

Schedule an Inspection using Accela Citizen Access

1. Log into your ACA account.
2. Use Search | Building Permits to locate the record. Once located, navigate to the Inspections section, which displays all of the inspections scheduled or completed. Click on the ▶ next to the Inspections section to display the inspection details.



3. Select the inspection type from the list provided. **Note:** For New Construction, Additions, Alterations, and Miscellaneous records, you must schedule and have an approved BLD-Pre-Construction Inspection, before the system will allow you to schedule any other inspections.



Schedule an Inspection using Accela Citizen Access

4. Select the inspection Date and Time.

Select Date

Inspection(s) will be performed during these times.

Click

Below is your scheduled inspection confirmation screen. ACA will automatically select the contact person on the application. In most cases, the contact person on the permit application is not the same person that is on site.

To change the contact information for a specific inspection, select from the existing contact drop down list, or enter a new one under specific another person:

Schedule/Request an Inspection
Inspection type: BLD-Pre-Construction Inspection
Location and Contact
Verify whether the location and contact person for the selected inspection are correct.

Location
434 S Royal Poinciana Dr
T 33609

Contact
Kurt Herschok

Change Contact ▼

Select an existing contact
Kurt Herschok

Specify another person (for this inspection only)

First Name Middle Name Last Name
John Doe

Phone Number
8132745555

Submit Cancel

Contact information is now updated for this Inspection only. Click Continue.

Schedule/Request an Inspection
Inspection type: BLD-Pre-Construction Inspection
Location and Contact
Verify whether the location and contact person for the selected inspection are correct.

Location
434 S Royal Poinciana Dr
T 33609

Contact
John Doe
8132745555

Change Contact ▼

Continue Back Cancel

Enter any additional notes or instructions for the inspector (ex: "please call before inspection", "Third floor, suites 301 thru 305", "Site located behind grocery store", etc). Once the information is entered, click Finish.

Schedule an Inspection using Accela Citizen Access

Schedule/Request an Inspection
Confirm Your Selection
Please confirm the details below and click the Finish button to schedule the inspection.

Inspection Type: BLD-Pre-Construction Inspection
Date and Time: 09/29/2014
Location: 434 S Royal Poinciana Dr
T 33609
Contact: John Doe8132745555

[Include Additional Notes](#)
Optional Comments or Instructions for your Inspector:
Please call before inspection
[spell check](#)
(Please include an alternate phone number if different from the contact information provided in your application.)

[Finish](#) [Back](#) [Cancel](#)

If a Notice of Commencement (NOC) is required, ACA will not schedule an inspection until a NOC is filed. Click cancel and follow instructions on **“Upload Documents After Submittal”**.

Schedule/Request an Inspection x

System Message:
ACA65619-Action Cancelled

*****The Inspection cannot be scheduled as the Permit has not been Issued***
Because the Job Value is \$2500.00 or over, you cannot schedule an Inspection until a Notice of Commencement has been attached to this record.

Confirm Your Selection
Please confirm the details below and click the Finish button to schedule the inspection.

Inspection Type: BLD-Pre-Construction Inspection
Date and Time: 09/29/2014
Location: 434 S Royal Poinciana Dr
T 33609

After uploading the Notice of Commencement, start the inspection scheduling process from the beginning.

The scheduled inspection will display under the Inspection section of your record.

▼ Inspections

Upcoming (1)
[Schedule or Request an Inspection](#)

09/29/2014 at TBD Scheduled BLD-Pre-Construction Inspection (8811) [Actions](#) ▼
Inspector: Al Pereira

Completed
There are no completed inspections on this record.