

# Monterey County Planning and Building Inspection Department

## Requesting Real Estate Disclosures Online

Upon application and payment of applicable fees, the Planning and Building Inspection Department will research and document the permit history of a specific parcel. This service is provided to assist property owners and/or their agents in completing the required State Disclosure Form. Monterey County Planning & Building Inspection Department is not responsible for errors or omissions.

Disclosure research can be requested online using the following process:

1. Register on-line if you are a first time user. Go to <http://www.co.monterey.ca.us/pbi/> and click on the Velocity Hall link.
2. Contact Planning and Building to activate your account.
3. Complete the online disclosure request form.
4. Pay applicable fees using a credit card.
5. Print your receipt and make sure to keep note of your File Number ("Permit Number").
6. Your Request will be initialized into the Department's tracking system and will be assigned to a staff member to perform the necessary research.

**The Velocity Hall system was designed to process building permit applications so you will see many references to "permits". In this case, we are using the system to accept Real Estate Disclosure applications. So when you see "Permit" think "Disclosure".**

### Fees:

The County fee for Disclosure research is currently \$75. The online vendor charges a \$5.00 processing fee and a 10% surcharge for each permit so the total amount charged to your credit card will be \$87.50 for one Disclosure Request.

### Requirements:

The items listed below are required in order to use the Monterey County Permit Manager to request Disclosure Research.

- Home or office PC with an Internet connection
- Web browser - Microsoft Internet Explorer 4.0 or higher, or Netscape Version 4.0 running on Windows 95, Windows 98, Windows NT or Windows 2000
- A valid e-mail address
- A valid credit card (MasterCard or Visa) to pay for associated permit fees
- The address and parcel number for the property

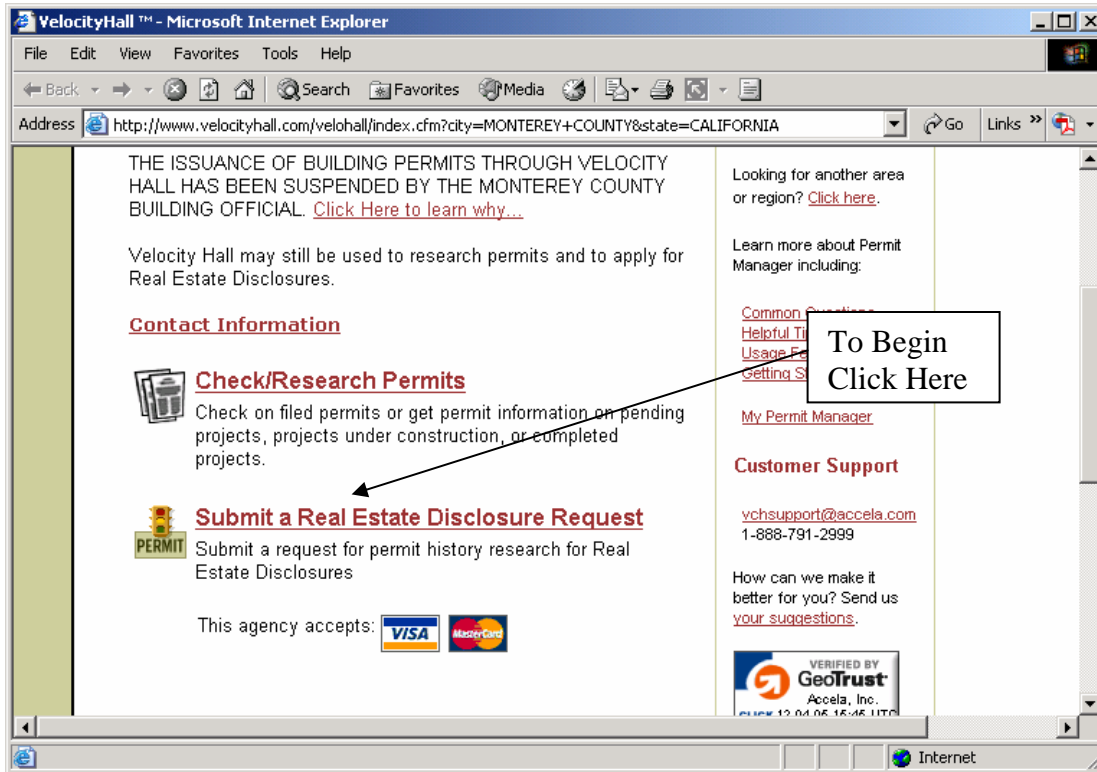
### Step-by-step procedures for Online Disclosure Requests

