City of Santa Barbara Step by Step Guide Requesting Building Inspections Online thru Accela Citizen Access (ACA)

Step 1: Login to *your* ACA account.

Does not need to be the account that generated the building permit. Visit the City's "Apply for a Permit" page for a video and guide on creating an account.

Steps 2-3: Navigate to the "Request an Inspection" tile

Steps 4-5: Select Permit Number/Search for Permit Number

Step 6: Request an Inspection for the selected permit

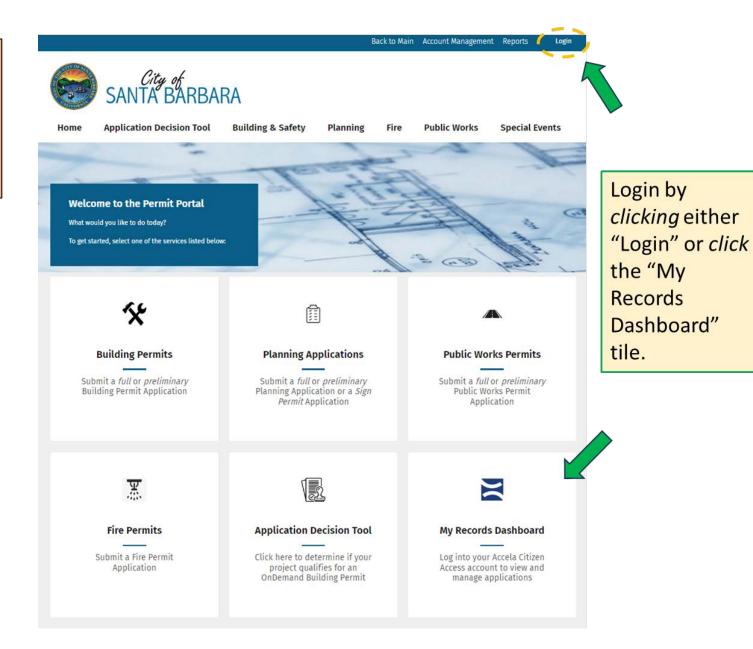
Step 7: Choose the inspection type (repeat as needed)

Steps 8-12: Select Inspection Date and Inspection On-Site Contact

Other Options: Rescheduling, Cancelling, or Changing Contact Person/Info for a Scheduled Inspection

^{*}Must use Chrome as browser – Safari and Samsung browsers will not work.

STEP 1 - Log In There are *two* options, either is OK.



Application Decision Tool Home

Building & Safety

Planning

Fire

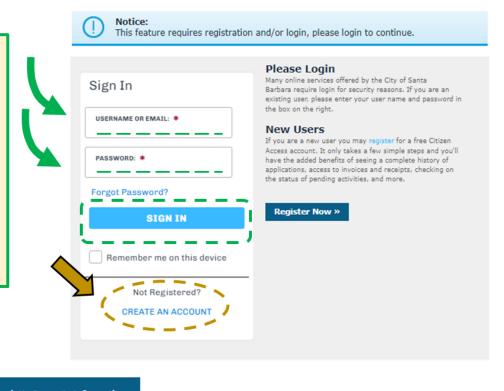
After clicking Pub "Login", this screen appears.

