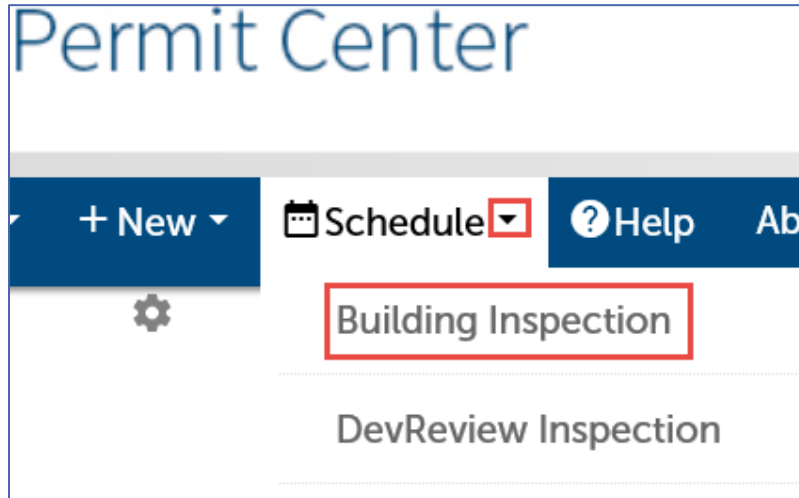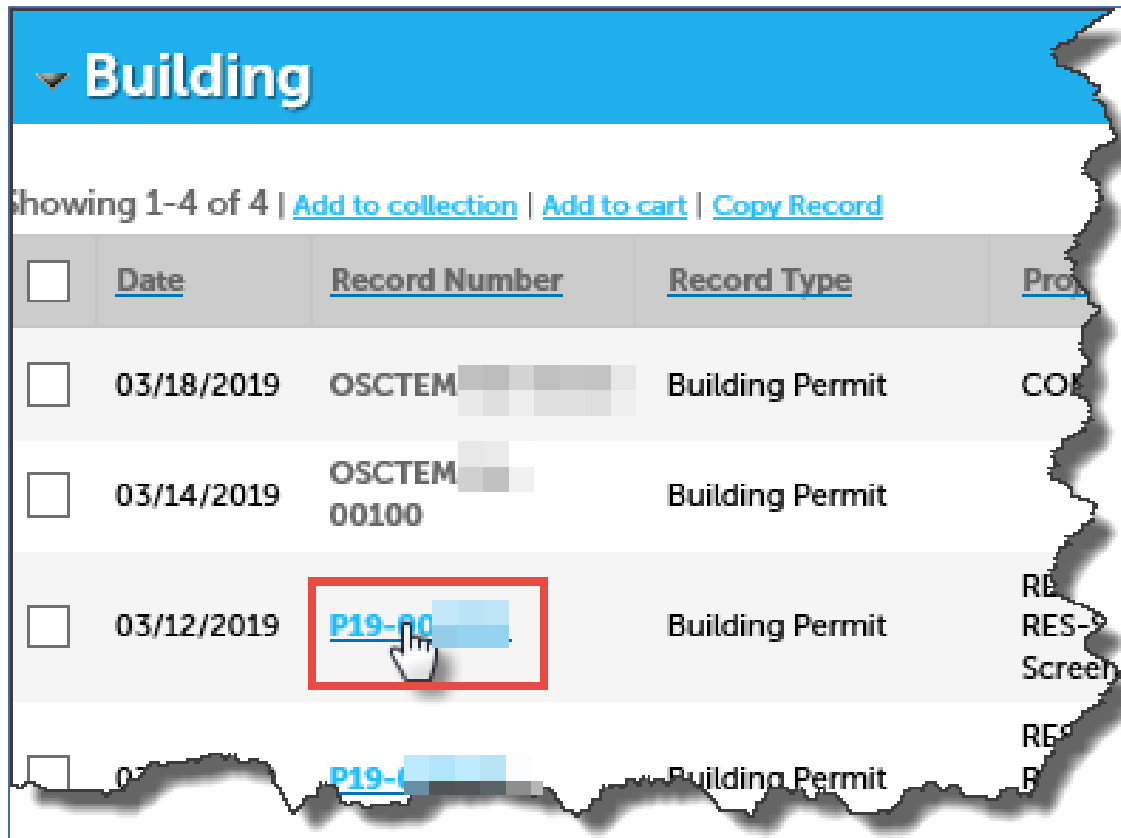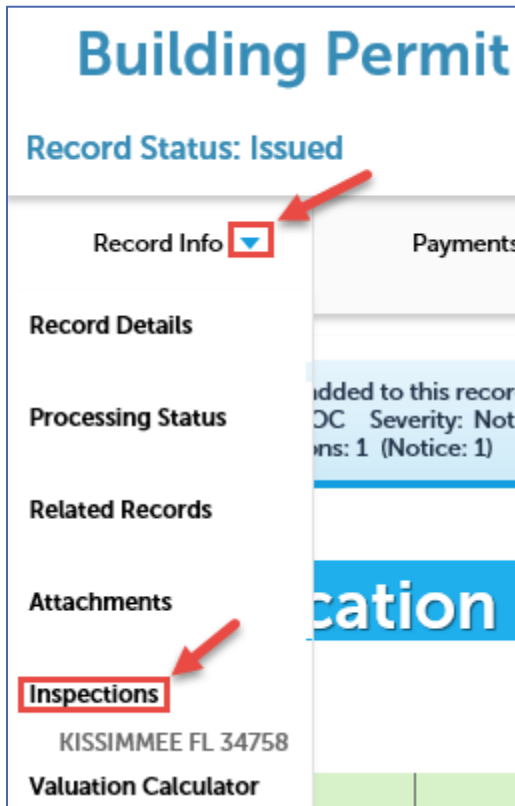# SCHEDULE AN INSPECTION

SCHEDULE INSPECTION

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

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

3. Expand **Record Info.** By selecting the carat ▾ and select **Inspections.**

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

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

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

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] D
SAINT CLOUD FL 34769

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

Contact
Scrambled

Change Contact ▼

Continue   Back   Cancel

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
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.

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

Actions ▼

View Details

Reschedule

Cancel

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)   Actions ▼
Inspector: *unassigned*

04/05/2019 at 07:00 AM Scheduled Residential 1030: Framing (24696019)   Actions ▼
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)   **View Details**
Result by: Accela Administrator on 03/26/2019 at 04:36 PM

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

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

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

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

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

Residential 1080: Building Final (24695900, Optional)

SAINT CLOUD FL 34769   Print

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