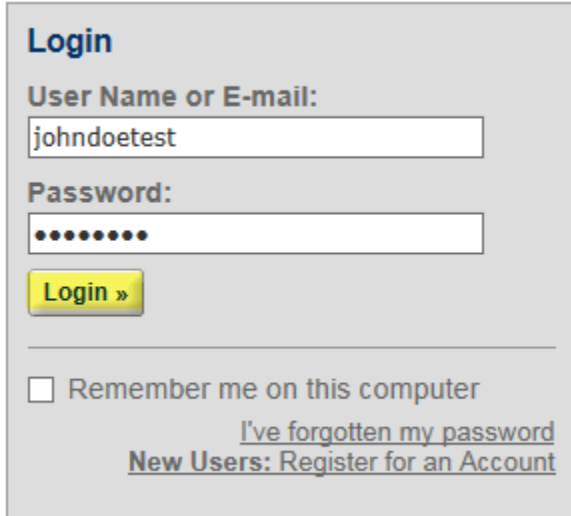


Reschedule or Cancel Building Permit Inspections

How to reschedule a building permit inspection online

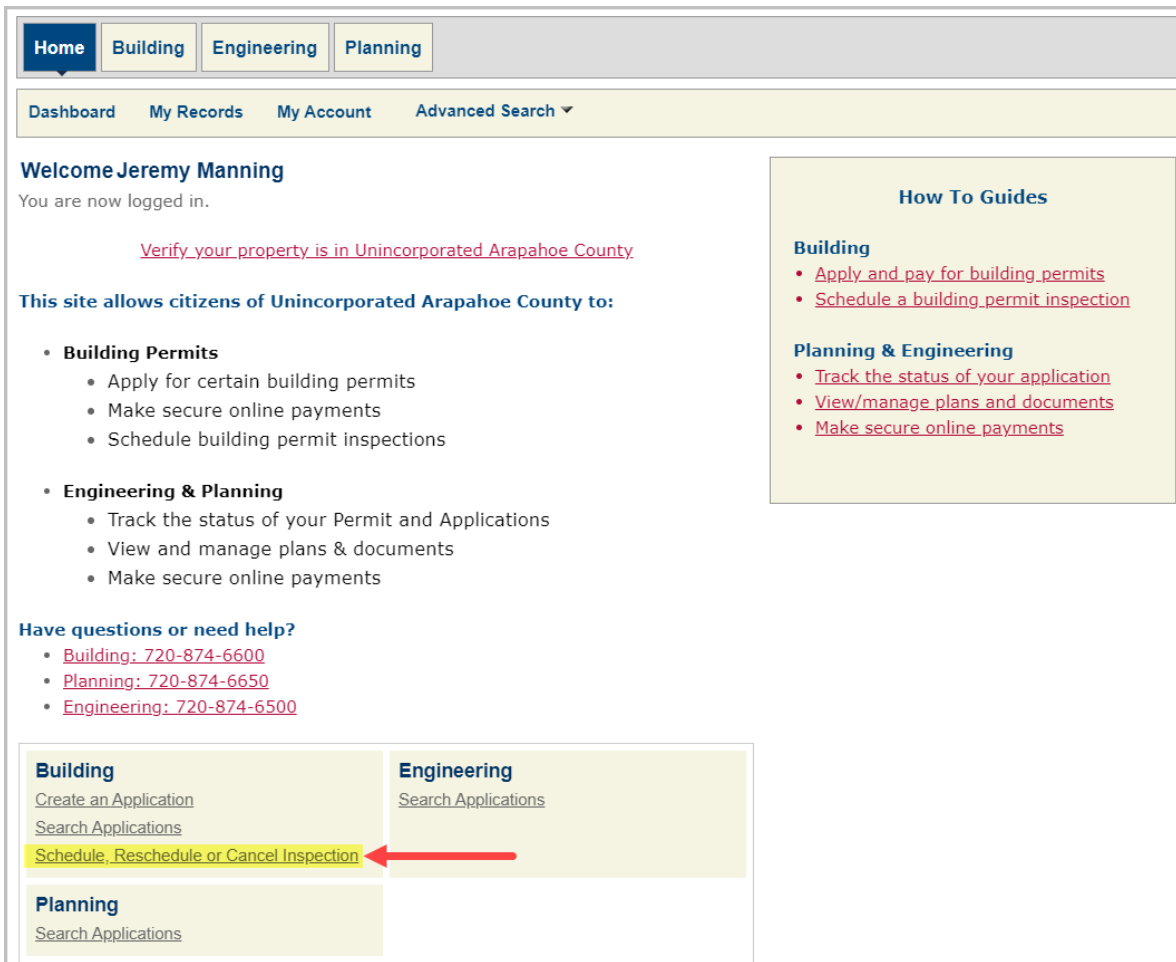
1. Login into the Accela Customer Access site with your username & password or register for an account if you are new to the site (see “How to register for an ACA account” user guide)



