

How to Schedule Inspections For Solar PV and Simple Permits Online					
1.	Go to Website	Website Address: <u>https://aca.accela.com/SANDIEGO/Default.aspx</u>			
2.	Login. For new users, Register for an Account.	Home DSD Permits DSD Code Enforcement Advanced Search Advanced Search User Name or E-mail: Password: Login > Remember me on this computer I've forgotten my password New Users: Register for an Account			
3.	Go to Home and click on My Records	Home DSD Permits DSD Code Enforcement Dashboard My Records My Account Advanced Search			
4.	Use the Search at the top right of the screen to search for the permit <u>OR</u> click on correct Record.	Image: DSD Permits DSD Code Enforcement Deskboard My Records My Account Advanced Search Image: DSD Permits Image: DSD Permits Image: DSD Permits Image: DSD Permits Image: DSD Permits Image: DSD Permits Image: DSD Permits Image: DSD Permits Image: DSD Permits Image: Date Record Number Record Type Application Name Image: Distribution of 04/17/2018 Image: PMT-3001787 No-Plan - Residential - Combination Mech/Elec/Plum No-Plan - Residential - Combination Mech/Elec/Plum:367/Catalina			
5.	Click on Record Info and then Inspections	Record PMT-3001856: NO-Plan - Nonresidential/Multifamily - Mechanical Record Status: Issued Record Info Payments Payments Payments Accord Status Record Details Processing Status Related Records Attachments			



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6.	Click on Schedule an Inspection	Record Status: Issued Record Info Payments Inspections Upcoming (1) Schedule an Inspection Click the link above to schedule one. TBD at TBD Pending Mechanical-Final (14135545) Inspector: unassigned Actions			
7.	Click on the day that you would like the inspection.	Schedule/Request an Inspection X Inspection type: Mechanical-Final Junct the color type: Mechanical-Final Junct the color type: Mechanical-Final Junct type: Junc			
8.	Click on All Day and then click on Continue.	Schedule/Request an Inspection Inspection type: Mechanical-Final To continue, select an inspection date and time range by clicking a link on the calendar below: Apr 2018 Jun 2018 Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa 1 2 3 4 5 1 2 8 9 10 11 12 3 4 5 1 2 1 2 3 4 5 1 2 8 9 10 11 12 13 4 15 16 7 8 9 10 11 12 13 4 15 16 17 18 19 02 12 22 23 24 25 26 27 28 29 30 31 24 25 26 27 28 29 30 31 24 25 26 27 28 29 30 Next > All Day			



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9.	Verify Inspection Contact information. If you would like to change the information, click Change Contact. Then, click Continue.	Specify another person (for this inspection only) * First Name Middle Name * Last Name * Phone Number Submit Cancel			
10.	Confirm the inspection and then add any additional comments or instructions for the Inspector (i.e. gate codes).	Schedule/Request an Inspection × Confirm Your Selection Please confirm the details below and click the Finish button to schedule the inspection. Mechanical-Final 04/25/2018 Output San Diego San Diego Include Additional Notes Solution Optional Comments or Instructions for your Inspector: Image: Solution of the solu			
11.	lf you would like the inspector to call you to provide a timeframe, leave a phone number in the Notes section. Click Finish.	Schedule/Request an Inspection × Please Note: For Simple Permits, Please schedule disconnect reconnect only when your scope of work is "Electrical Upgrade". Confirm Your Selection Please confirm the details below and click the Finish button to schedule the inspection. Combination-MEP Rough 11/21/2018 San Diego CA 3OHN SMITH Include Additional Notes Optional Comments or Instructions for your Inspector: Please call Tony at (619)123-4567 with time frame. Please include an alternate phone number if different from the contact information provided in your application.			

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Troubleshooting Inspection Scheduling

There are several reasons why your inspections maybe unavailable to schedule online. Below are the most common reasons:

- **Contact Information:** Your name/email address on your permit application does not exactly match your online account information. You can still schedule using our automated phone system: 858-581-7111.
- **Permit Status:** Your permit must be in Issued status. If your permit is in any other status, you will not be able to schedule online.
- **Fees:** If you owe fees on the project, you will not be able to schedule your inspections online. Either pay fees online or call the Inspection Office at 858-492-5070.
- **Project is in Review/Construction Changes:** You will not be able to schedule an inspection if your permit is still in review or a construction change is in process. Contact your Project Manager to find out project status.
- **No Available Inspections Left:** If there are no more inspections to schedule but your permit is still in "Issued" status, call the Inspection Office 858-492-5070 to have more inspections added to your permit.
- For further information regarding inspections, see <u>Information Bulletin 120, Project Inspections</u>.