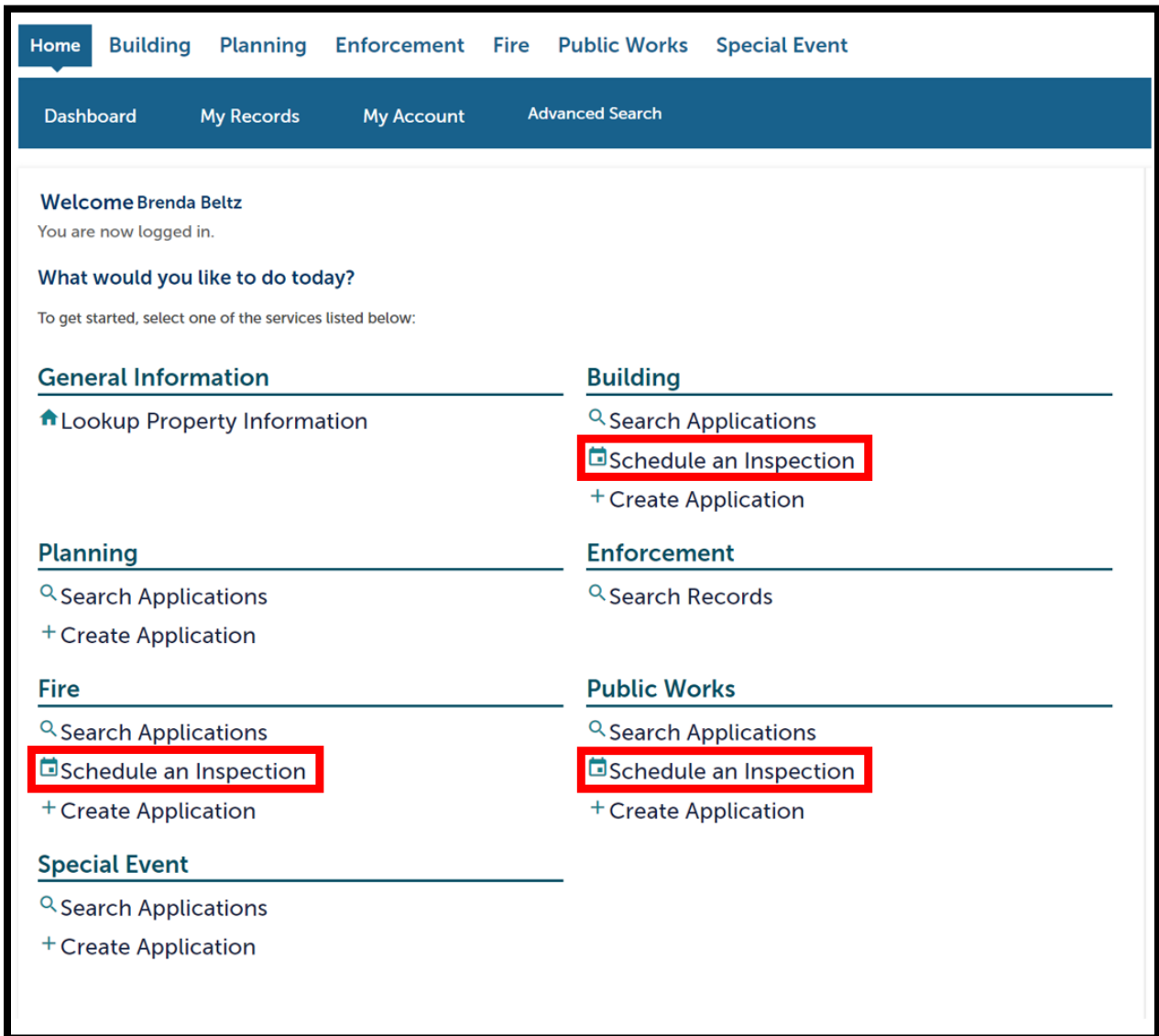


## SCHEDULE AN INSPECTION

To schedule an inspection on an issued permit:

1. Open your internet browser and go to the Accela Citizen Access (ACA) Online Permit Portal:  
<https://aca-prod.accela.com/santabarbara>
2. Login to your existing ACA user account. See **Login** for instructions. *You do not need to login to the same account that generated the building permit.*
3. From the **Home** page, select the **Permit Type** you'd like to schedule an inspection for (Building, Fire, etc.) and click the applicable **Schedule an Inspection** option on the screen.



