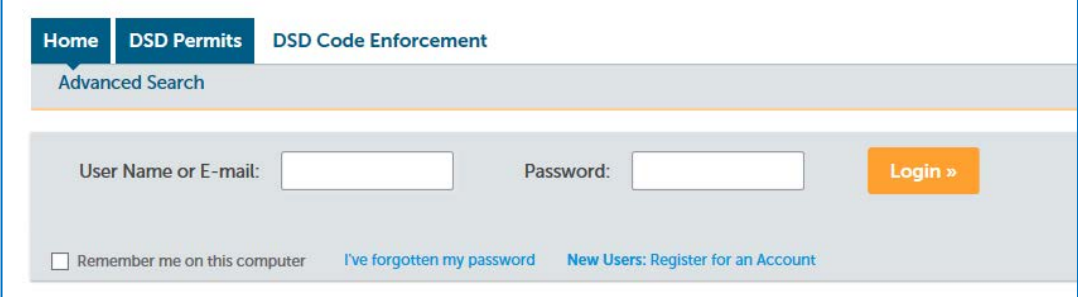

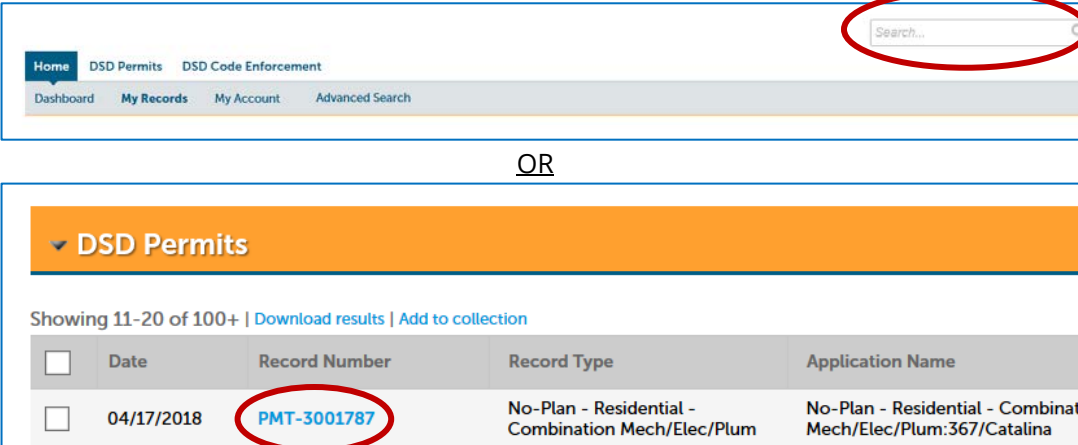
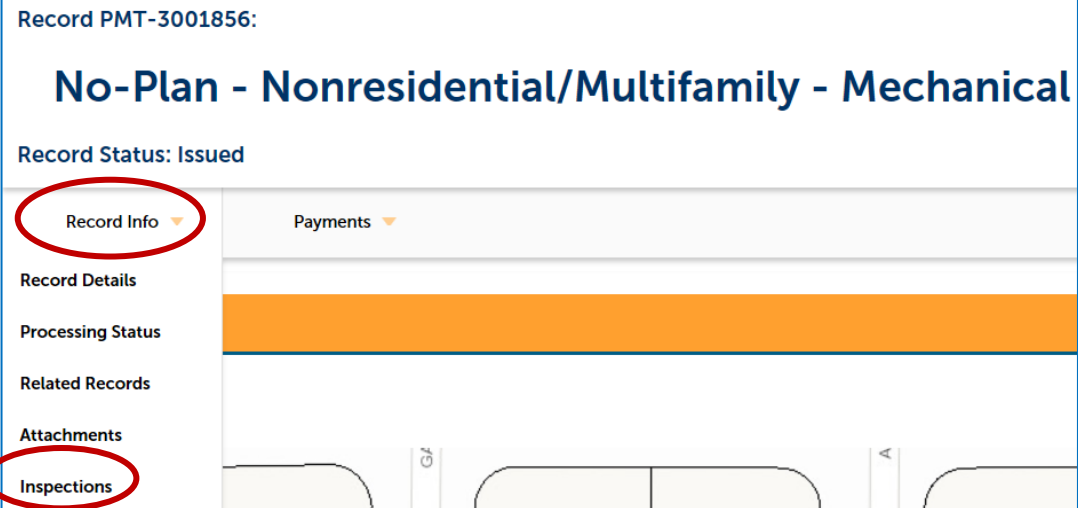
