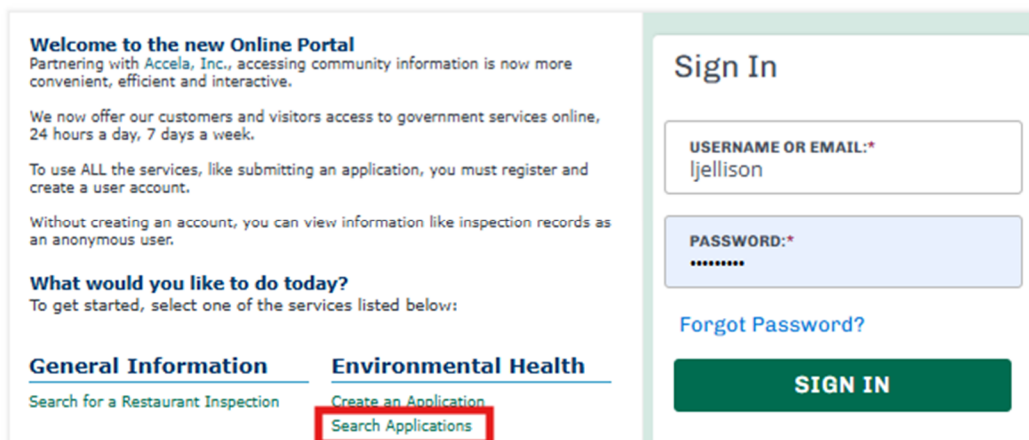


Check Application Status Online

How to Guidance

How do I check the status of an application?

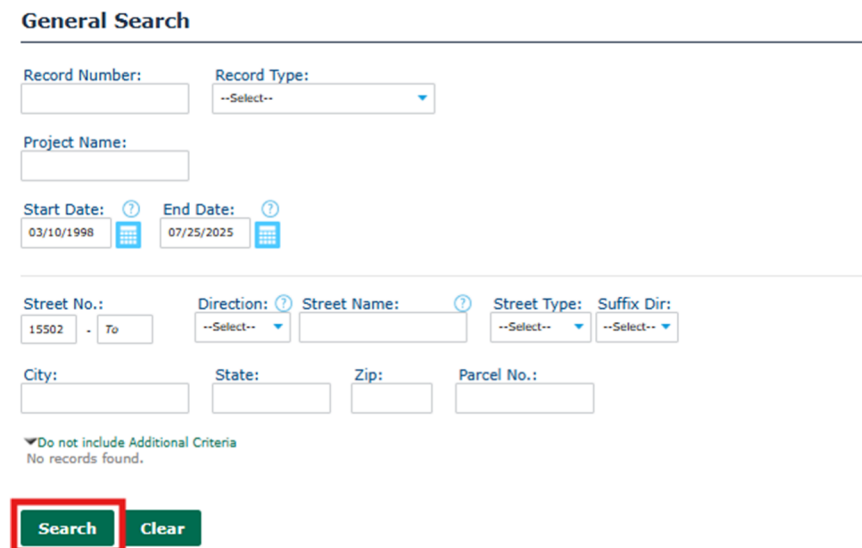
1. Go to <https://aca-prod.accela.com/TPCHD/Default.aspx>
2. Log into your [Accela account](#).
3. From the HOME page, click on **Search Applications**.



The screenshot shows the Accela Online Portal Home page. On the left, there is a 'Welcome to the new Online Portal' message and a section titled 'What would you like to do today?' with two links: 'General Information' and 'Environmental Health'. Under 'Environmental Health', there are two links: 'Create an Application' and 'Search Applications', with the latter highlighted by a red box. On the right, there is a 'Sign In' section with fields for 'USERNAME OR EMAIL:*' (containing 'ljellison') and 'PASSWORD:*' (containing '*****'), a 'Forgot Password?' link, and a green 'SIGN IN' button.

4. You can search for records by many criteria. Choose one:
 - Application/record number
 - Application/site address
 - Parcel number.

Click **Search**.