Home / Records Dashboard

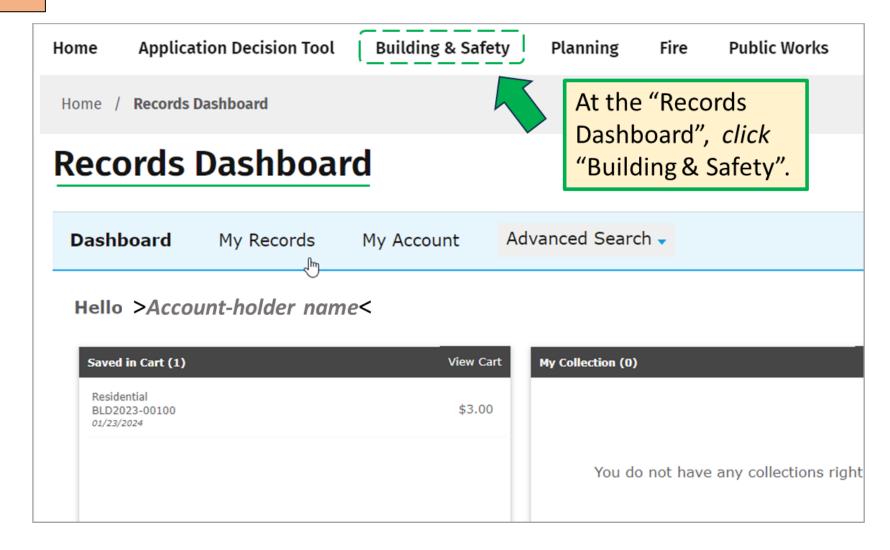
Records Dashboard

Sign in by entering Username or Email; and Password. Then click "Sign In"

If not yet registered, then *click* on "Create an Account".



Look Up Property Information





Home Application Decision Tool Building & Safety Planning Fire Public Works Special Events

Home / Building & Safety

Building & Safety

Building Permit - Generally required whenever you construct, enlarge, alter, move, replace, repair, improve, convert, demolish, or change the occupancy of a building or structure. For more information read our <u>Building Permit (BLD) Application Guide</u>.

Work Exempt from Permit - Some projects do not require a building permit. For more information, see our <u>Work Exempt from Permit form.</u>

*Building Permit Applications have been taking longer than usual due to staffing shortages, volume of applications, and workloads. Click on the "Request an Inspection" tile.



Apply for a Building Permit Click here to Apply for a Building Permit



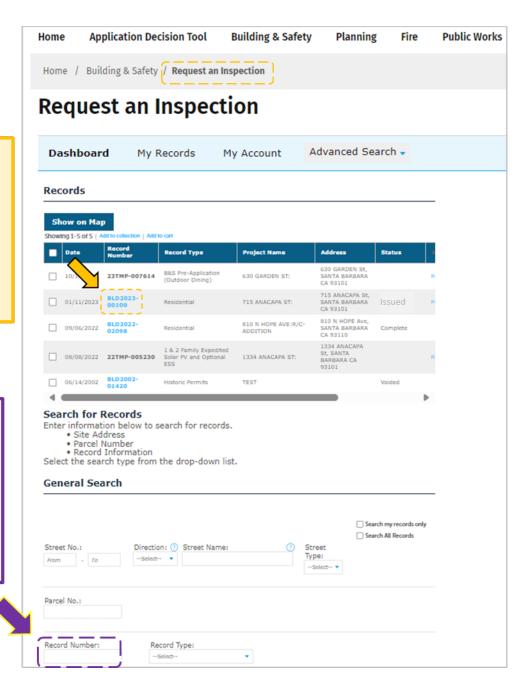
My Records Dashboard Click here to view your existing applications via ACA



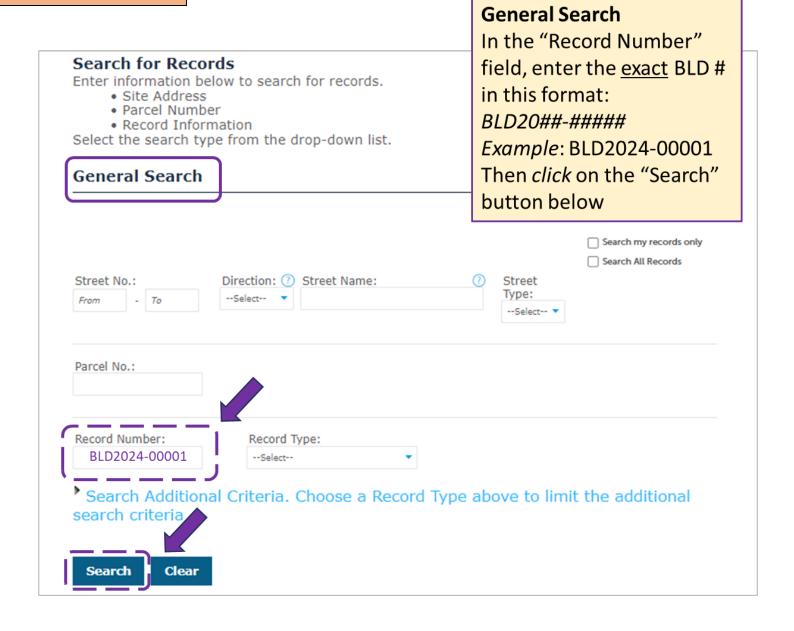
Request an Inspection
Click here to Request an Inspection
on a Building Permit

