



Accela Guide

Schedule an Inspection

Updated 01.18.24

GENERAL INFORMATION

- You must be logged into your Accela account to schedule an inspection.
- A recorded [Notice of Commencement](#) (NOC) must be uploaded to the permit prior to the first inspection if the contract value is greater than \$2,500.
 - **Exception:** For existing heating and air conditioning systems, the NOC is required if the improvement is \$15,000 or greater in value.
- Please see our [Accela Guide – Upload Notice of Commencement](#) for step-by-step directions.

LEGAL REQUIREMENTS

- Per the FBC, 8th Ed., Section 110.5, it shall be the duty of the holder of the building permit or their duly authorized agent to notify the building official when work is ready for inspection.

THE FOLLOWING STEPS WILL GUIDE YOU THROUGH THE PROCESS OF ADDING A CONTRACTOR LICENSE TO A RECORD.

1. Visit the [Accela permitting portal](#) and log into your account.

A screenshot of a login form with a blue background. It contains the following elements: the word "Login" at the top left; a label "User Name or E-mail:" followed by a white text input field; a label "Password:" followed by a white text input field; and a green button with the text "Login »" at the bottom right.

Login

User Name or E-mail:

Password:

Login »

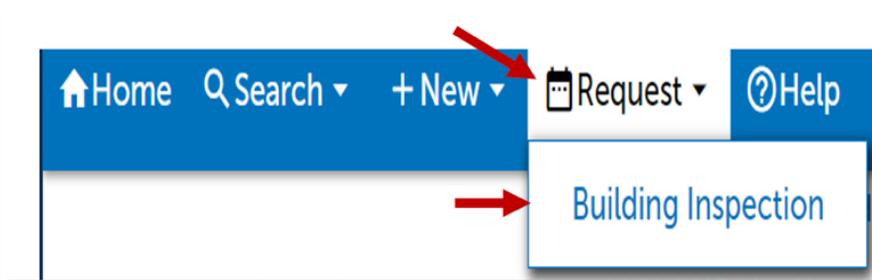
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2. Once logged in, choose a method (A or B) to begin scheduling your inspection.
 - a. Using the Request Menu option.
 - b. Directly from within the permit record.

METHOD A – Using the Request Menu Option

1. A1. Click on Request and select Building Inspection from the drop-down menu.



2. A2. All the records associated with your Accela account will populate on the screen. Select the permit for which you intend to schedule an inspection by clicking on the corresponding blue link.
Skip ahead to STEP 2 on page 2 to continue.

▼ Building

Showing 1-4 of 4 | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Address	Status	Action	Expiration Date	Short Notes
<input type="checkbox"/>	10/11/2020	21TMP-028988	Commercial Electrical Trade Permit	1400 N Boulevard, T 33607		Resume Application		
<input type="checkbox"/>	09/06/2020	BLD-20-0474800	Commercial Building Alterations (Renovations)	1400 N Boulevard, T 33607	In Process		03/07/2021	
<input type="checkbox"/>	05/13/2015	BTR-15-0441510	Residential Building Trade Permit	1400 N Boulevard, T 33607	Issued		12/21/2020	
<input type="checkbox"/>	02/13/2015	BLDLP-15-000392	Add Contractor License To a Record		Complete			

METHOD B – Directly from within the permit record.

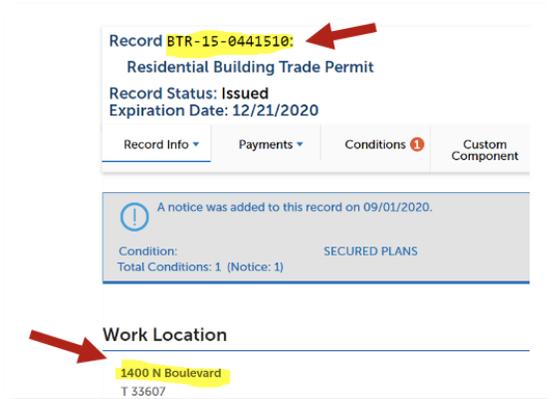
1. B1. Type in the complete permit number (XXX-XX-XXXXXXX)



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2. B2. Once the permit populates, verify that the permit number and address is the one for which you intend to schedule an inspection.



3. B3. Click on the Record Info tab and select the Inspections option.



STEP 2

1. The screen below will populate. Click on Schedule or Request an Inspection.



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2. Select the inspection you wish to schedule and click Continue.

Schedule/Request an Inspection

Available Inspection Types (27)

Show optional inspections ?

- GEN-Consultation (optional)
- GEN-Progress Check (optional)
- ROF-Dry-In (optional)
- ROF-Final (optional)
- BLD-Stucco/Dry-In/Lath (optional)
- BLD-Siding Pre-inspection (optional)
- BLD-Final (required)

< Prev 1 2 3 Next >

 **Continue** Cancel

3. Select the date for when you are requesting the inspection.

Schedule/Request an Inspection

Feb 2023 Mar 2023

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4			1	2	3	4		
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16
26	27	28					26	27	28	29	30	31	23	30

« Prev

 Confirm day selected

 **Continue** Back

4. Verify that location and contact person information is correct, then click Continue.

Schedule/Request an Inspection

Inspection type: BLD-Final

Location and Contact

Verify whether the location and contact person for the selected inspection are correct.

 Location
1400 N Boulevard
T 33607

 Contact
TEST TEST
[Change Contact](#)

Continue Back Cancel

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5. Confirm all details, then click Finish. The scheduled inspection will now be listed under Upcoming Inspections.



TROUBLESHOOTING – TOP REASONS WHY AN INSPECTION MAY NOT SCHEDULE

1. NOC has not been uploaded (or was uploaded as incorrect document type).
 - a. Please reference our [Accela Guide – Upload Notice of Commencement](#) for step-by-step directions.
2. Required contractor has not been added to the permit.
3. Contractor's license is not current in our system.
4. Pre-site inspection has not been scheduled and approved (if applicable).