

# Record Info – Inspections

## Schedule an Inspection –

The ‘Inspections’ section displays all of the inspections scheduled or completed.  
**You must be logged into your account to schedule an inspection**

**Record BC-ALT-25-0018:**  
**Commercial Alteration**  
**Record Status: Documents Received**

[Add to collection](#)

Record Info ▾

Payments ▾

## Inspections

Upcoming

[Schedule or 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.

[Schedule or Request an Inspection](#)

Click the link above to schedule or request one.

TBD at TBD Pending Stem Wall (11852)  
Inspector: *unassigned*

TBD at TBD Pending 2nd & 3rd Floor Tie Down (11851)  
Inspector: *unassigned*

TBD at TBD Pending Wall Sheathing (11850)  
Inspector: *unassigned*

TBD at TBD Pending Stucco and Wire Lath (11849)  
Inspector: *unassigned*

TBD at TBD Pending Slab (11848)  
Inspector: *unassigned*

Actions ▾

View Details

Schedule

Actions ▾

Actions ▾

Actions ▾

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Next >

Completed (5)

Approved - 2; Approved with Conditions - 1; Cancelled - 1; Fail - 1

Approved Courtesy (11842)  
Result by: *unassigned* on 03/25/2025 at 12:00 AM

Fail Final Building (11843)  
Result by: *unassigned* on 03/25/2025 at 12:00 AM

Cancelled Footing (11844)  
Cancelled by: Accela Administrator on 03/25/2025 at 11:20 AM

Approved with Conditions Lintel & Fill Cell (11845)  
Result by: *unassigned* on 03/25/2025 at 12:00 AM

Approved NPDES (11846)  
Result by: *unassigned* on 03/25/2025 at 12:00 AM

View Details

View Details

View Details

View Details

View Details

1. Select inspection Date and Time (If a date is ‘shadowed’ that indicates that date is not available for inspections and a message will appear stating “Cannot schedule

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inspection on this date.” Click on a date that is available and that you wish to schedule an inspection.

**Schedule/Request an Inspection** x

*Inspection type: Column/Piling*

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

Apr 2025							May 2025							Jun 2025				
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th
		1	2	3	4	5					1	2	3	1	2	3	4	5
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26
27	28	29	30				25	26	27	28	29	30	31	29	30			

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**Continue** **Back** **Cancel**

2. When you click on the date you wish to schedule an inspection, a new box will appear highlighting the date you chose. Click on the available time and ‘Continue’

**Schedule/Request an Inspection** x

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

Apr 2025							May 2025							Jun 2025				
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th
		1	2	3	4	5					1	2	3	1	2	3	4	5
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26
27	28	29	30				25	26	27	28	29	30	31	29	30			

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**Available Times for Thursday, Apr 17 2025**

☒ All Day

**Continue** **Back** **Cancel**

3. A new box will appear showing the ‘Location and Contact’ information asking you to verify it is correct. At this time you can also ‘Change Contact’ if you wish (the revision to the contact will only be for this inspection). Once complete, click on ‘Submit’. If you do not wish to change the contact information, then click on ‘Continue’ at the bottom of the screen:

Schedule/Request an Inspection

Inspection type: Column/Piling

Location and Contact

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

Location

501 BAY ISLES Rd

LONGBOAT KEY FL 34228

Contact

Donna Chipman

9413161966

Change Contact

Select an existing contact

Donna Chipman (9413161966)

Specify another person (for this inspection only)

\* First Name

Middle Name

\* Last Name

\* Phone Number

Schedule/Request an Inspection

LONGBOAT KEY FL 34228

Contact

Donna Chipman

9413161966

Change Contact

Select an existing contact

Donna Chipman (9413161966)

Specify another person (for this inspection only)

\* First Name

Middle Name

\* Last Name

\* Phone Number

Submit

Cancel

Continue

Back

Cancel

- The next screen is your scheduled inspection confirmation screen. ACA will automatically select the contact person on the application. In most cases, the contact person on the permit application is not the same person that is on site.

Enter any additional notes or instructions for the inspector by clicking on 'Include Additional Notes'. Enter any additional notes or instructions for the inspector (ex: 'please call before inspection', 'location information', etc.). Once the information is entered, click 'Finish'.

Schedule/Request an Inspection

Confirm Your Selection

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

Inspection Type:

Column/Piling

Date and Time:

04/17/2025

Location:

501 BAY ISLES Rd

LONGBOAT KEY FL 34228

Contact:

Donna Chipman 9413161966

Include Additional Notes

Optional Comments or Instructions for your Inspector:

spell check

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

Finish

Back

Cancel

The scheduled inspection will be displayed under the 'Inspections' section of your record.

## Inspections

### Upcoming (2)

#### Schedule or Request an Inspection

Click the link above to schedule or request one.

TBD at TBD Pending Final Building (11725)

Inspector: *unassigned*

Actions ▼

04/17/2025 at TBD Scheduled Column/Piling (12223)

Inspector: *unassigned*

Actions ▼

### Completed

There are no completed inspections on this record.

## Reschedule an Inspection -

1. From the 'Inspection' section, click on the 'Actions' drop-down selection and select 'Reschedule'.

## Inspections

### Upcoming (11)

Use the Actions dropdown to schedule or view inspection details.

04/11/2025 at TBD Scheduled Stem Wall (12403)

Inspector: *unassigned*

Actions ▼

View Details

Reschedule

Cancel

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2. Select the rescheduled date and complete the scheduling process.

Schedule/Request an Inspection

Inspection type: Stem Wall

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

Apr 2025

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

May 2025

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

Jun 2025

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

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Available Times for Friday, Apr 11 2025

☒ All Day

Continue
Cancel

## Delegate Access to another User

- Log into your ACA account. From the top menu, select ‘Account Management’.



- Scroll to the bottom section and click on ‘Add a Delegate’.

### Delegates

Add a Delegate

#### People who can access my account

None

#### People whose account I can access

None

- Fill out the information requested and select ‘Invite a Delegate’.

Add a Delegate

Enter the name and e-mail address of the person to whom you would like to grant delegate access to your account.

Name

E-mail Address

Set Delegate Permission

Delegates can view records across all categories unless you choose to restrict them to specific categories.

View Records in all categories (Change)

For the following permissions, the available categories are limited to the ones that you have granted the delegate access to view records.

☐ Create Applications in all categories (Change)

☐ Renew Records in all categories (Change)

☐ Amend Records in all categories (Change)

☐ Manage Inspections in all categories (Change)

☐ Manage Documents in all categories (Change)

☐ Make Payments in all categories (Change)

Add Personal Note

☐ I'm not a robot

reCAPTCHA

Privacy · Terms

Invite a Delegate

Cancel

- The authorized user will receive an invitation via email.
- Per the email instructions, the delegate will need to log into his/her ACA account, select 'Account Management' and accept or decline the invitation request.
- Once the delegate accepts, it will be listed in your account