The screenshot shows a login form with the following elements:

- Login** header
- User Name or E-mail:** Input field containing "johndoetest"
- Password:** Input field with masked characters "••••••••"
- Login »** button
- Remember me on this computer
- [I've forgotten my password](#)
- [New Users: Register for an Account](#)

2. Once logged in click on the “Schedule, Reschedule or Cancel Inspection” link at the bottom of the page under “Building”



The screenshot shows the dashboard for user Jeremy Manning. The navigation menu includes Home, Building, Engineering, and Planning. The main content area displays a welcome message and a list of services available to citizens of Unincorporated Arapahoe County:

- Building Permits**
 - Apply for certain building permits
 - Make secure online payments
 - Schedule building permit inspections
- Engineering & Planning**
 - Track the status of your Permit and Applications
 - View and manage plans & documents
 - Make secure online payments

There is also a "How To Guides" section with links for Building and Planning & Engineering.

At the bottom, there is a section for "Have questions or need help?" with contact information for Building, Planning, and Engineering.

At the bottom of the page, there is a navigation menu with the following items:

- Building**
 - Create an Application
 - Search Applications
 - Schedule, Reschedule or Cancel Inspection** (highlighted with a red arrow)
- Engineering**
 - Search Applications
- Planning**
 - Search Applications

- You will see a list of all of your building permits if you have multiple ones. Click on the “Record Number” hyperlink for the building permit you need to schedule an inspection for

Home **Building** Engineering Planning

Create an Application Search Applications **Schedule, Reschedule or Cancel Inspection**

Records

Showing 1-10 of 10 | [Add to collection](#)

<input type="checkbox"/>	<u>Date</u>	<u>Record Number</u>	<u>Record Type</u>	<u>Description</u>	<u>Project Name</u>	<u>Expiration Date</u>	<u>Status</u>	<u>Action</u>	<u>Short Notes</u>
<input type="checkbox"/>	08/13/2020	BLD-2020-00637	Residential Single Family Permit				Submission in Progress	Pay Fees Due	
<input type="checkbox"/>	08/10/2020	BLD-2020-00630	Residential Basement Finish Permit				Issued		

- Click “Actions” and then “Reschedule” next to the inspection you want to reschedule

Permit BLD-2020-00630:
Residential Basement Finish Permit
Permit Status: Issued

[Add to collection](#)

Record Info ▾ Payments ▾

Inspections

Upcoming (20)

To view or print the inspection card, click on the **Permit and Inspection Card** drop down menu at the top of this page and select *Inspection Card*

Click the **Actions** drop down below next to an inspection to see details and to schedule inspections

08/14/2020 at TBD Scheduled Rough Framing (1712802)
 Inspector: *unassigned*

08/14/2020 at TBD Scheduled Rough Plumbing (1712799)
 Inspector: *unassigned*

08/14/2020 at TBD Scheduled Rough Electric (1712796)

Actions ▾
 View Details
Reschedule
 Cancel
 ACTIONS ▾

5. Select an available date (blue with underline) and click “All Day” then click “Continue”

Schedule/Request Optional Inspection

Inspection type: Rough Framing

To continue, select an appointment date and time range by clicking a link on the calendar below:

Aug 2020							Sep 2020							Oct 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1			<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	5				1	2	3	
2	3	4	5	6	7	8	6	7	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	12	4	5	6	7	8	9	10
9	10	11	12	13	<u>14</u>	15	13	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	19	11	12	13	14	15	16	17
16	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	22	20	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	26	18	19	20	21	22	23	24
23	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	29	27	28	29	30				25	26	27	28	29	30	31
30	<u>31</u>																			

« [Prev](#) [Next](#) »

Available Times for Monday, Aug 17 2020

All Day

[Continue](#) [Cancel](#)

6. Verify the location, contact person and inspection are correct then click “Continue”

Schedule/Request Optional Inspection

Inspection type: Rough Framing

Location and Contact

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

Location
1234 MAIN ST
LITTLETON CO

Contact
John Doe
3031234567

[Change Contact](#) ▾

[Continue](#) [Back](#) [Cancel](#)

7. If necessary, you can change the contact person and specify someone else other than the contact on file before proceeding to the next step

Schedule/Request Optional Inspection
Inspection type: Rough Framing
Location and Contact
Verify whether the location and contact person for the selected inspection are correct.