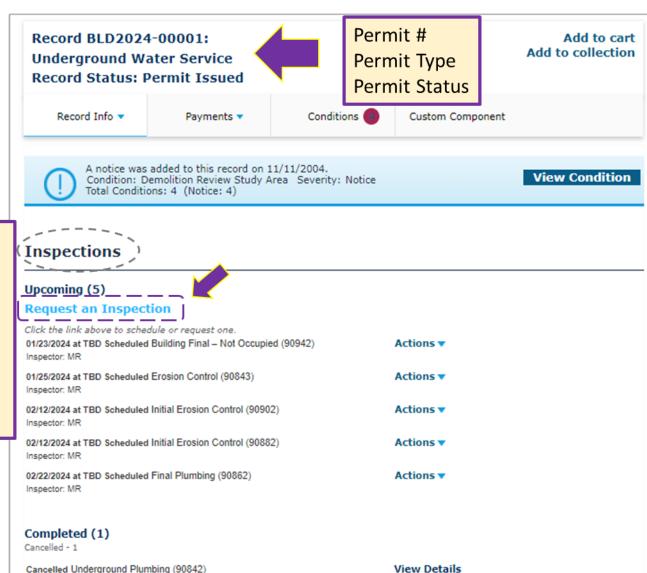
If requesting an inspection for permits in *your* account, you can select from *your* list. Otherwise, see below to search.

Search: You will be entering the building permit number into the General Search section... see next slide.