#### Log In:

1. Go to the Monterey County PBI website ([www.monterey.co.ca.us/pbi](http://www.monterey.co.ca.us/pbi)) and click on the link to Velocity Hall. This will take you to the Velocity Hall Home Page.
2. If you are a first time user press Register
  - a. Enter all items marked with an asterisk and press Proceed
  - b. You will now be registered. To activate your registration call Planning and Building Inspection staff with your email address at (831) 755-5141 or email at [hopkinsb@co.monterey.ca.us](mailto:hopkinsb@co.monterey.ca.us).
3. If you have used the system before, Click "Apply for a Permit" and then enter your email address and password to log on.

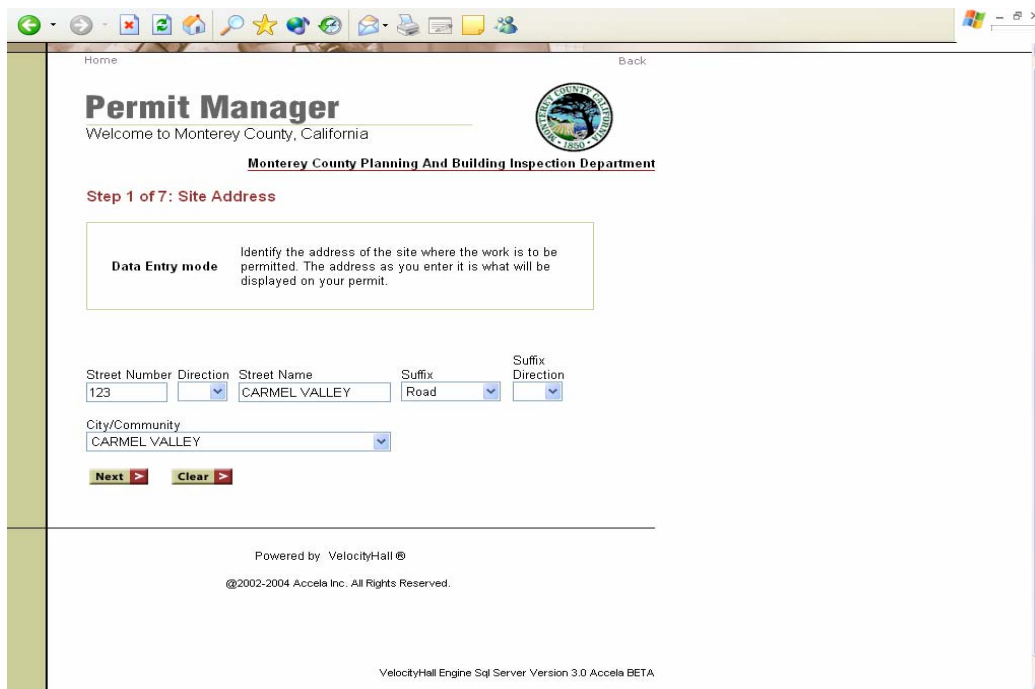
# VeloCity Hall-Home Page

From the Velocity Hall homepage click the link "Apply for a Permit"



