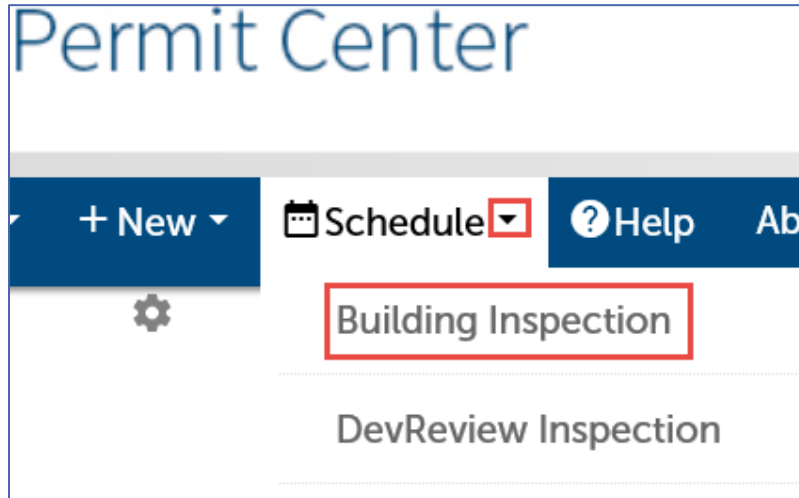


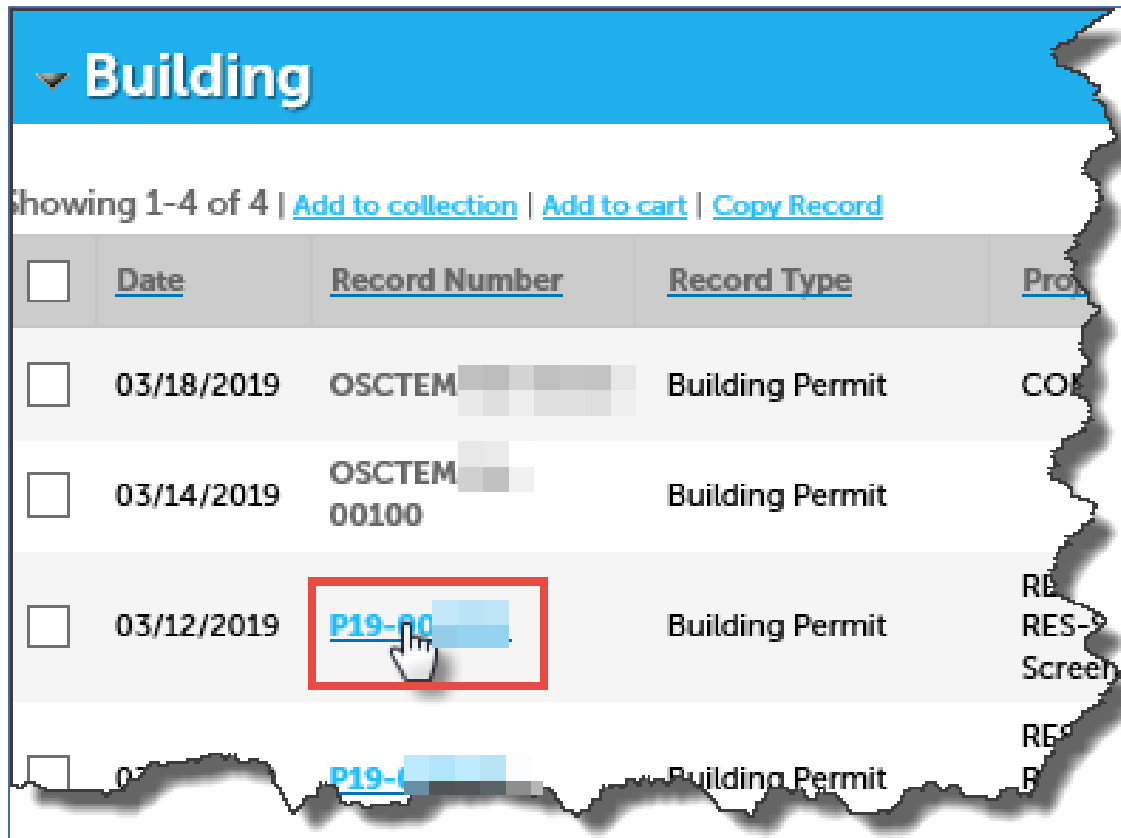
SCHEDULE AN INSPECTION

SCHEDULE INSPECTION

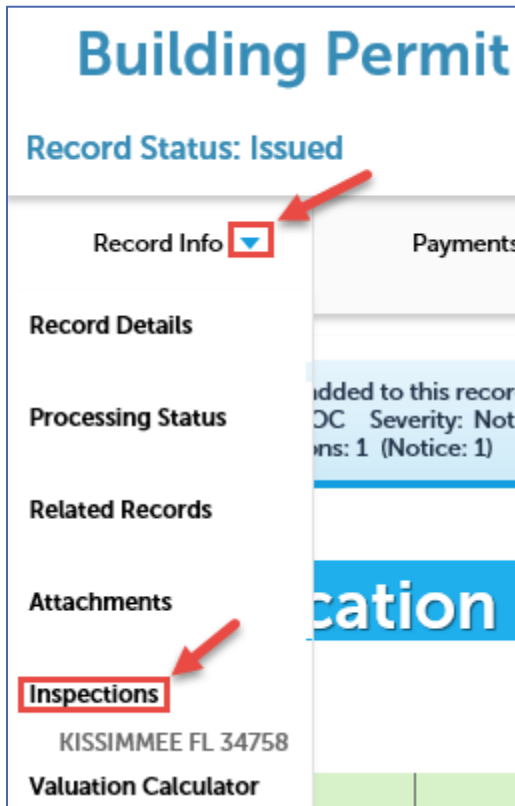
1. Expand **Schedule**, by selecting the carat ▼, and Select **Building Inspection**



2. Select the **Record Number** to schedule an inspection.



- Expand **Record Info**. By selecting the carat ▼ and select **Inspections**.