STEP 5 - Enter Permit

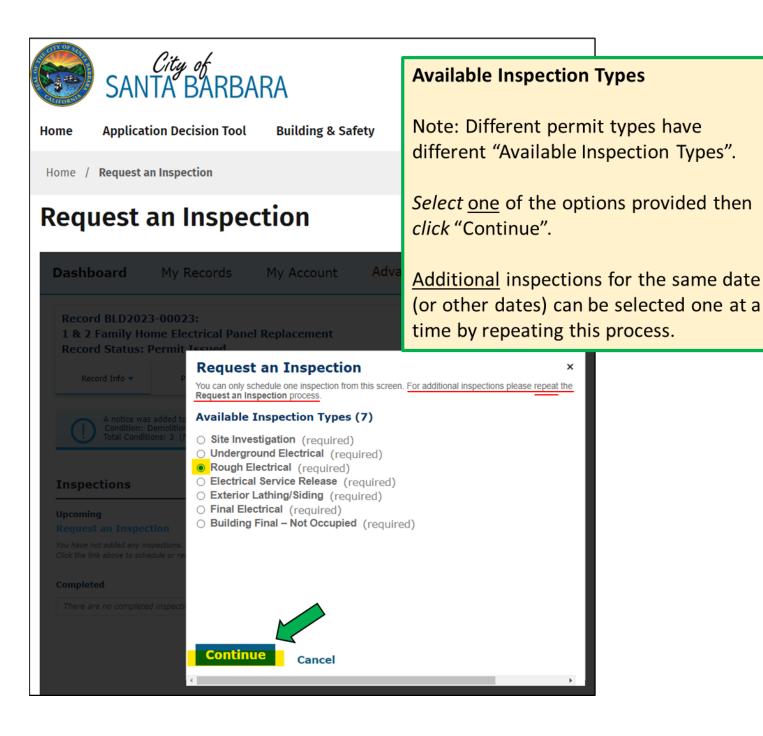


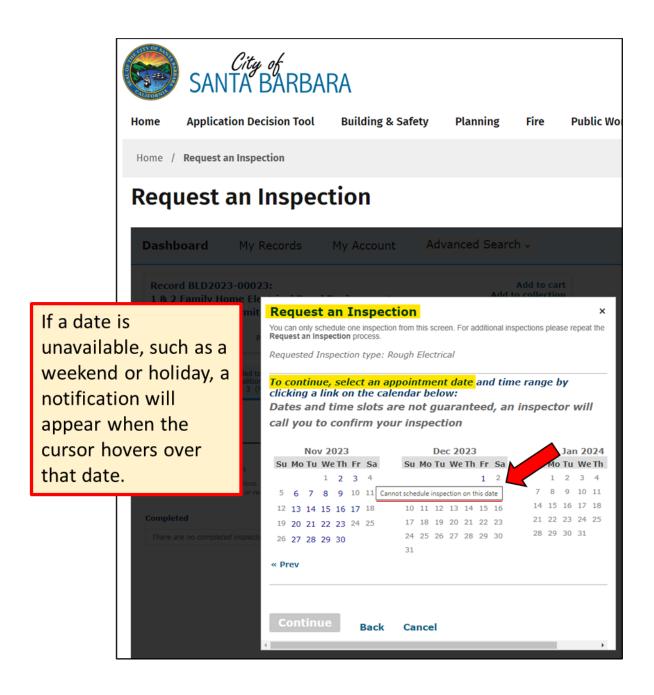


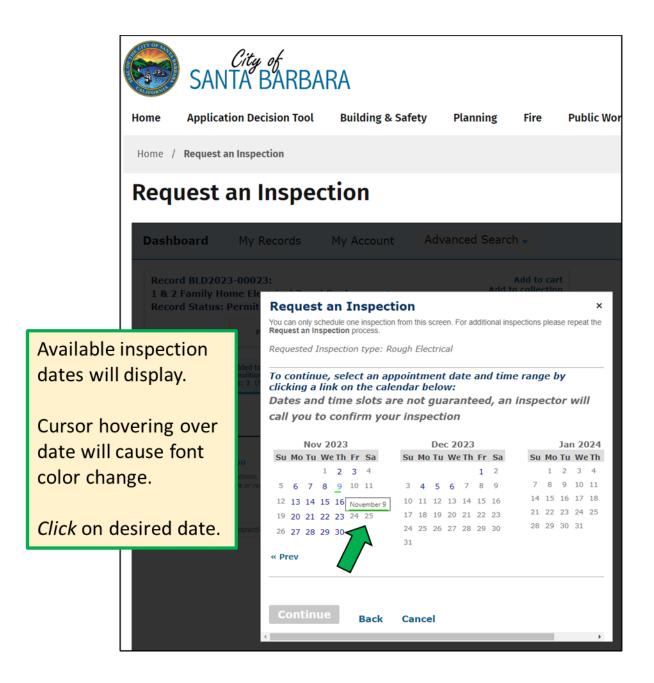
Cancelled by: Marckus on 01/18/2024 at 01:52 PM

Under the "Inspections" section, *click* on "Request an Inspection" to begin.

Note that pending and completed inspections are shown.

