

How to Follow your Building Permit in Citizen Access

<https://aca.rochestermn.gov/CitizenAccess/>

Your Application # _____

This is a brief introduction for the use of Citizen Access. These instructions will be updated as the functionality changes to the Web site.

City of Rochester Minnesota
First Class City, First Class Service

Home Q Search

Announcements Register for an Account Login

Search...

Citizen Access
City of Rochester / Olmsted County

Home Building Permits Rental Housing Planning/Development Review

Advanced Search ▾

Welcome to the Citizen Portal
We are pleased to offer our citizens, businesses, and visitors access to government information online, 24 hours a day, 7 days a week.

Access to these services is available by two methods:
Unregistered (or anonymous) user
- Search and view records
Registered user
- Search and view records
- Allow access to creating Collection of your Permits
- Pay Rental Housing Licenses
- Schedule Building Inspections

Registration is easy and free. [Click here](#) to register and create a user account or click on the "Register for an Account" link above.

Need Help?
[FAQ's](#)
[Click Here for How To Videos for Citizen Access](#)

Please click the link for help with the Citizen Access Website [Webmaster](#) or call **Building Safety** at 507-328-2600.

What would you like to do today?
To get started, select one of the services listed below:

Building Permits Search Applications/Permits	Rental Housing Search Applications/Licenses
Planning/Development Review Search Applications	General Information Lookup Property Information

Login
User Name or E-mail:

Password:

[Login »](#)

Remember me on this computer
[I've forgotten my password](#)
[New Users: Register for an Account](#)

Supported Browsers:
Internet Explorer 11
Mozilla Firefox 37
Google Chrome

Using unsupported browser, please upgrade to the following versions

If you are not receiving our emails and have the following email clients please make sure we are not in your SPAM or JUNK folder. Please follow the instructions below for your client.
[GMAIL](#)
[MSN and Hotmail \(Live\)](#)

Click on "Search Applications/Permits" under Building Permits

A general search should pop up (see next page for illustration).

When searching in the general search screen the calendar will automatically set a range of 01/01/1994 through today's date. You can also use the drop down menu to switch to a more specific search type which

will not include the calendar limitation. If you are searching by address, it is best to select the "Search By Address" screen rather than use the address search on the general screen.

Home Q Search

Announcements Register for an Account Login

Search...

Citizen Access
City of Rochester / Olmsted County

Home **Building Permits** Rental Housing Planning/Development Review

Search Applications/Permits

Search for Permits or Applications

Enter information below to search the permitting database. Permits can be searched for by entering any of the following information:

- Site Address
- Record Information
- Contact

Use the dropdown menu to change the Search type.

When searching for an address, minimal entries will result in better searches.
For searching examples [click here](#).

General Search General Search ▾

Permit Number: Permit Type: Start Date: End Date:

Building No. Street Name: Street Type: Direction:

Parcel No: City:

First Name: Last Name: Name of Business:

▶ [Search Additional Criteria](#)

If you have it, enter the permit # here
Then click on Search at bottom of screen

If you do not have the permit number, you can search by address. As the saying goes, "Less is More". For example, when searching an address within our database, enter only the building number and your search will return more results than if you enter the complete address. (To narrow the search, add street name.)

Search Applications/Permits

Search for Permits or Applications

Enter information below to search the permitting database. Permits can be searched for by entering any of the following information:

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When searching for an address, minimal entries will result in better searches.

For searching examples [click here](#).

General Search

General Search ▼

Permit Number: Permit Type: ? --Select-- ▼ Start Date: ? 📅 End Date: ? 📅

Building No. - To Street Name: ? Street Type: ? --Select-- ▼ Direction: ? --Select-- ▼

Parcel No: ? City:

First Name: Last Name: Name of Business:

▶ [Search Additional Criteria](#)

If searching by address, entering only "1503" for house number and leaving the street name blank returns all street types that are in the covered jurisdictions.

Search results – click on application to see more details

You can narrow down your search by entering in additional information such as street name, street type, direction, or any combination of these options. See example on next page of how to search 1503 10th St SE.

