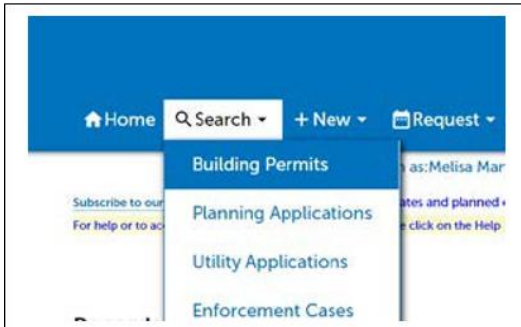
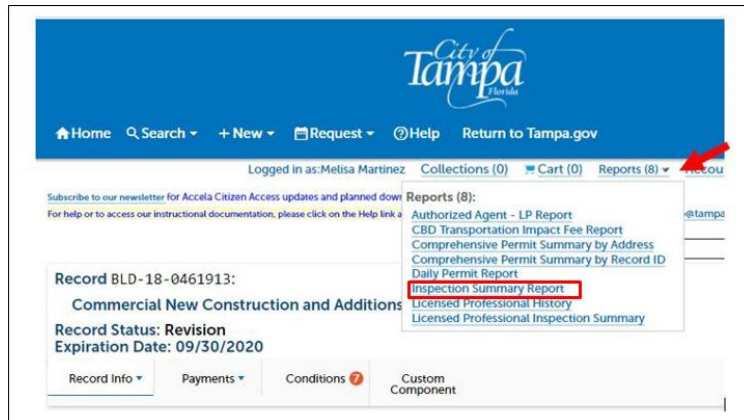


HOW TO CREATE A PERMIT INSPECTIONS REPORT

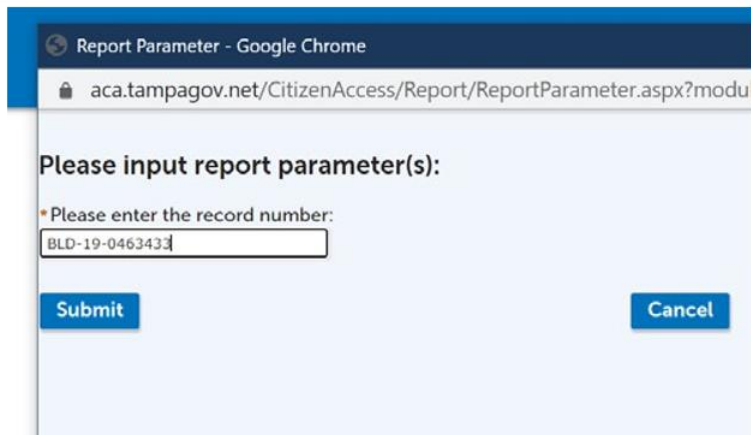
1. Go to [Accela Citizens Access portal](#).
2. Go to: Search / Building Permits



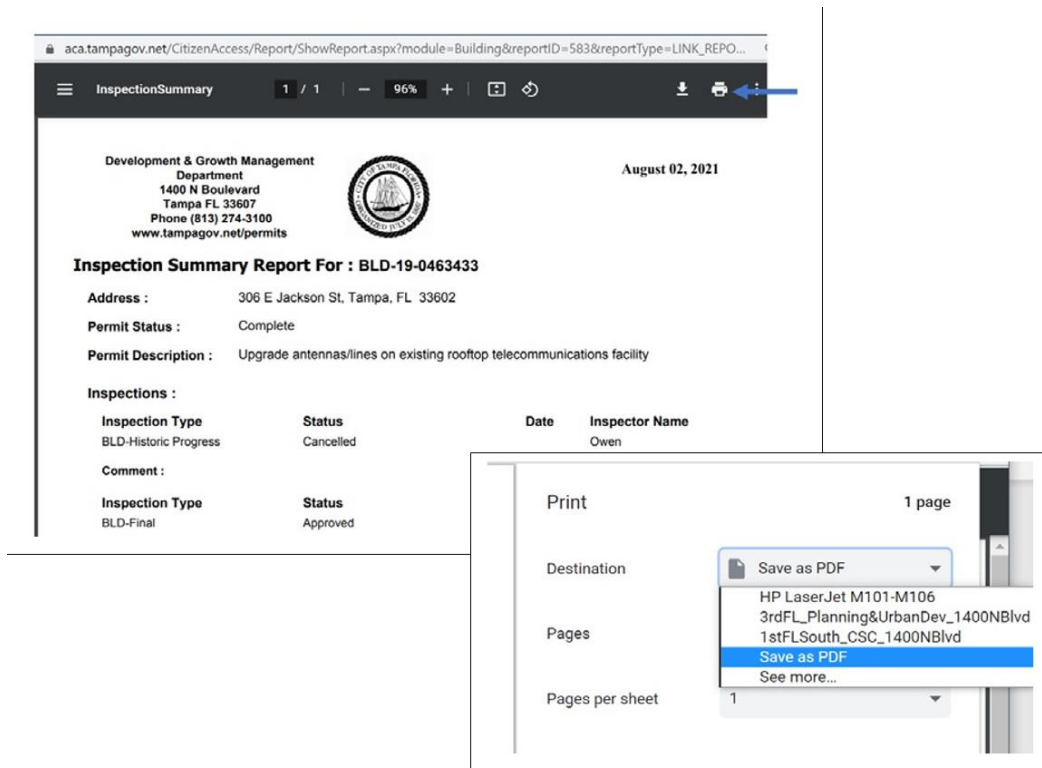
3. Select **Reports** tab
4. Select Inspections Summary Report from the dropdown list



5. Report parameter(s) screen, enter your permit record number then select **Submit**



6. System generates Inspections Report. To download a PDF copy of the report:
 - a. Select the printer on the upper right corner
 - b. The printers options window in your computer will open, select Save as PDF *
 - c. The system will open a window to your computer drive to save the document.



*List of printers shown here is a sample.