

Accessing Accela for online property information and permitting can be done from our website or by typing in the web address:

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

SEARCHING FOR INFORMATION

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

Once you choose a department to search in, input the street number and name. 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 health records.

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

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 as-built cards, inspection reports, design information, etc.

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

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.

NOTE: We began using this system in May of 2015 and we have been scanning older files as they are pulled from the drawers. If your search comes up with zero documents, please contact us to check the file-it may not be scanned in yet.