- You will be brought to a General Search page for the record type that you want to schedule an inspection for. Enter the address or record number, then click **Search**.

**Records**

Showing 1-2 of 2 | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Action	Short Notes
<input type="checkbox"/>	07/29/2024	BLD2024-00076	Commercial New	Received	
<input type="checkbox"/>	07/10/2023	23TMP-000153	1 & 2 Family Expedited Electric Vehicle (EV) Charging Stations	<a href="#">Resume Application</a>	

Enter information below to search for records.

- Site Address
- Parcel Number
- Record Information

Select the search type from the drop-down list.

**General Search**

Search my records only  
 Search All Records

Street No.:  Direction:  Street Name:  Street Type:

Parcel No.:

Record Number:  Record Type:

[Search Additional Criteria. Choose a Record Type above to limit the additional search criteria](#)

- Once the record page loads, click on the **Request an Inspection** link. If there are any pending or completed inspections, they will show up on this page.

**Inspections**

**Upcoming**

[Request an Inspection](#)

*You have not added any inspections.  
Click the link above to schedule or request one.*

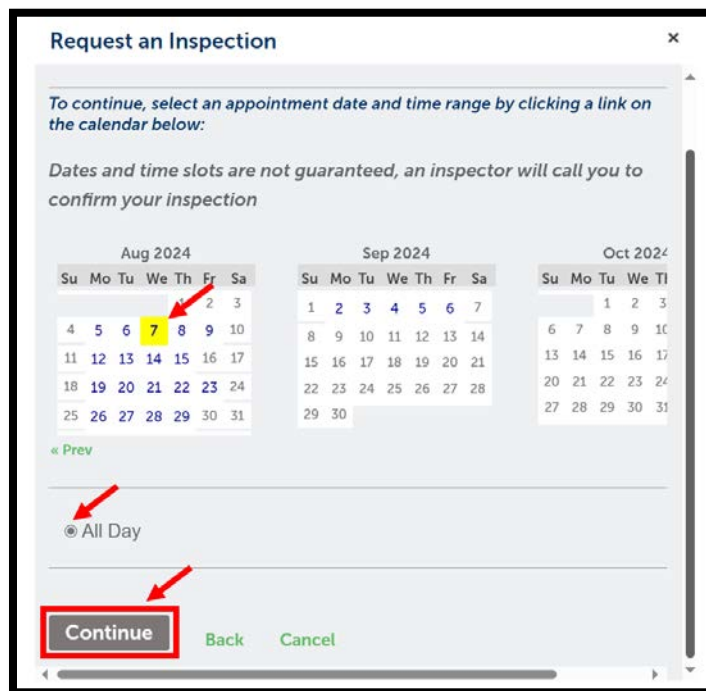
**Completed**

*There are no completed inspections on this record.*

6. When the pop-up window appears, select the *one* inspection type that you want to schedule, then click **Continue**. Note that different permit types have different Available Inspection Types. *Multiple inspections for the same date may be requested by repeating this process.*



- d. Select the desired date for the inspection from a calendar. *If a date is unavailable, a notification will appear when hovering the cursor over that date.* Click the **All Day** button (only option available currently). The Inspector will call you in the morning to set a time. When complete, scroll down and click **Continue**.



- Verify the location and contact information is correct for the inspection. There may be multiple names in the record. If the name is correct, click **Continue**. If the name is not correct, click **Change Contact**.