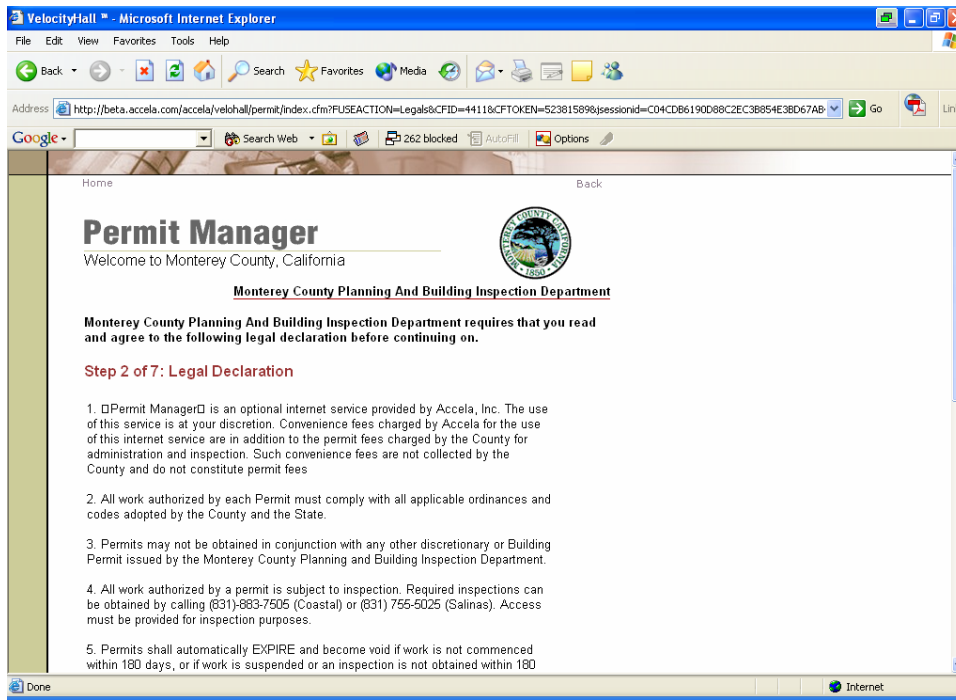
## Step 1-Enter Address of Property:

1. Use the TAB key to move from one field to another. Type in the site address for the subject property.
2. Use the pull down menu to select the town or community for the site address
3. Press Next to proceed.



## Step 2: Legal Declaration

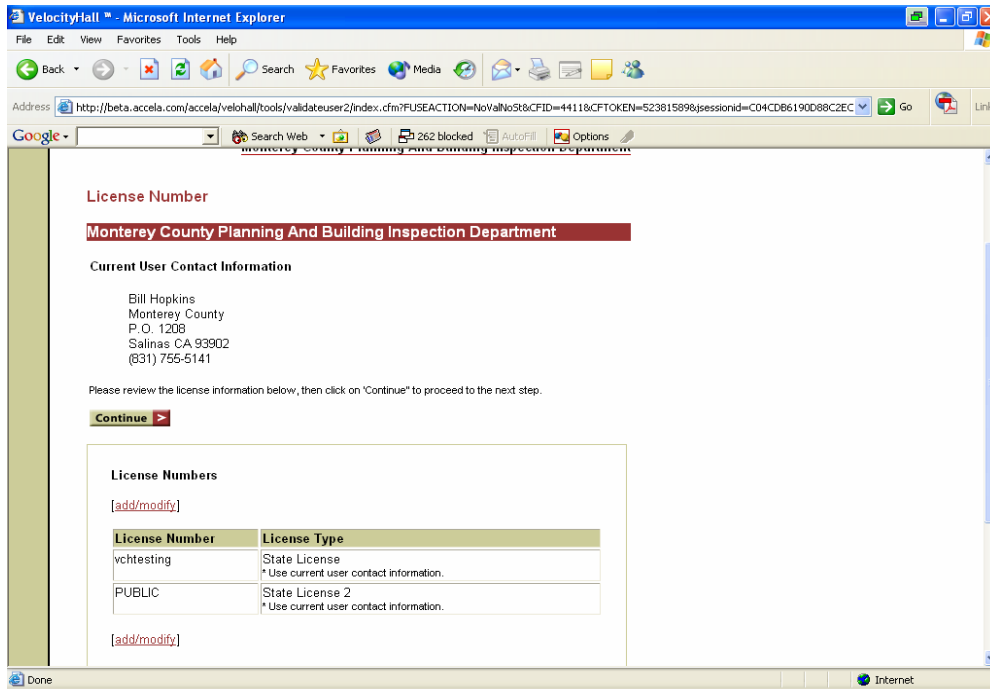
1. Read the terms under which the request is being made
2. Press Agree (if you do not agree you'll have to submit the request in person)



