

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 ▼

< Prev 1 2 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

View Details

Fail Final Building (11843)

Result by: *unassigned* on 03/25/2025 at 12:00 AM

View Details

Cancelled Footing (11844)

Cancelled by: Accela Administrator on 03/25/2025 at 11:20 AM

View Details

Approved with Conditions Lintel & Fill Cell (11845)

Result by: *unassigned* on 03/25/2025 at 12:00 AM

View Details

Approved NPDES (11846)

Result by: *unassigned* on 03/25/2025 at 12:00 AM

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

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			

<< Prev

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			

<< Prev

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

< Prev 1 2 3 Next

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			

« Prev

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				

Available Times for Friday, Apr 11 2025

☒ All Day

Continue

Cancel



Notice:
Partial Records cannot be added to collection

Records

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

<input type="checkbox"/>	Date	Permit Number	Permit Type	Work Location	Status	Action
<input checked="" type="checkbox"/>	03/01/2025	25TMP-000282	Residential Addition	501 BAY ISLES Rd, LONGBOAT KEY FL 34228		Resume Application

- The system will take you back to the main page, select the down arrow next to 'Collections', and you should be able to see a list of 'Collections' records.



Welcome to the Town of Longboat Key Citizen Portal!

Phone: (941) 316-1999

Logged in as: Donna Chipman

Collections (1) ▼

Reports (1) ▼

Account Management

Logout

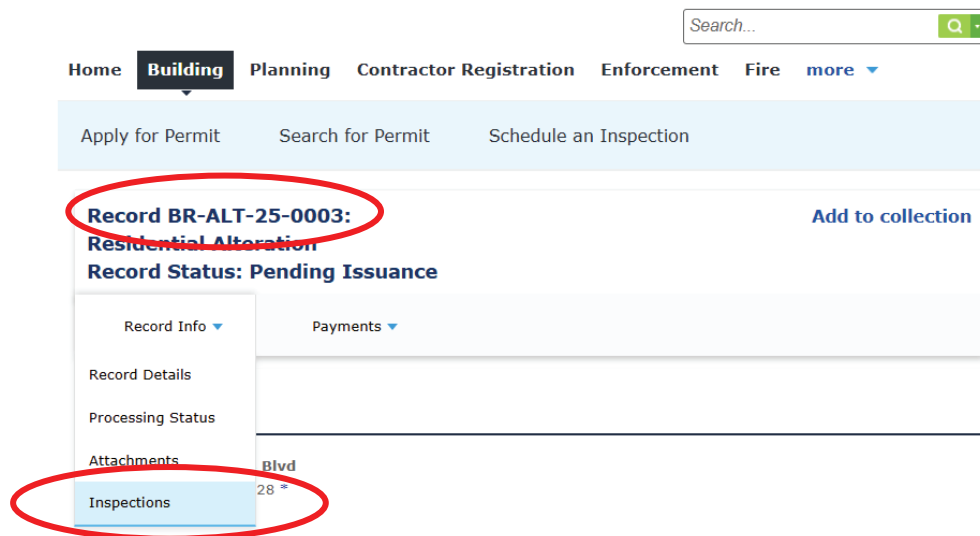
Reviewing Inspection Results –

The ‘Inspections Results’ can be viewed in the Accela Citizen Access under record details. **You must be logged into your account to review inspection results**

Note: If you need others to view inspection results, you must add them as delegates in your Accela Citizen Access account.

Inspection results will only be emailed to the applicant's primary email address on the account.

1. Select Inspections under Record Info



2. Select View Details

Record BR-ALT-25-0003:
Residential Alteration
Record Status: Pending Issuance

Add to collection

Record Info ▾

Payments ▾

Inspections

Upcoming (2)

Use the Actions dropdown to schedule or view inspection details.

TBD at TBD Pending Insulation (13487)
Inspector: *unassigned*

Actions ▾

TBD at TBD Pending Framing (13486)
Inspector: *unassigned*

Actions ▾

Completed (1)

Approved - 1

Approved Final Building (13485)
Result by: AA on 07/15/2025 at 03:14 PM

View Details

3. Status and Comments – Select View Status History and View Result Comments

Final Building (13485, Optional)

106 TWIN SHORES Blvd
Longboat Key FL 34228

Print

X

Status

Approved
7/15/2025 3:14 PM
Desired Date: TBD

Last updated
7/15/2025 3:15 PM

View Status History

View Result Comments

Details

Record
BR-ALT-25-0003
Residential Alteration

Related Inspections

Showing 0-0 of 0

ID	Inspection Name	Relationship	Status
No records found.			

Status History

Showing 0-0 of 0

Status	Status Date/Time	Inspector	Update Time	Updated By	Result Comments
No records found.					

Result Comments

Showing 0-0 of 0

No records found.

Related Inspections

Showing 0-0 of 0

ID	Inspection Name	Relationship	Status
No records found.			