**Request an Inspection** ✕

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

*Requested Inspection type: Groundwork Electrical Conduit*

**Location and Inspection Contact**

Verify that the location is correct and add a contact person for the inspection.

Inspection Location:  
630 GARDEN St

Inspection Contact:  
Adam Hendel  
805-897-1921

**Change Contact** ▼ ↗

**Continue** Back Cancel

- In the next window, you may select a new contact from the drop-down list or add a new contact by filling out the required fields. *Contractors: you will likely select 'Specify On-Site Inspections Contact'.* Include a name and phone number so the inspector may contact this individual. When complete, click **Submit**.

**Change Contact** ▼

Select an existing contact from this record

Adam Hendel (805-897-1921) ▼

**Specify On-Site Inspections Contact (for this inspection only)**

\* First Name      Middle Name      \* Last Name

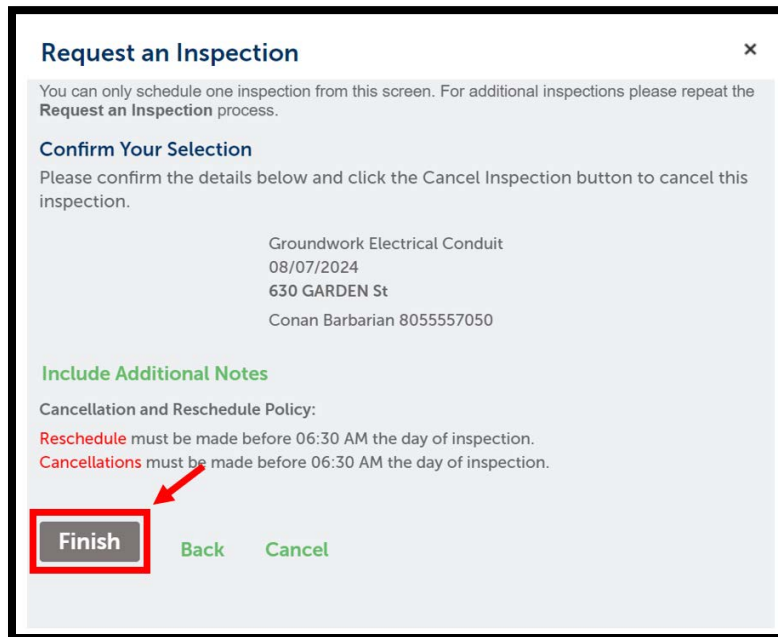
          

\* Phone Number

**Submit** Cancel

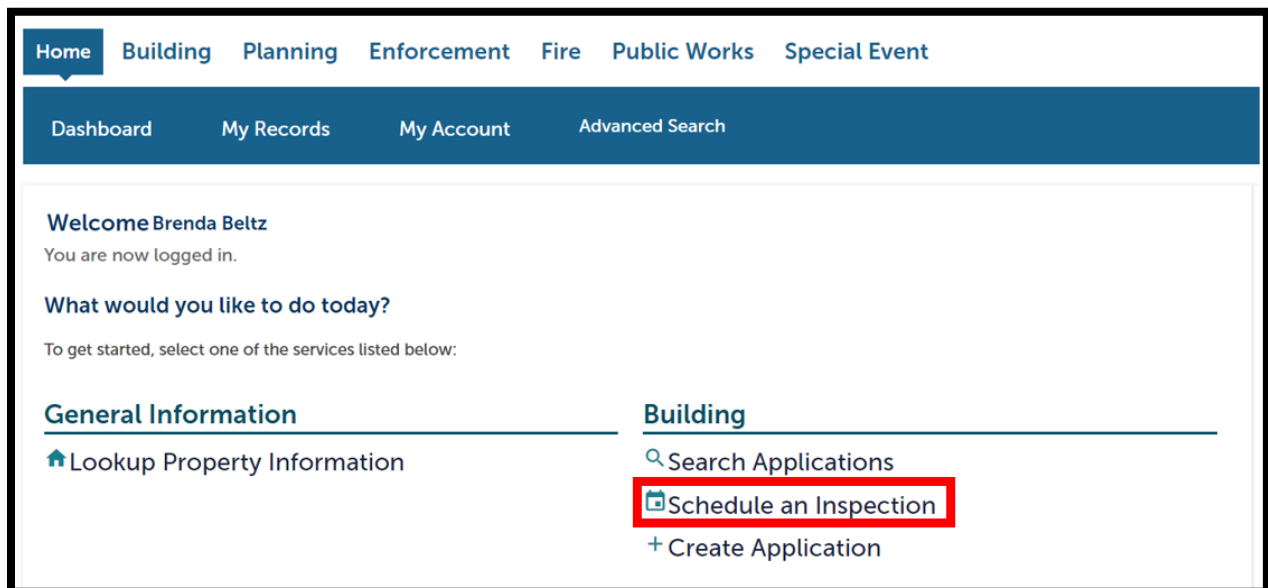
- Verify updated contact information is correct and select **Continue**. If information is not correct, click **Back**.