Click the  
"Agree"  
Button at  
the bottom  
of the  
Legal  
Declaration  
to move to  
next page

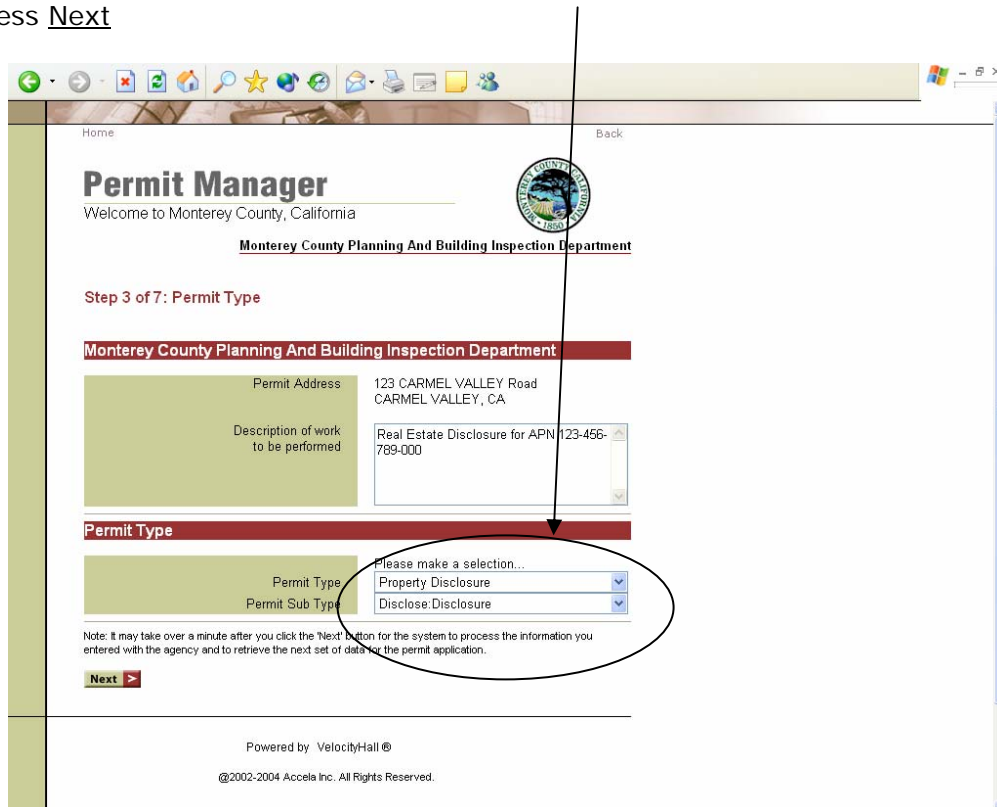
## Step 3-License Verification

1. For Disclosures the license number you are using is "PUBLIC"
2. Press Continue.



## Step 3a: Disclosure Description

1. Type in a description of the Disclosure Request. Include Assessor's Parcel Number.
2. Using the pull down menu, select DISCLOSURE for Permit Type and Sub-Type.
3. Press Next



## Step 4: Work Items

1. Enter the information requested (first, last name, email, etc.)
2. Enter the Assessor's Parcel Number (s) for the subject property. You can request up to 3 Disclosures)
3. Enter the number of Disclosures in the Qty. field
4. Press Next

