

How to Access the Berkeley Building Permit Database

The City of Berkeley has put together instructions for [Viewing Zoning Files Online](#). Their screen shots are easy to follow, but we have also narrated the process below.

Step 1. Go to the Berkeley Online Service Center.

Currently the address is aca.cityofberkeley.info/Community/, but you can also navigate there by searching for "Berkeley Online Service Center" in a web browser, clicking on the link for the Berkeley 311 Customer Service Center and navigating down to the link in the Building & Zoning section labeled "Zoning Permits: Apply, Pay or Research".

Step 2. Click on the "Zoning" tab and search for the permit.

If you know the exact permit number, put that into the "Permit Number" box. Otherwise, input the address into the appropriate field under "Street Number" and delete the start date. (If you forget to delete the start date, the search will return no results.)

Step 3. Select the right project and use the drop-down menu to find the details you are looking for.

Once you click on the project you are looking for, you will see sections labeled "Work Location" and "Record Details." These sections may have the information you are looking for, but if you are trying to find the attachments, click on the drop-down menu labeled "Record Info" and select "Attachments". This tab should have the permit submissions from the developer. You can sort the list by any of the columns; to do so, simply click on the column label.