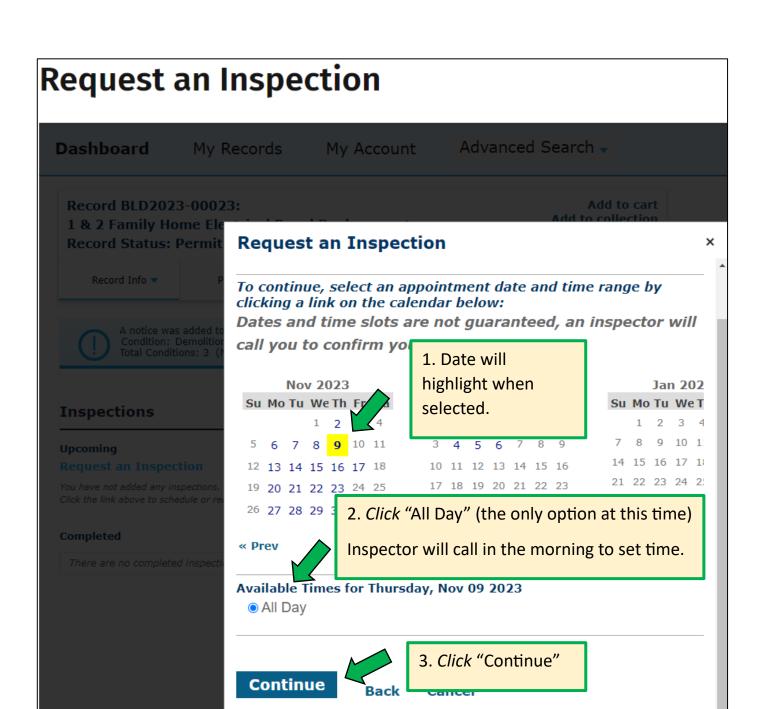




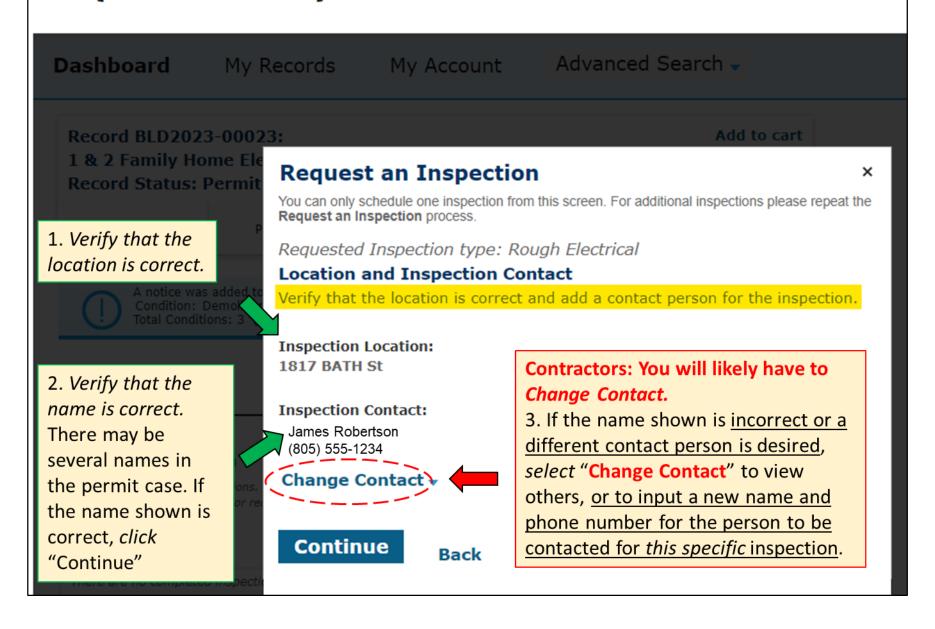


STEP 8

(cont.)