10. Verify and confirm your inspection information is correct. Inspection time will not be specified. The inspector will call you on the morning of the inspection to schedule the inspection time. If all is correct, click **Finish**. This will return you to the Inspections page where you may schedule additional inspections.

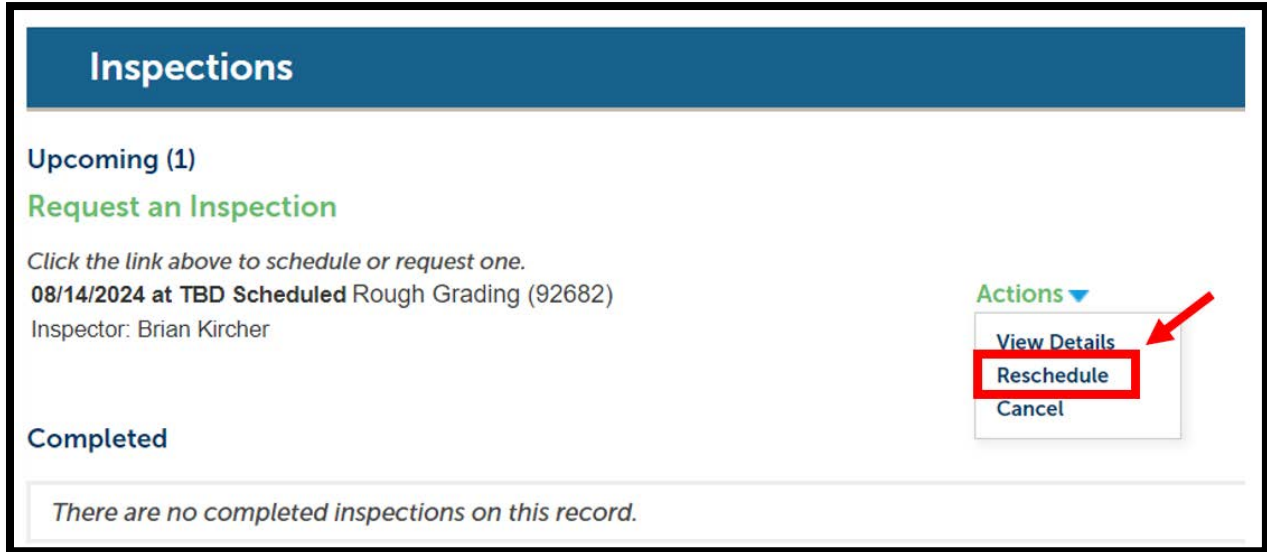


## RESCHEDULE OR CANCEL AN INSPECTION

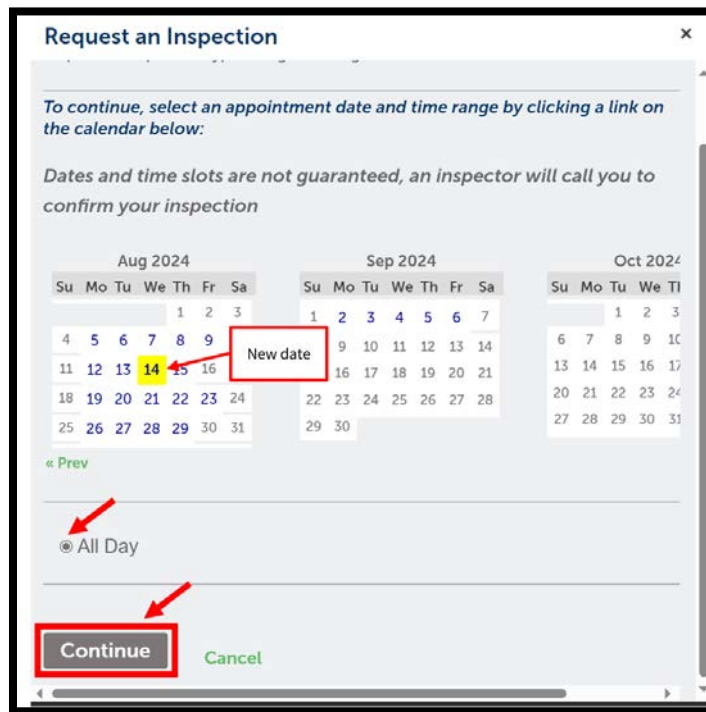
1. To reschedule, cancel, or change the contact person for an inspection, go to the ACA **Home** page, and click the **Schedule an Inspection** selections on the screen.