### Permit Manager

Welcome to Monterey County, California



Monterey County Planning And Building Inspection Department

#### Step 4 of 7: Work Items

#### Monterey County Planning And Building Inspection Department

Permit Address	123 CARMEL VALLEY Road CARMEL VALLEY, CA
Description of work to be performed	Real Estate Disclosure for APN 123-456-789-000
Permit Type	Property Disclosure
Permit Sub Type	Disclose:Disclosure

#### Fee Items

\* indicates required fields

Description	Value
Applicant First Name	John
Applicant Last Name	Jones
Applicant Phone No.	831-755-5025
Applicant E-Mail	questions@co.monterey.ca.us
Assessors Parcel No (1)	123-456-789-000
Assessors Parcel No (2)	
Assessors Parcel No (3)	
Disclosure Reports (enter Qty):	1

Note: It may take over a minute after you click the 'Next' button for the system to process the information you entered with the agency and to retrieve the next set of data for the permit application.

**Next** >

Enter the quantity of Disclosure Reports you are requesting. You can request up to 3.

## Step 5: Review Request

1. Verify that the information is correct
2. Press Process Permit to proceed.

### Step 5 of 7: Review Application

Check the following information carefully as it will appear on your permit exactly as shown. If you wish to make a correction to the work items, press the back button on your browser.

#### Monterey County Planning And Building Inspection Department

Permit Address	123 CARMEL VALLEY Road CARMEL VALLEY, CA
Work Description	Real Estate Disclosure for APN 123-456-789-000
Permit Type	Property Disclosure
Permit Sub Type	Disclose:Disclosure
Applicant	Bill Hopkins <b>Monterey County</b> P.O. 1208 Salinas CA 93902 8317555141 HOPKINSB@CO.MONTEREY.CA.US
License	State License 2 <b>PUBLIC</b>

#### Fee Items:

Description	Value	Fees
Applicant First Name	John	
Applicant Last Name	Jones	
Applicant Phone No.	831-755-5025	
Applicant E-Mail	questions@co.monterey.ca.us	
Assessors Parcel No (1)	123-456-789-000	
Disclosure Reports (enter Qty):	1	\$75.00

SUB-TOTAL: \$75.00  
ACCELA PROCESSING FEE: \$12.50  
TOTAL: \$87.50

Credit Card Payment: [Process Permit](#)

## Step 6: Payment Information

1. Type in your credit card type information;
2. Click the Submit button

Home Back

## Permit Manager


Welcome to Monterey County, California

**Monterey County Planning And Building Inspection Department**

### Step 6 of 7: Payment

#### Credit Card Processing

SUB-TOTAL:	\$75.00
ACCELA PROCESSING FEE:	\$12.50
TOTAL:	\$87.50



When entering the credit card number, please do not include spaces (" "), dashes ("-") or slashes ("/) between the numbers.

Symbol "\*" denotes required information.