The screenshot shows the 'General Search' form. It includes fields for 'Record Number:', 'Record Type:' (a dropdown menu), 'Project Name:', 'Start Date:' (03/10/1998), 'End Date:' (07/25/2025), 'Street No.:' (15502), 'Direction:' (a dropdown menu), 'Street Name:' (a text field), 'Street Type:' (a dropdown menu), 'Suffix Dir:' (a dropdown menu), 'City:', 'State:', 'Zip:', and 'Parcel No.:' (all text fields). Below these fields, there is a checkbox labeled 'Do not include Additional Criteria' and a message 'No records found.' At the bottom, there are two buttons: 'Search' (highlighted with a red box) and 'Clear'.

Check Application Status Online

How to Guidance

- Select the correct application, by clicking on the blue hyperlink.
 - 25TMP-xxxxxx is an application that has been started but not yet submitted.
 - OSS2025-xxxxxx (blue) is an active application.

Showing 1-10 of 100+ | [Download results](#) | [Add to collection](#) | [Add to cart](#) | [Copy Record](#)

☐	Date	Record Number	Record Type	Description	Project Name	Address	Expiration Date
☐	07/14/2025	OSS2025-00013	OnSite Sewage Application			3629 S D ST Tacoma WA 98418	
☐	07/14/2025	OSS2025-00014	OnSite Sewage Application			15502 62ND South Hill 98375	
☐	07/14/2025	25TMP-000065	OnSite Sewage Application			15502 62ND South Hill 98375	
☐	07/14/2025	25TMP-000064	OnSite Sewage Application			15502 62ND South Hill 98375	
☐	07/14/2025	25TMP-000066	OnSite Sewage Application			15502 62ND South Hill 98375	
☐	07/14/2025	25TMP-000061	OnSite Sewage Application			15502 62ND AVE E South Hill WA 98375	

- Choose the **Record Info dropdown** and choose **Processing Status**.

Record OSS2025-00010:
OnSite Sewage Application
Record Status: Pending

[Add to cart](#)
[Add to collection](#)

Record Info ▼ Payments ▼ Custom Component

Work Location

15502 62ND AVE E, South Hill, 98375 *

- The Processing Status tells you what step the application is at and it's current status. Each record or application can have different processing steps. Three examples below.

-  Star means the task can get activated again but has been completed.
-  Green check means the task is done and application has moved to the next step.
-  Hourglass indicates the active task.

Processing Status

-  Application Intake
-  Plan Review
 - Pre-Operational Inspection
 - Phased Pre-Opening
 - Final Permit Review
 - Permit Issuance

Processing Status

-  Application Intake
-  Field Inspection
 - RSS Follow Up

Processing Status

-  Application Intake
-  Application Review
-  Water Review
-  Onsite Review
 - Design Building Plan Review
 - Stubout
 - Installation Sign-Off
 - Final Review
 - Submit Asbuilt
 - Asbuilt Received

Check Application Status Online

How to Guidance



8. To view attachments, choose the **Record Info dropdown** and choose **Attachments**.

Record OSS2025-00010:
OnSite Sewage Application
Record Status: Pending

[Add to cart](#)
[Add to collection](#)

Record Info ▼ **Payments** ▼ **Custom Component**

Work Location

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9. Click on the file name link to view the attachment. You can view in a browser window.

Record OSS2025-00007:
OnSite Sewage Application
Record Status: Payment Pending

Record Info ▼ **Payments** ▼ **Custom Component**

Attachments

The maximum file size allowed is **100 MB**.

Name	Type	Action
2025-07-23---RECORDED RESTRICTIVE COVENANT.pdf	Other Documents	Actions ▼
2025-07-07---SUBMITTED DESIGN.pdf	Design or Basic Site Plan	Actions ▼
2025-02-27---APPLICATION STATUS - SEPTIC ON HOLD.pdf	Other Documents	Actions ▼
2025-05-29---UPDATED SURVEY.pdf	Record Plat	Actions ▼
2023-04-04---DESIGN APPLICATION.pdf	Other Documents	Actions ▼
2025-07-03---APPROVED CRITICAL.pdf	Critical Area Checklist	Actions ▼
ZAPP_AA_20250728_152131.pdf	Application Status	Actions ▼