

How Schedule an Inspection in Accela

1. Open the following website: <https://aca-prod.accela.com/TOS/Default.aspx>
2. Login to Existing account
 - a. If you do not have an account, please see the how to create an Accela account document
3. You need to open the permit you are trying to schedule the inspection for. If the permit does not appear on your dashboard you can search it with the green magnifying glass

Logged in as: Heather Diaz Collections (0)  Cart (0) [Account Management](#) [Logout](#)

IMPORTANT
Permit website link change, please update your browser to:
<https://aca-prod.accela.com/tos>

Please schedule all next day inspections by 6PM.



Home Building Safety (PERMITS) Planning & Zoning Code Enforcement

Dashboard My Records My Account Advanced Search ▾

Hello, Heather Diaz

Saved In Cart (0) [View Cart](#)

There are no items in your shopping cart right now.

My Collection (0) [View Collections](#)

You do not have any collections right now.

Work in progress ⓘ [View All Records](#)

Record Name	Record ID	Module	Creation Date	Action
Residential Alteration	21TMP-001499	Building	7/19/2021	Resume Application

4. Click on the record info drop down and select inspections

Home **Building Safety (PERMITS)** Planning & Zoning Code Enforcement

Create a Permit Application Search Permit Applications more ▾

Permit Number S
Residential Solar
Permit Status: Issued
Permit Expiration Date: 01/10/2022

Add to cart
Add to collection

Record Info ▾ Payments ▾ Conditions 1 Custom Component

Permit Details
Processing Status
Related Records
Attachments
Inspections

Added to this record on 07/01/2021.
Ability Locate Severity: Notice
Ins: 1 (Notice: 1) View Condition

14209 S VIA ABARCA
SAHUARITA AZ 85629

Permit Details

5. Do not click on the schedule or request an Inspection link at the top. Find the inspection you are trying to schedule in the list (there may be several pages to scroll through) click on the actions drop down and select schedule.

Inspections

Upcoming (7)
Schedule or Request an Inspection
Click the link above to schedule or request one.

TBD at TBD Pending Electrical Intermediate (18701135) Inspector: <i>unassigned</i>	Actions ▾
TBD at TBD Pending Grounding Electrode (18701134) Inspector: <i>unassigned</i>	Actions ▾
TBD at TBD Pending Electrical Service Upgrade (18701133) Inspector: <i>unassigned</i>	Actions ▾
TBD at TBD Pending Roof Nailing (18701132) Inspector: <i>unassigned</i>	Actions ▾
TBD at TBD Pending PV Meter (DGC) (18701131) Inspector: <i>unassigned</i>	Actions ▾

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6. **Select your inspection date and continue**

- a. Inspection requests for the next business day must be made before 6:00PM

Schedule / Request an Inspection

Inspection type:

To continue, select an inspection date by clicking a date link on the calendar below:

Jul 2021							Aug 2021							Sep 2021				
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th
			1	2	3		1	2	3	4	5	6	7				1	2
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30

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Continue

Cancel

7. **You must select all day and continue**

Schedule / Request an Inspection

below:

Jul 2021							Aug 2021							Sep 2021				
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th
			1	2	3		1	2	3	4	5	6	7				1	2
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30

« Prev

Available Times for Wednesday, Jul 21 2021

All Day

Continue

Cancel

8. Verify the information is correct and Continue

Schedule / Request an Inspection

Inspection type:

Location and Contact

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

Location

Contact

[Change Contact](#)

[Continue](#)

[Back](#)

[Cancel](#)

9. If you would like to leave a note for the inspector you can now select include Additional Notes if you do not want to leave a note or instructions you can click finish and your inspection will be scheduled

a. Helpful Notes

- i. Contact name/phone number
- ii. Request AM/PM inspection
- iii. Lockbox code/location

Schedule / Request an Inspection

Confirm Your Selection

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

Inspection Type: Electrical Intermediate
Date and Time: 07/21/2021
Location: 14209 S VIA ABARCA
SAHUARITA AZ 85629
Contact: 6028887196

[Include Additional Notes](#)

Schedule / Reschedule:

Reschedule must be made before 06:00 PM.

Cancellations must be made before 12:00 AM.

[Finish](#)

[Back](#)

[Cancel](#)