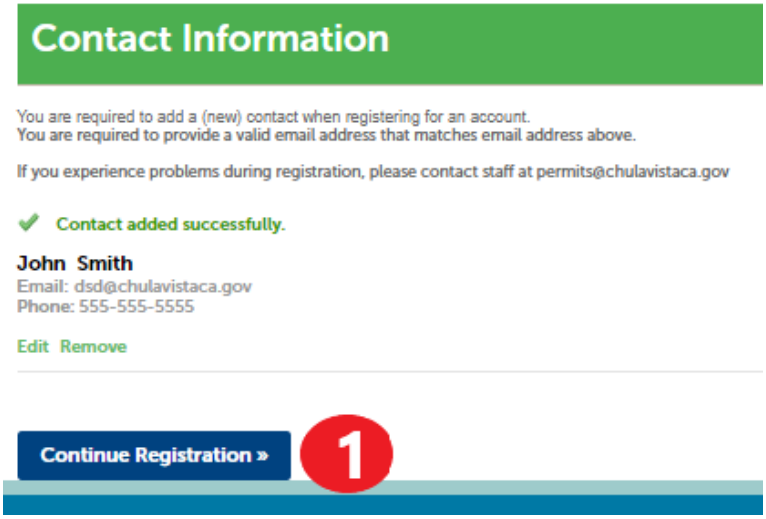
(3) Fill in the required information fields on the next screen and click continue



STEP 5:

(1) Click “Continue Registration” button

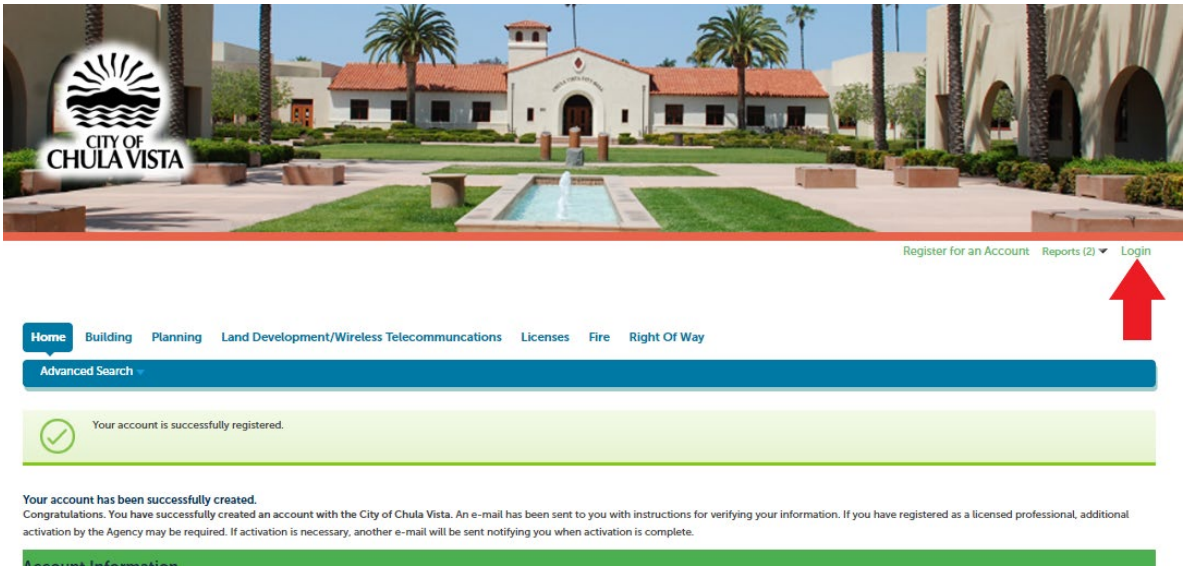
(2) Your Account has officially been created! 😊



STEP 6:

(1) You’ve officially created an account!

(2)Click Login at the top right to Log In to your new account.



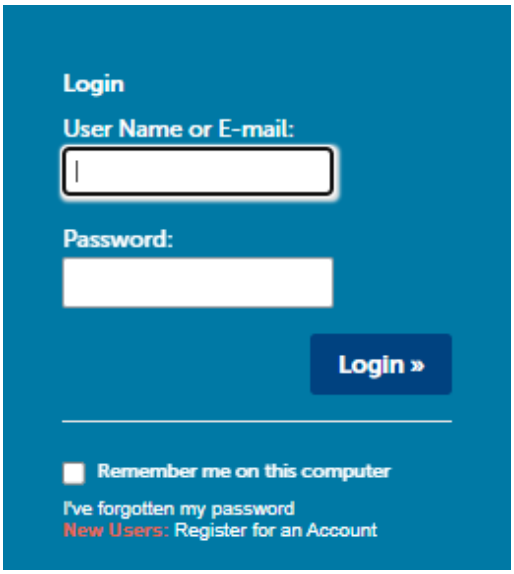
STEP 7:

Log Into Your

Citizen Access Account

Use your username **or** e-mail

And password



Additional Information:

If you have a change or addition in contractor(s)/subcontractors, please report the new information by repeating steps 1 through 6 above.

If you experience any issues or would like more information please e-mail DSD@chulavistaca.gov and include your Record/Permit ID Number for faster processing.