Location
1234 MAIN ST
LITTLETON CO

Contact
John Doe
3031234567

Change Contact ▼

Select an existing contact
John Doe (3031234567) ▼

Specify another person (for this inspection only)

* First Name	Middle Name	* Last Name
Jane		Doe

* Phone Number
720-123-4567

Submit [Cancel](#)

Schedule/Request Optional Inspection
Inspection type: Rough Framing
Location and Contact
Verify whether the location and contact person for the selected inspection are correct.

Location
1234 MAIN ST
LITTLETON CO

Contact
Jane Doe
7201234567

[Change Contact](#) ▼

Continue [Back](#) [Cancel](#)

8. You will get a final chance to confirm all of your selections and you can “Include Additional Notes” like an alternate phone number if necessary before clicking “Finish”

Schedule/Request Optional Inspection

Confirm Your Selection

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

Inspection Type: Rough Framing
Date and Time: 08/17/2020
Location: 1234 MAIN ST
LITTLETON CO
Contact: Jane Doe 7201234567

Include Additional Notes

Optional Comments or Instructions for your Inspector:

Please call me on my cell phone at 303-123-4567 instead of the number above

(Please include an alternate phone number if different from the contact information provided in your application.)

Cancellation and Reschedule Policy:
Reschedule must be made before 12:00 AM.
Cancellations must be made before 12:00 AM.

[Finish](#) [Back](#) [Cancel](#)

9. After clicking finish you will see the time and date you selected for the inspection you just scheduled

Inspections

Upcoming (20)

To view or print the inspection card, click on the **Permit and Inspection Card** drop down menu at the top of this page and select Inspection Card

Click the **Actions** drop down below next to an inspection to see details and to schedule inspections

08/14/2020 at TBD Scheduled Rough Plumbing (1712799) Inspector: unassigned	Actions ▼
08/14/2020 at TBD Scheduled Rough Electric (1712796) Inspector: unassigned	Actions ▼
08/14/2020 at TBD Scheduled Rough Walls (Electric) (1712795) Inspector: unassigned	Actions ▼
08/14/2020 at TBD Scheduled Rough Ceiling (Electric) (1712794) Inspector: unassigned	Actions ▼
08/17/2020 at TBD Scheduled Rough Framing (1712874) Inspector: unassigned	Actions ▼

How to cancel a building permit inspection online

1. Cancelling an inspection is almost the exact same process of rescheduling one. Follow the instructions above except click on "Cancel" under the "Actions" menu instead of "Reschedule". Use this option if you don't know when you want to reschedule the inspection.

Permit BLD-2020-00630: [Add to collection](#)
Residential Basement Finish Permit
Permit Status: Issued

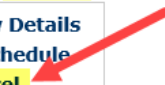
[Record Info](#) ▾ [Payments](#) ▾

Inspections

Upcoming (20)

*To view or print the inspection card, click on the **Permit and Inspection Card** drop down menu at the top of this page and select Inspection Card*

*Click the **Actions** drop down below next to an inspection to see details and to schedule inspections*

08/14/2020 at TBD Scheduled Rough Framing (1712802) Inspector: <i>unassigned</i>	<div style="border: 1px solid black; padding: 5px;">Actions ▾ View Details Reschedule Cancel </div>
08/14/2020 at TBD Scheduled Rough Plumbing (1712799) Inspector: <i>unassigned</i>	
08/14/2020 at TBD Scheduled Rough Electric (1712796)	

2. Confirm you would like to cancel the inspection

Cancel Inspection

Confirm Your Selection

Please confirm the details below and click the Cancel Inspection button to Cancel the inspection.

Inspection Type:	Rough Framing
Date and Time:	08/17/2020
Location:	1234 MAIN ST LITTLETON CO
Contact:	Jane Doe 7201234567

Cancellation and Reschedule Policy:
Reschedule must be made before 12:00 AM.
Cancellations must be made before 12:00 AM.

[Cancel Inspection](#) [Close](#)

3. After you cancel an inspection another inspection of the exact same type will be automatically added to your permit record so you can come back and schedule it at a future date when you are ready to proceed.

Inspections

Upcoming (20)

To view or print the inspection card, click on the **Permit and Inspection Card** drop down menu at the top of this page and select *Inspection Card*

Click the **Actions** drop down below next to an inspection to see details and to schedule inspections

TBD at TBD Pending Rough Framing (1712875)

Inspector: *unassigned*

TBD at TBD Pending Envelope (Electric) (1712793)

Inspector: *unassigned*

TBD at TBD Pending Low Voltage (1712792)

Inspector: *unassigned*

TBD at TBD Pending CO Detector (1712791)

Inspector: *unassigned*

TBD at TBD Pending Final Building (1712790)

Inspector: *unassigned*

Actions ▾

View Details

Schedule

Actions ▾

Actions ▾

Actions ▾

< Prev 1 2 3 4 Next >