Card Type \*

Account Number \*

Expiration Month and Year \*

**Card Holder Information**

Card Holder's Name \*

Business Name

Street Address \*

City \*

State/Province \*

Postal Code \*

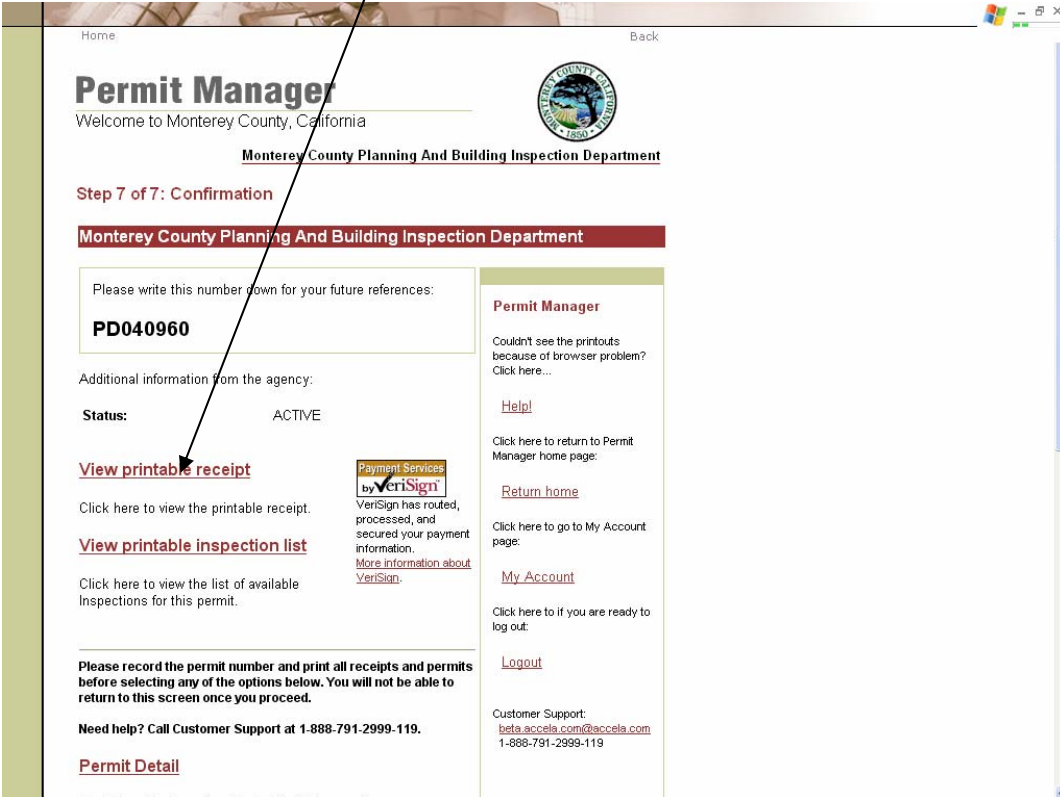
Card Holder's Email

Please enter your credit card information above and click the "Submit" button below once. Do not double-click. The credit card transaction may take up to several minutes to process. If the transaction is confirmed, you will be directed to the Permit Issuance page.

The following numbers are available for testing purposes. This section will not be

## Step 7: Confirmation


1. The system will issue a PD File number (e.g. PD041234). Use this number in all correspondence regarding the Disclosure Request.
2. Click "View Printable Receipt" to view and print your receipt.



Home Back

# Permit Manager

Welcome to Monterey County, California



Monterey County Planning And Building Inspection Department

Step 7 of 7: Confirmation

## Monterey County Planning And Building Inspection Department

Please write this number down for your future references:  
**PD040960**

Additional information from the agency:  
Status: ACTIVE

[View printable receipt](#)  
Click here to view the printable receipt.

[View printable inspection list](#)  
Click here to view the list of available inspections for this permit.

Please record the permit number and print all receipts and permits before selecting any of the options below. You will not be able to return to this screen once you proceed.

Need help? Call Customer Support at 1-888-791-2999-119.

[Permit Detail](#)

**Payment Services by VeriSign**  
VeriSign has routed, processed, and secured your payment information.  
[More information about VeriSign.](#)

### Permit Manager

Couldn't see the printouts because of browser problem?  
[Click here...](#)

[Help!](#)

Click here to return to Permit Manager home page:  
[Return home](#)

Click here to go to My Account page:  
[My Account](#)

Click here to if you are ready to log out:  
[Logout](#)

Customer Support:  
[beta.accela.com@accela.com](mailto:beta.accela.com@accela.com)  
1-888-791-2999-119

## Step 8: Receive Disclosure Report

Planning and Building Staff will research your request(s) and email you a report for the subject property(s). This normally takes about 2 weeks.

To check the status of your request contact **Bob Mack** at **831-883-7588** or [mackRH@co.monterey.ca.us](mailto:mackRH@co.monterey.ca.us).