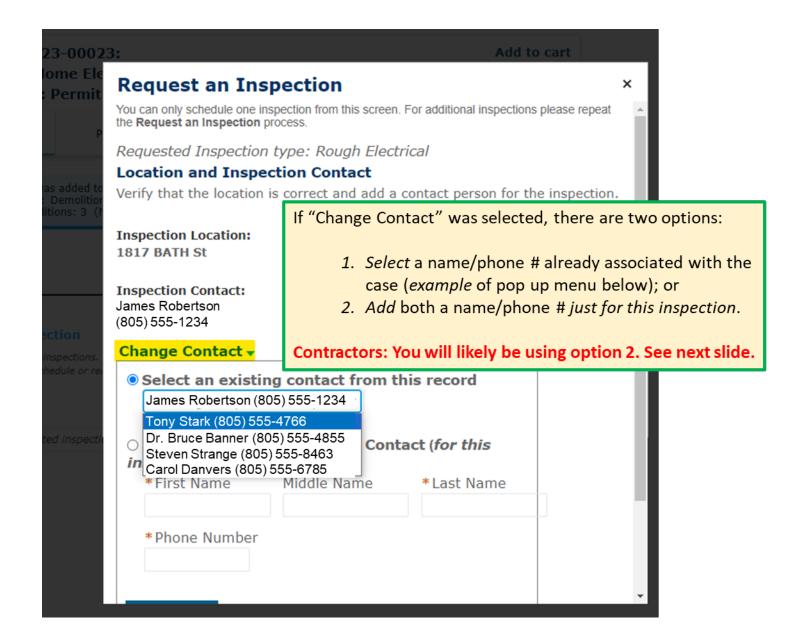


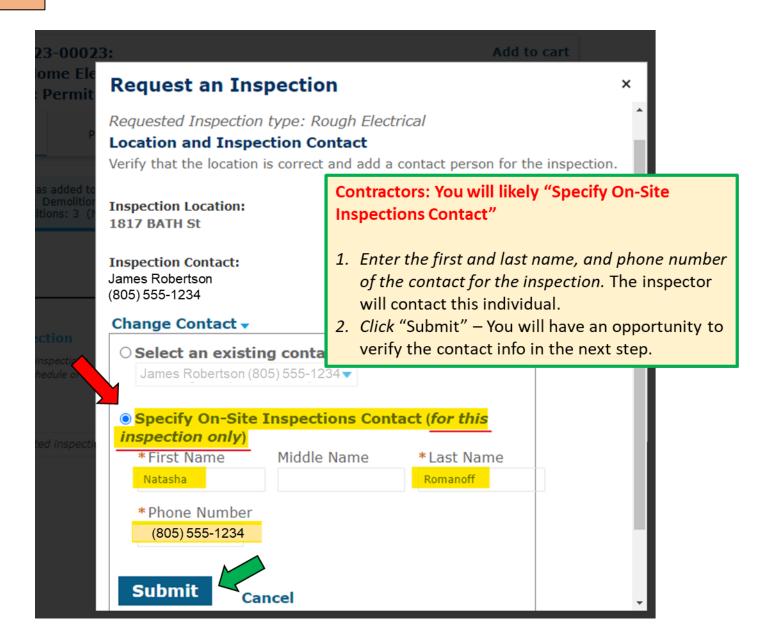
Request an Inspection

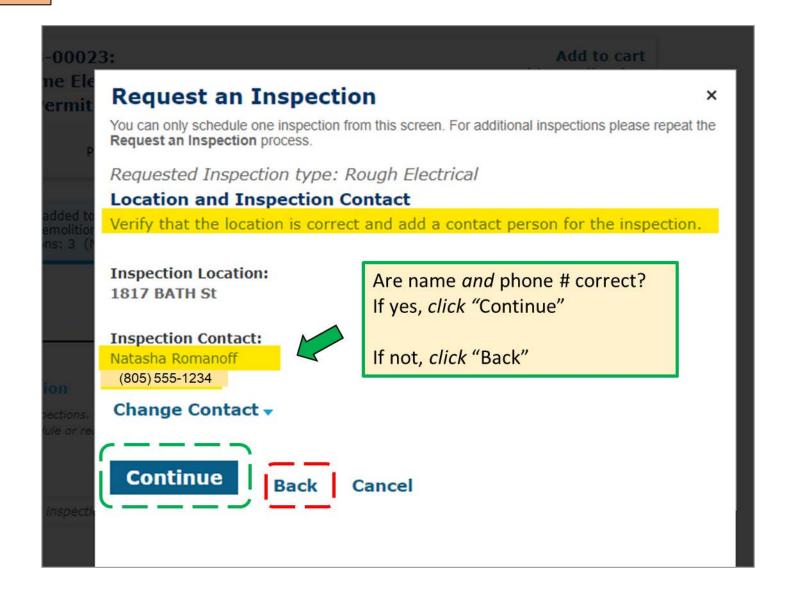


STEP 9

(cont.)







Verify & Confirm

"Time:" field will be blank. That's ok.

An inspector will contact you the morning of the inspection to schedule the inspection time.

If all correct, click "Finish"

This will return you to the Inspections page where you can schedule additional inspections for this permit – or select a different permit and request an inspection.

Request an Inspection

You can only schedule one inspection from this screen. For additional inspections please repeat the **Request an Inspection** process.

Confirm Your Selection

Please confirm the details below and click the Cancel Inspection button to cancel this inspection.