General Search

Permit Number: Permit Type: Start Date: End Date:

Building No. - To Street Name: Street Type: Direction:

Parcel No: City:

First Name: Last Name: Name of Business:

[Search Additional Criteria](#)

Street name – for numbered streets enter in the digits only

Direction – If the address has any directionality included, you may enter it in this field, such as “SE 10th St”

Street type – i.e. Street, Avenue, Court, etc.

Click the Search button or hit “enter”

Review the search results and select the correct address/permit

16 Record results matching your search results

Click any of the results below to view more details.

Showing 1-10 of 16 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Permit Number	Permit Type	Status	Address	Short Notes
<input type="checkbox"/>	05/25/2017	O17-0094RB	O Residential Building (New)	Issued	6710 SE RANCH VIEW LN, EYOTA MN 55934	
<input type="checkbox"/>	10/20/2003	O03-07615OSTR	Building/Olmsted County (Historical)/Permits/NA	CLOSED	6710 S 52 HWY, ROCHESTER MN 55904	
<input type="checkbox"/>	07/29/2003	O03-04581ORBP	Building/Olmsted County (Historical)/Permits/NA	APPROVED	6710 SE MEADOWBROOK ST, ROCHESTER MN 55904	
<input type="checkbox"/>	07/29/2003	O03-04581ORZC	Building/Olmsted County (Historical)/Permits/NA	APPROVED	6710 SE MEADOWBROOK ST, ROCHESTER MN 55904	
<input type="checkbox"/>	07/29/2003	O03-04234OMHP	Building/Olmsted County (Historical)/Permits/NA	Closed	6710 SE MEADOWBROOK ST, ROCHESTER MN 55904	
<input type="checkbox"/>	07/29/2003	O03-04234OMHZ	Building/Olmsted County (Historical)/Permits/NA	Closed	6710 SE MEADOWBROOK ST, ROCHESTER MN 55904	
<input type="checkbox"/>	07/29/2003	O03-04234ORFN	Building/Olmsted County (Historical)/Permits/NA	Closed	6710 SE MEADOWBROOK ST, ROCHESTER MN 55904	
<input type="checkbox"/>	06/21/2002	O02-03985ORBP	Building/Olmsted County (Historical)/Permits/NA	APPROVED	6710 S 52 HWY, ROCHESTER MN 55904	
<input type="checkbox"/>	06/21/2002	O02-03985ORZC	Building/Olmsted County (Historical)/Permits/NA	APPROVED	6710 S 52 HWY, ROCHESTER MN 55904	
<input type="checkbox"/>	01/25/2000	O99-08120OGP	Building/Olmsted County (Historical)/Permits/NA	APPROVED	6710 SE MEADOWBROOK ST, ROCHESTER MN 55904	

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Click on the permit number to open up the information page

From the Permit Details page (the default page when you open a permit), you can navigate to find more detailed information.

Citizen Access
City of Rochester / Olmsted County

Home **Building Permits** Rental Housing Planning/Development Review

Search Applications/Permits

Building O17-0094RB:
O Residential Building (New)
Record Status: Issued

Record Info Payments Custom Component

Permit Details
Processing Status
Related Permits
Attachments
Inspections

Permit Details

Applicant:
DAVID HANSON
6710 RANCH VIEW LN SE
EYOTA, MN, 55934

Project Description:
28' x 36' Detached Garage

Owner:
HANSON, DAVID M
6710 RANCH VIEW LN SE
EYOTA MN 55934

More Details

Click on the Record Info menu for more information such as Permit Details, Processing Status, Related Permits, Attachments, and Inspections

Click on the More Details link for Additional Information, Application Information, and Parcel Information

You can check the status of a permit in real time by selecting Record Info → Processing Status

Building O17-0094RB:
O Residential Building (New)
Record Status: Issued

Record Info Payments Custom Component

Permit Details
Processing Status
Related Permits
Attachments
Inspections

To review the processing status:

Building O17-0094RB: [Add to collection](#)
O Residential Building (New)
Record Status: Issued

Record Info ▾ Payments ▾ Custom Component

To Schedule an Online Inspection you must be logged on as a Registered User, and then click above on the Record Info dropdown to select Inspections. For an example click on the Record Info dropdown

Processing Status

-  Submittal Review
-  Zoning Review
-  Building Review
-  Well and Septic Review
-  E911 Addressing
-  Permit Issuance
-  Pending
- Permit Completed

Click on the arrows to reveal additional information.