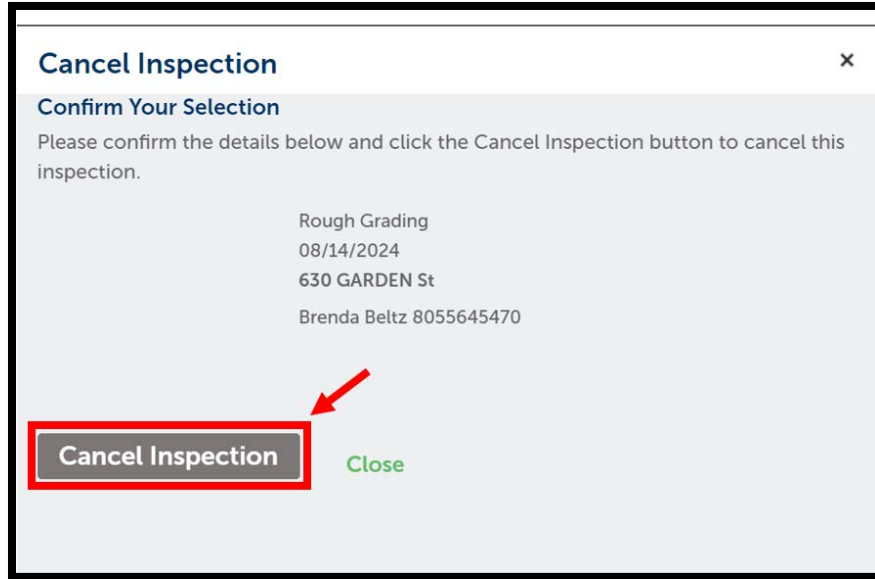
- This will take you to the Inspections page where you may either select **Reschedule** or **Cancel** an upcoming inspection under the Actions drop-down menu.



- If you choose to **Reschedule**, the calendar pop-up window will appear. You may either select an alternative date for the inspection or change the on-site contact person following the steps outlined above.



- If you choose to cancel, the confirmation screen will appear. Click **Cancel Inspection**.



- The cancelled inspection will now show up on the Inspections page as cancelled.