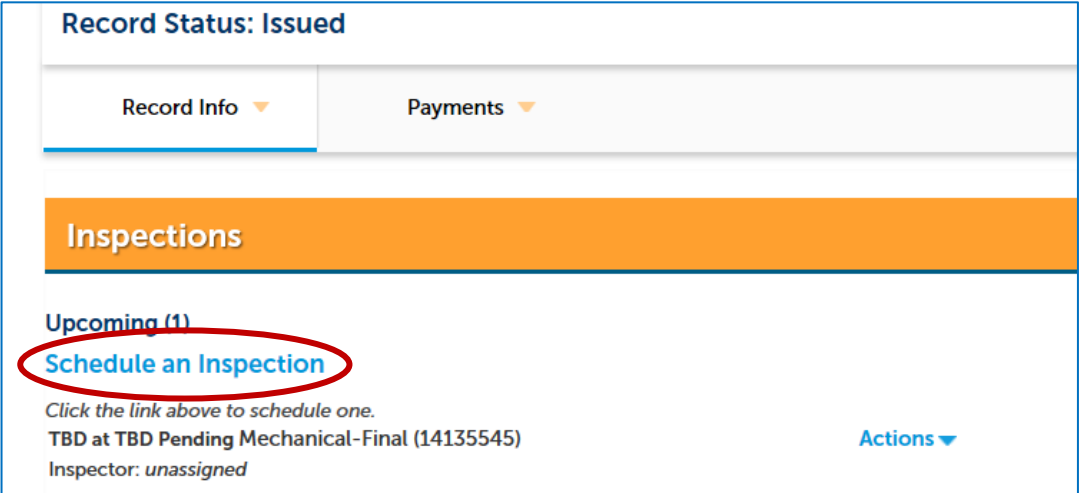
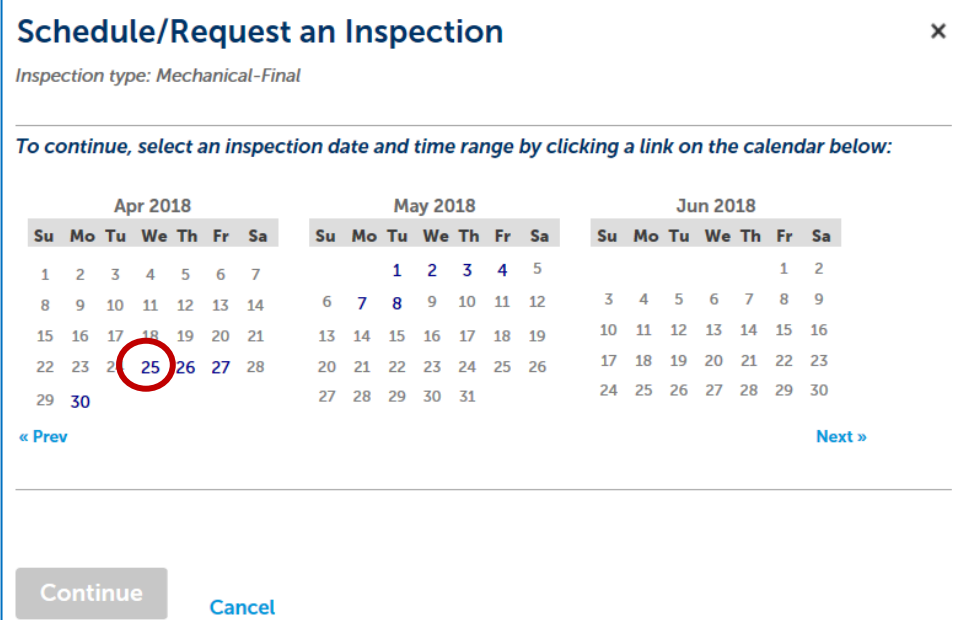
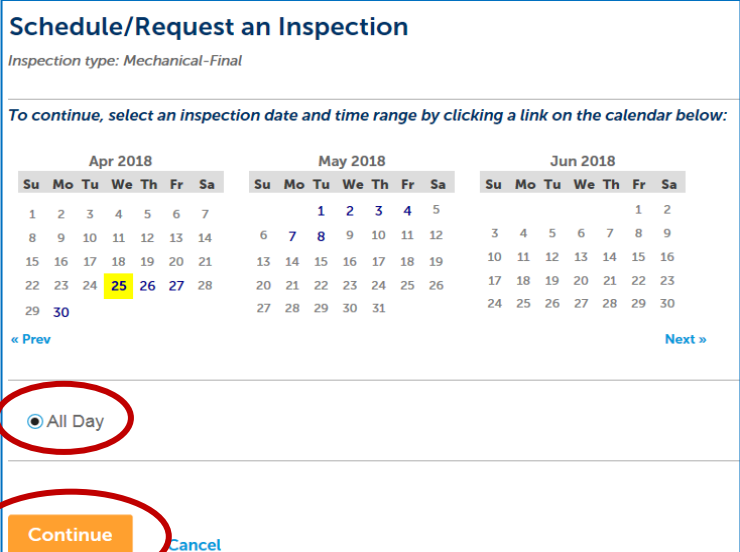


