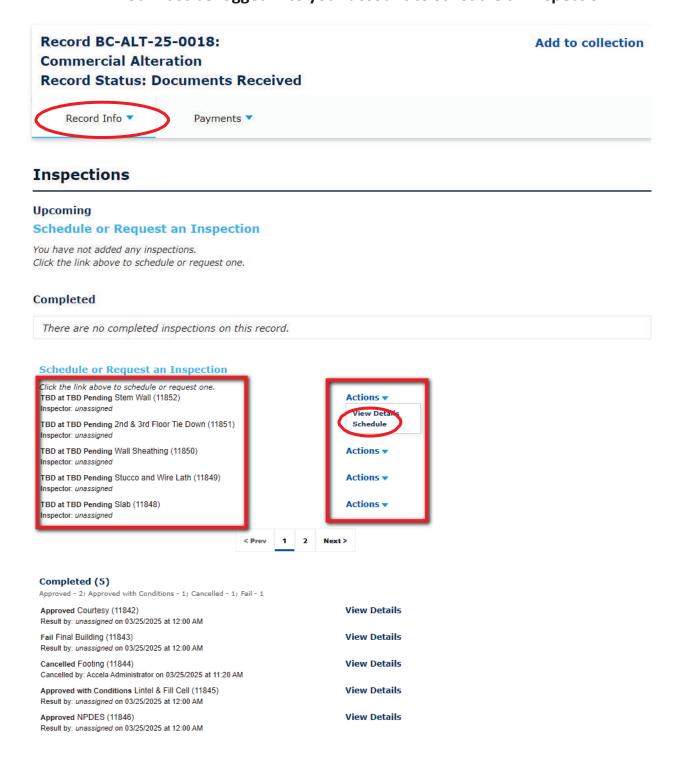
Record Info - Inspections

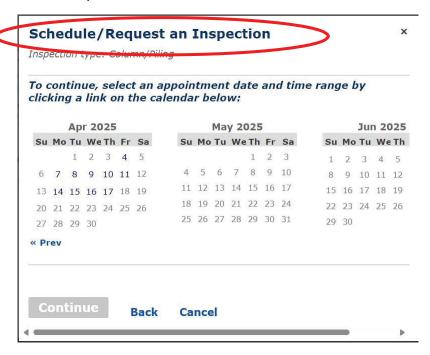
Schedule an Inspection –

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

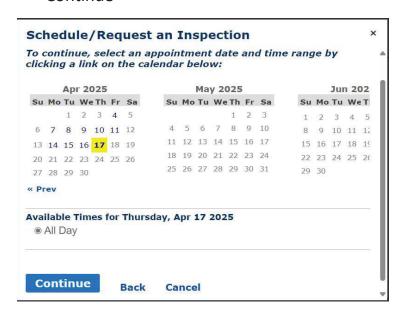


1. Select inspection Date and Time (If a date is 'shadowed' that indicates that date is not available for inspections and a message will appear stating "Cannot schedule

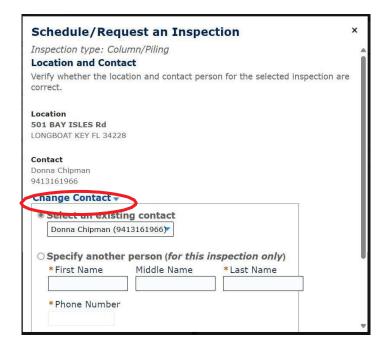
inspection on this date." Click on a date that is available and that you wish to schedule an inspection.

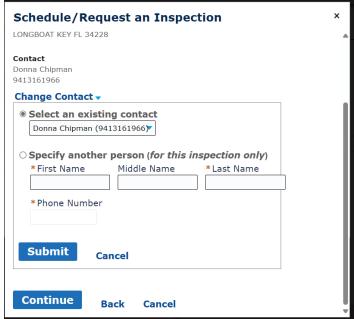


2. When you click on the date you wish to schedule an inspection, a new box will appear highlighting the date you chose. Click on the available time and 'Continue'



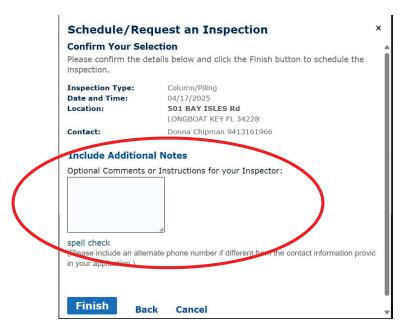
3. :A new box will appear showing the 'Location and Contact' information asking you to verify it is correct. At this time you can also 'Change Contact' if you wish (the revision to the contact will only be for this inspection). Once complete, click on 'Submit'. If you do not wish to change the contact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





4. 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'.



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

Upcoming (2) Schedule or Request an Inspection Click the link above to schedule or request one. ¹¹BD at ¹¹BD Pending Final Building (11725) Inspector. unassigned 04/17/2025 at ¹¹BD Scheduled Column/Piling (12223) Inspector. unassigned 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



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



Delegate Access to another User

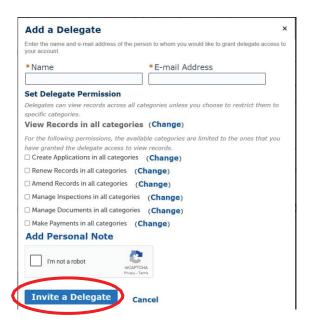
1. Log into your ACA account. From the top menu, select 'Account Management'.



2. Scroll to the bottom section and click on 'Add a Delegate'.



3. Fill out the information requested and select 'Invite a Delegate'.



- 4. The authorized user will receive an invitation via email.
- 5. 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.
- 6. Once the delegate accepts, it will be listed in your account