Requested Inspection

Rough Electrical

Type:

Requested Date and

12/15/2023

Time:

Inspection Location: 1817 BATH St

Inspection Contact: Natas

Natasha Romanoff (805) 555-1234

Include Additional Notes

Cancellation and Reschedule Policy:

Reschedule must be made before 06:30 AM the day of inspection. Cancellations must be made before 06:30 AM the day of inspection.



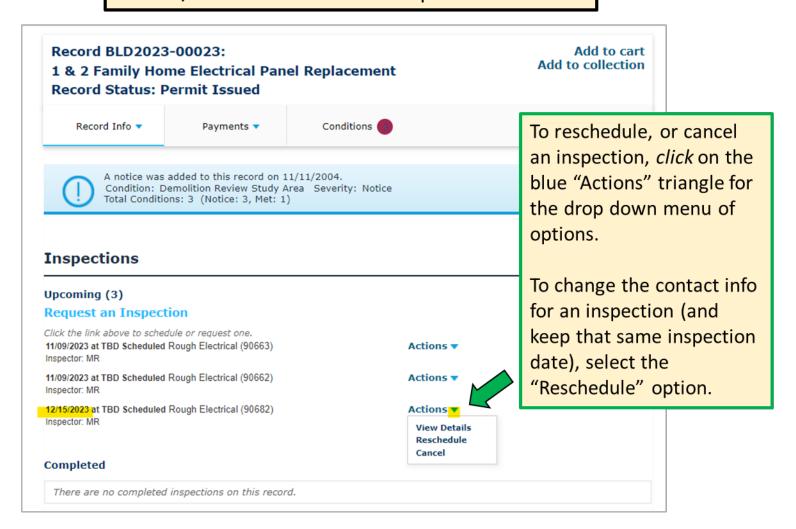
Finish

Back Cancel

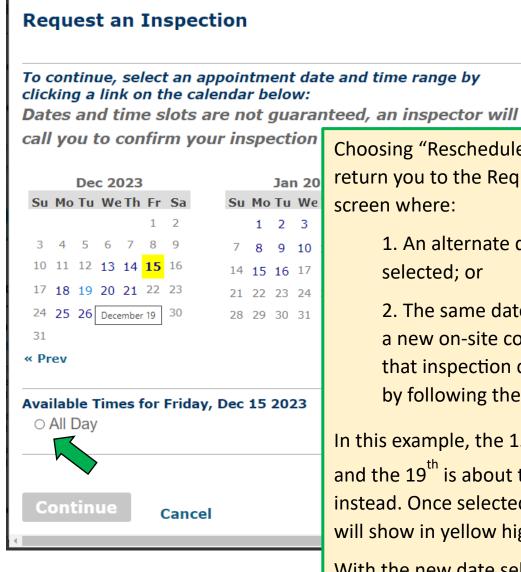
v

Other Options

Rescheduling, Cancelling, or Changing Contact Person/Info for a Scheduled Inspection



Other **Options** (cont.)



Choosing "Reschedule" will allow you to return you to the Request an Inspection screen where:

- 1. An alternate date can be selected; or
- 2. The same date can be kept, but a new on-site contact person for that inspection can be indicated by following the standard Steps.

In this example, the 15th was scheduled, and the 19th is about to be selected instead. Once selected, the new date will show in yellow highlight.

With the new date selected and highlighted in yellow, choose the "All Day" option and continue the standard Steps.

Other Options (cont.)

Cancel Inspection

×

Confirm Your Selection

Please confirm the details below and click the Cancel Inspection button to cancel this inspection.

Requested Inspection

Rough Electrical

Type:

Requested Date and

12/15/2023

Time:

1817 BATH St

Inspection Location: Inspection Contact:

Natasha Romanoff 8055555555

Cancellation and Reschedule Policy:

Reschedule must be made before 06:30 AM the day of inspection. Cancellations must be made before 06:30 AM the day of inspection.

Cancel Inspection



Choosing "Cancel" will bring up the "Cancel Inspection" screen for the selected inspection.

Clicking the "Cancel Inspection" button will confirm cancellation ...

Other Options (cont.)

... and return you to Inspections screen, now reflecting the absence of the previously requested inspection.

