

Accessing the Accela Citizen Access (ACA) Portal for online property information and permitting can be done from our website or by typing in the web address:

<https://aca3.accela.com/harwich>

Once you are on the ACA website, you can look up property information without logging in or creating a username.

You can look up property owners, map and parcel information as well as a permit history. For records entered since May of 2015, you will be able to view more detailed permit information.

Status checks of permits and inspection reports can be done from this system as well.

[Invoice Cloud](#) | [Terms and Conditions](#)

**Home** Board Of Health Building Planning Conservation Zoning

Advanced Search ▾

**Please Login**  
Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

**New Users**  
If you are a new user you may register for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

**Notice:**  
For best user experience, it is recommended you use one of our supported browsers and versions:  
Internet Explorer 10 & 11  
Mozilla Firefox 29  
Chrome 34  
Safari 6  
Opera 21  
You may find that your current version may also work, however, it may not support all functions.

<b>General Information</b> Lookup Property Information Search Documents by Geographic Location	<b>Board Of Health</b> Search Applications
<b>Building</b> Create an Application Search Applications Schedule an Inspection	<b>Planning</b> Search Cases
<b>Conservation</b> Search Applications	<b>Zoning</b> Search Applications

## SEARCHING FOR INFORMATION

From the home page, search applications under Health, Conservation or Building. A general “Lookup Property Information” will give owner information and not permits.

Once you choose a department to search in, input the street number and name. Do not use a suffix (St, Ave, Rd).

You are able to narrow down the search by selecting a record type if you wish. Make sure to click the “search all records” box unless you are looking for just department specific record.

Click Search.

8 records found matching your search results

Click any of the results below to view more details.

Showing 1-8 of 8 [Download results](#)

<input type="checkbox"/>	Date	Record Number	Historic Tracking Number	Record Type	Description	Project Name	Expiration Date
<input type="checkbox"/>	12/07/1992	<a href="#">28962_1497</a>	445	Building Historic Data Conversion	STONE	Building Historic Data Conversion	
<input type="checkbox"/>	01/01/1903	<a href="#">28961_9897</a>	19	Building Historic Data Conversion	DWELLING	Building Historic Data Conversion	
<input type="checkbox"/>	07/28/2016	<a href="#">83HDC-16-0137</a>	S16-112	Disposal System Construction Permit	S16-112	73 AZALEA DRIVE	01/24/2017
<input type="checkbox"/>	07/11/2016	<a href="#">81DTR-16-09031</a>	TR04-04	Trench	TR04-04	73 AZALEA DRIVE	01/31/2016
<input type="checkbox"/>	07/11/2016	<a href="#">83HPT-16-0037</a>		Percolation Test Application	PERC TEST	73 AZALEA DRIVE	01/31/2016
<input type="checkbox"/>	06/23/2016	<a href="#">83HT5-16-1883</a>	RET16-151	Title 5 Official Inspection	RET16-151	73 AZALEA DRIVE	
<input type="checkbox"/>	06/17/2016	<a href="#">83HDC-16-1715</a>	S83-8	Disposal System Construction Permit	S83-8	73 AZALEA DRIVE	06/07/2016
<input type="checkbox"/>	07/07/1997	<a href="#">52121_9897</a>	RET	Disposal System Construction Permit	RET	Disposal System Construction Permit	

A list of records will populate (if any exist). The permit #'s are hyperlinks, when you click on them the permit information will come up with various details depending on the record type.

You can print the screen (ctrl + P) or export the results to Excel by using the “download results” link.

### Record Details

#### Applicant:

P. SCOTT CAMPBELL  
 CARDINAL CONSTRUCTION  
 32 RIDGETOP ROAD  
 COTUIT, MA, 02635  
 Mobile Phone:5083641259  
 pscampbell@comcast.net

#### Licensed Professional:

P. SCOTT CAMPBELL  
 CARDINAL CONSTRUCTION  
 32 RIDGETOP ROAD  
 COTUIT, MA, 02635  
 Mobile Phone:5083641259  
 Septic System Installer 0

#### Project Description:

73 AZALEA DRIVE  
 S16-112

#### Owner:

REID DAVID &  
 REID KEVIN  
 73 AZALEA DR  
 HARWICH MA 02645

#### More Details

##### Application Information

###### GENERAL INFORMATION

Permit Purpose:	Upgrade - Existing Design Flow Complete System
Description of Work:	Dwelling
Type of Building:	Residential
Use Type:	
Number of Bedrooms:	2
Design Flow Gallons Per Day:	220
Calculated Day Flow Gallons:	220
Design flow provided:	322
Total Leaching Capacity in Gallons:	322
Pump Chamber:	No
Tight Tank:	No
Installer:	CARDINAL CONSTRUCTION

###### PLAN INFORMATION

Plan Date Original:	07/13/2016
Number of Sheets:	1
Revision Date:	08/08/2016
Designer:	PUNKHORN SERVICES

###### RESTRICTIONS (OFFICE USE ONLY)

Water Resource Protection District(Zone I, II):	Yes
Private Well:	No
BOH Variances and Restrictions:	No

##### Parcel Information

### Getting more out of the system

The description and the record type will indicate the scope of the project.

By clicking on the Record Number hyperlink, you will have access to more useful information such as description of project, restrictions, etc.

Click the arrow indicating “more detail” and you will find design info, parcel info, Zone II info, etc.

Search Applications

**Record BOHDC-16-0127:**  
**Disposal System Construction Permit**  
**Record Status: Complete**  
**Expiration Date: 01/24/2017**

Record Info Payments

Record Details

Processing Status  
 Added to this record on 08/08/2016.  
 One II Severity: Notice  
 Ins: 1 (Notice: 1)

Related Records

Attachments

Inspections

By clicking on the Record Info tab, you will have the option of looking at any attachments that have been scanned into the system, the status of the project and if any inspections have been done.

The hyperlinks on attachments will open pdf's of scanned documents.

**Attachments**

The maximum file size allowed is 16 MB.  
 html;htm;mht;mhtml are disallowed file types to upload.

[View People Attachments](#)

Name	Description	Record ID	Record Type	Entity Type	Type	Latest Up
<a href="#">HarwichReceiptv.1_20160623_100013.pdf</a>		BOHT5-16-1883	Title 5 Official Inspection	Record	Receipt	06/23/2016
<a href="#">HarwichReceiptv.1_20160623_100016.pdf</a>		BOHT5-16-1883	Title 5 Official Inspection	Record	Receipt	06/23/2016
<a href="#">CCF06292016.pdf</a>		BOHT5-16-1883	Title 5 Official Inspection	Record	Document	06/29/2016
<a href="#">CCF07132016.pdf</a>		BOHT5-16-1883	Title 5 Official Inspection	Record	Document	07/13/2016

**Processing Status**

✓ Application Acceptance  
 Due on 06/23/2016, assigned to TBD  
 Marked as Accepted - Review Req on 06/23/2016 by JMC

✱ Health Review  
 Due on 06/23/2016, assigned to TBD  
 Marked as Failure on 06/29/2016 by TBD

🕒 Compliance  
 Due on 06/29/2016, assigned to TBD  
 Marked as TBD on TBD by TBD

Issuance

Close Out

The Processing status can be checked to see if an application has been reviewed, or if we are waiting for specific documents. Please note the “due on” date is not valid. We are working on getting this function corrected.