Checkmarks indicate tasks that are completed in the permit process.

The hourglass indicates actions not completed in process.

To check the status of an inspection:

Search Applications/Permits

Building R15-0199RB:
R Residential Building (Footing & Foundation)
Record Status: Issued

Record Info ▾ Payments ▾ Custom Comp

- Permit Details
- Processing Status
- Related Permits
- Attachments
- Inspections**

To check the status of an inspection click above on the Record Info dropdown to select Inspections. For an example click on the Record Info dropdown

Click on View Details to get to the comments made by the inspector.

Inspections

Upcoming

[Schedule or Request an Inspection](#)

You have not added any inspections.

Click the link above to schedule or request one.

Completed (2)

APPROVED - 1; DISAPPROVED - 1

APPROVED Footing

Result by: RR on 07/07/2017 at 01:54 PM

[View Details](#)

DISAPPROVED Framing

Result by: RR on 08/16/2017 at 10:50 AM

[View Details](#)

A new window will open up with details of the inspection you selected.

Framing (2221575, Optional)

6710 SE RANCH VIEW LN
EYOTA MN 55934

[Print](#)

Status

Details

DISAPPROVED
8/16/2017 10:50 AM
Desired Date: TBD

Last updated

RR
8/16/2017 10:50 AM

[View Status History](#)

[View Result Comments](#)

Record

O17-0094RB
O Residential Building (New)

Contact

David Hanson
5073194097
Denise Cox

Result Comments

Showing 1-1 of 1

RR (8/16/2017 10:50 AM)

Date: 8/16/2017 Provide min 6 nails per each side of overhead door header. Provide anchors within 12 inches of splice in bottom plates Check all nuts on anchor bolts for tightness

Related Inspections

Showing 0-0 of 0

No records found.

To schedule an online inspection, you must be a registered user & logged in to the site.

The screenshot shows the City of Rochester website's Citizen Access portal. At the top, there is a navigation bar with 'Home', 'Search', 'Announcements', 'Register for an Account', and 'Login'. Below this is a search bar and the text 'Citizen Access City of Rochester / Olmsted County'. A secondary navigation bar includes 'Home', 'Building Permits', 'Rental Housing', and 'Planning/Development Review'. The main content area is titled 'Welcome to the Citizen Portal' and provides information about user access methods: 'Unregistered (or anonymous) user' and 'Registered user'. A 'Login' form is highlighted with a red circle, containing fields for 'User Name or E-mail:' and 'Password:', a 'Remember me on this computer' checkbox, and a 'Login »' button. Below the login form are links for 'I've forgotten my password' and 'New Users: Register for an Account'. A list of supported browsers is provided: Internet Explorer 11, Mozilla Firefox 37, Google Chrome 42, Safari 8, and Opera 29. A warning states: 'Using unsupported browsers may produce unexpected results.' At the bottom, there is a note about email delivery: 'If you are not receiving our emails and have the following email clients please make sure we are not in your SPAM or JUNK folder. Please follow the instructions below for your client. GMAIL, MSN and Hotmail (Live)'. The footer of the page lists various services: Building Permits, Rental Housing, Planning/Development Review, and General Information, each with a search link.

Once you have located the application/permit for which you would like to schedule an inspection:

Search Applications/Permits

Building R15-0199RB:
R Residential Building (Footing & Foundation)
Record Status: Issued

Record Info ▼ Payments ▼ Custom Component

Permit Details
 Processing Status
 Related Permits
 Attachments
Inspections

To Schedule an Online Inspection click above on the Record Info
 Inspections. If you would like an example please click [here](#).

ODS DR

Select Record Info → Inspections
 Once you click on Inspections you will see the link to Schedule Inspections.

Record Status: Issued

Record Info ▼ Payments ▼ Custom Component

To Schedule an Online Inspection click above on the Record Info
 Inspections. If you would like an example please click [here](#).

Inspections

Upcoming
[Schedule or Request an Inspection](#)

*You have not added any inspections.
 Click the link above to schedule or request one.*

For additional assistance, contact: Rochester-Olmsted Planning 507-328-7105