

City of Berkeley Online Portal

Private Sewer Lateral Certificates

Register for an ACA Portal account and login at Permits Online to submit a Private Sewer Lateral Certificate (PSLC) Application.



Upload documents to the associated PSLC record for all: **Initial submittal, Time Extensions, Time Exceptions, copies of finance records, or any other documentation and correspondence regarding PSL certification.**

**Required: Hard copies of Time Extension Application, Deposit form, and original check from title company, must be either mailed or hand delivered to: Finance - Revenue Collections
1947 Center Street, First Floor, Berkeley, CA 94705**

<https://aca-prod.accela.com/BERKELEY/Default.aspx>

Avoid application rejection: Fill out forms entirely including all required signatures.

Electronic Submittal (PSLC)

Home Building Permits Housing Zor

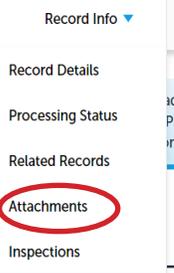
Submit Request for Permit/Certificate

1. Register for an Accela Citizen Access (ACA) account
2. Log-in and open Public Works tab
3. Select 'Submit Request for Certificate'
4. Accept disclaimer and 'Continue Application'
5. Choose 'Certificate for Sewer Lateral Compliance'
6. Complete submittal process to completion.
7. PSLC record number will be generated

Upload Supporting Documents

Record PSLC2024-0:
Certificate for Sewer
Record Status: Active

PSLC Application Records, Documents Required, Time Extensions/ Exceptions, Copies of Title checks, or any other support documents

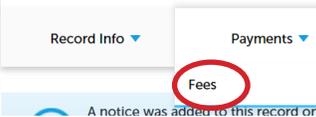


1. Log-in to ACA Portal account
2. Search and open PSLC record
3. Select 'Record Info > Attachments'
4. Select 'Add' button, upload & save**
5. PSLC records will then continue review

Make a Payment

Record PSLC2024-0118:
Certificate for Sewer Lateral Compliance
Record Status: Under Enforcement

ACA account NOT required



1. Search for PSLC record
2. Open record link
3. Select 'Payments > Fees > Pay Fees'

Fees

Outstanding:

Date	Invoice Number	Amount
07/24/2024	567711	\$150.00

Total outstanding fees: \$150.00

Paid:

Date	Invoice Number	Amount
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Pay Fees

Searching for PSL Certificate

For PSL Certification search, ACA login is not required

1. Open Public Works tab, scroll down to 'General Search'
2. Input address and find PSLC record under list for specific address. Note: use APN number to search locations with multi addresses.

If status of record is 'Active', Certificate is in compliance

If No Results generate, address is NOT in compliance

3. Inside PSLC record select 'Record Info > Attachments' and search for Certificate PDF file.

Permit Number	Record Type	Address	Description	Action	Status
4 PSLC2024-0129	Certificate for Sewer Lateral Compliance	2844 STANTON St, BERKELEY CA 94702	Private Sewer Lateral Certificate		Active
4 PSLC2024-0128	Certificate for Sewer Lateral Compliance	2219 SACRAMENTO St, BERKELEY CA 94702	Private Sewer Lateral Certificate		Active

****Online ACA Portal Account errors: send email with account info, permit number & address to PSLProgram@BerkeleyCA.gov**