# How to Schedule Inspections For Solar PV and Simple Permits Online

1.	Go to Website	Website Address: <a href="https://aca.accela.com/SANDIEGO/Default.aspx">https://aca.accela.com/SANDIEGO/Default.aspx</a>												
2.	Login. For new users, Register for an Account.													
3.	Go to Home and click on My Records													
4.	Use the Search at the top right of the screen to search for the permit <u>OR</u> click on correct Record.	 <p style="text-align: center;"><u>OR</u></p> <table border="1" data-bbox="446 1155 1518 1417"> <thead> <tr> <th colspan="4">DSD Permits</th> </tr> <tr> <th>Date</th> <th>Record Number</th> <th>Record Type</th> <th>Application Name</th> </tr> </thead> <tbody> <tr> <td>04/17/2018</td> <td>PMT-3001787</td> <td>No-Plan - Residential - Combination Mech/Elec/Plum</td> <td>No-Plan - Residential - Combination Mech/Elec/Plum:367/Catalina</td> </tr> </tbody> </table>	DSD Permits				Date	Record Number	Record Type	Application Name	04/17/2018	PMT-3001787	No-Plan - Residential - Combination Mech/Elec/Plum	No-Plan - Residential - Combination Mech/Elec/Plum:367/Catalina
DSD Permits														
Date	Record Number	Record Type	Application Name											
04/17/2018	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	 <p>Record PMT-3001856:</p> <h2>No-Plan - Nonresidential/Multifamily - Mechanical</h2> <p>Record Status: Issued</p> <p>Record Info Payments</p> <p>Record Details</p> <p>Processing Status</p> <p>Related Records</p> <p>Attachments</p> <p>Inspections</p>												

# How to Schedule Inspections For Solar PV and Simple Permits Online

<p>6.</p>	<p>Click on Schedule an Inspection</p>	
<p>7.</p>	<p>Click on the day that you would like the inspection.</p>	
<p>8.</p>	<p>Click on All Day and then click on Continue.</p>	

## How to Schedule Inspections For Solar PV and Simple Permits Online

<p>9.</p>	<p>Verify Inspection Contact information. If you would like to change the information, click Change Contact. Then, click Continue.</p>	<div data-bbox="446 298 1154 655"> <p><input checked="" type="radio"/> Specify another person (for this inspection only)</p> <p>* First Name      Middle Name      * Last Name</p> <p><input type="text"/>      <input type="text"/>      <input type="text"/></p> <p>* Phone Number</p> <p><input type="text"/></p> <p><b>Submit</b>      Cancel</p> </div>
<p>10.</p>	<p>Confirm the inspection and then add any additional comments or instructions for the Inspector (i.e. gate codes).</p>	<div data-bbox="446 661 1456 1291"> <h3>Schedule/Request an Inspection</h3> <p><b>Confirm Your Selection</b></p> <p>Please confirm the details below and click the Finish button to schedule the inspection.</p> <p>Mechanical-Final 04/25/2018 [Redacted] San Diego [Redacted] [Redacted]</p> <p><b>Include Additional Notes</b></p> <p>Optional Comments or Instructions for your Inspector:</p> <p><input type="text"/></p> <p>(Please include an alternate phone number if different from the contact information provided in your application.)</p> <p><b>Finish</b>      Back      Cancel</p> </div>
<p>11.</p>	<p>If you would like the inspector to call you to provide a timeframe, leave a phone number in the Notes section.</p> <p>Click Finish.</p>	<div data-bbox="446 1297 1531 1967"> <h3>Schedule/Request an Inspection</h3> <p><b>Please Note:</b> For Simple Permits, Please schedule disconnect reconnect only when your scope of work is "Electrical Upgrade".</p> <p><b>Confirm Your Selection</b></p> <p>Please confirm the details below and click the Finish button to schedule the inspection.</p> <p>Combination-MEP Rough 11/21/2018 [Redacted] Av San Diego CA JOHN SMITH</p> <p><b>Include Additional Notes</b></p> <p>Optional Comments or Instructions for your Inspector:</p> <p>Please call Tony at (619)123-4567 with time frame. ←</p> <p><input type="text"/></p> <p>(Please include an alternate phone number if different from the contact information provided in your application.)</p> <p><b>Finish</b>      Back      Cancel</p> </div>

## How to Schedule Inspections For Solar PV and Simple Permits Online

### 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 [Information Bulletin 120, Project Inspections](#).