- Select **Schedule an Inspection** on the next screen.



5. Select the **Inspection Type** and select **Continue**.

Schedule/Request an Inspection
Available Inspection Types (108)
 Show optional inspections

- Residential 1249: Mechanical - Underground (optional)
- Residential 1270: Mechanical - Final (optional)
- Residential 1280: Mobile Home - Set & Final (optional)
- Commercial 1280: Mobile Home - Set & Final (optional)
- Commercial 1290: General Inspection Information (optional)
- Residential 1300: Condemnation / Demo (optional)
- Commercial 1300: Condemnation / Demo (optional)
- Residential 1310: Special Report - Structural Steel (optional)
- Commercial 1310: Special Report - Structural Steel (optional)
- Residential 1320: Special Report - Soil Compaction (optional)

< Prev 1 2 3 4 5 6 7 8 9 10 ... Next >

Continue Cancel

Note: There are several pages of inspections. Use the **Next** button or the page numbers to navigate through the inspections.

6. Select an appointment date, time range and select **Continue**.

To continue, select an appointment date and time range by clicking a link on the calendar below:

Mar 2019							Apr 2019							May 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	1	2	3	4	5	6					1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				

< Prev Next >

07:00 AM - 03:00 PM

Continue Back Cancel

Dates that are bolded are the dates that can be chosen.

7. Verify the **Location** and **Contact** person. Select **Continue**.

Location and Contact

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

Location
59 [REDACTED] ID
SAINT CLOUD FL 34769

Contact
[REDACTED] Scrambled

[Change Contact](#)

Continue [Back](#) [Cancel](#)

Note: Select **Change Contact** for specific contact information, otherwise the contact number on file will be the number that will display on the inspectors devices. Select **Submit** to save

8. Confirm the details of the inspection. HIGHLY RECOMMENDED that If there is an alternate contact person and number, comments such as a gate access code or special details for the inspector add this by selecting **Include Additional Notes**. Select **Finish**.

Schedule/Request an Inspection

Confirm Your Selection

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

Confirm → Residential 0015: Driveway Pre-Pour (Non-culvert)
3/27/2019 7:00 AM
[REDACTED]
SAINT CLOUD FL 34769
[REDACTED] Scrambled

Include Additional Notes

Optional Comments or Instructions for your Inspector:

Cell: 555-555-5555 [This is for the South Side Drive only. East drive will be poured at a later date.]

(Please include an alternate phone number if different from the contact information provided in your application.)

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

The inspection will appear under **Upcoming** Inspections. It will display the date, time, type of inspection and the Inspector's name assigned to the inspections, if assigned.

Once an inspection has been completed, the inspections will be split into two sections: **Upcoming** and **Completed** inspections.

The screenshot shows the 'Inspections' page with two main sections: 'Upcoming (2)' and 'Completed (5)'. The 'Upcoming' section lists two inspections with their dates, times, and types. The 'Completed' section lists five inspections with their results and dates. Callouts provide instructions on how to interact with the 'Actions' and 'View Details' links.

Inspections

Upcoming (2)
[Schedule an Inspection](#)
Click the link above to schedule or request one.

04/01/2019 at 06:00 AM Scheduled Residential 0020: Driveway Culvert Final (24696009)
Inspector: *unassigned*

04/05/2019 at 07:00 AM Scheduled Residential 1030: Framing (24696019)
Inspector: *unassigned*

Completed (5)
Approved Unconditionally - 1; Cancelled - 1; Failed with Fees - 1; Failed without Fees - 1; Notice of Correction - 1

Failed without Fees Residential 1080: Building Final (24695899)
Result by: Accela Administrator on 03/26/2019 at 04:36 PM

Failed with Fees Residential 1080: Building Final (24695900)
Result by: Accela Administrator on 03/26/2019 at 04:41 PM

Cancelled Residential 1080: Building Final (24695678)
Cancelled by: Sushma Maragh on 03/26/2019 at 04:51 PM

Approved Unconditionally Residential 1080: Building Final (24695919)
Result by: Accela Administrator on 03/26/2019 at 04:51 PM

Notice of Correction Residential 1080: Building Final (24695912)
Result by: Accela Administrator on 03/26/2019 at 04:53 PM

Callout 1: Expand **Actions**, by selecting the carat ▼ to view details of the scheduled inspection, reschedule or cancel an inspection.

Callout 2: Select **View Details** to view the details of the completed inspection.

Callout 3: Residential 1080: Building Final (24695900, Optional)
SAINT CLOUD FL 34769 [Print](#)

Status	Details	Contact
Failed with Fees 3/26/2019 4:41 PM Desired Date: TBD	Record P19-000017 Building Permit	
Last updated Accela Administrator 3/26/2019 4:41 PM View Status History View Result Comments		