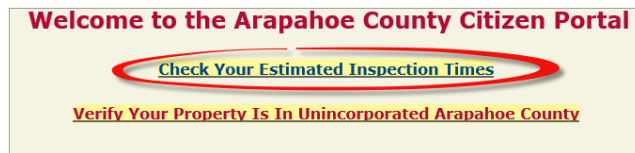


Schedule Building Permit Inspections on Customer Access

Please review the important information below before scheduling an inspection online

- The Building Division cannot guarantee inspections for any particular time of the day. Anyone using the system incorrectly will be contacted and their system access may be revoked for repeated non-compliant usage of the system.
- Access must be provided to the inspection area. If ladder(s) are required to perform the requested inspection – for example, a reroof or attic furnace replacement – the applicant shall be responsible for providing adequate, duty rated ladders for the inspection to occur.
- It is suggested and desirable, but not required, for the contractor to be present during the inspection, to be able to review any code violations and to possibly correct any minor issues during the inspection.
- On the day of the inspection an approximate inspection time (a 2 - 3 hour window) can be obtained by following [this link](#). The link is also available at the top of the Accela Customer Access website login page as shown.



How to schedule 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)

Login

User Name or E-mail:

Password:

☐ Remember me on this computer

[I've forgotten my password](#)

[New Users: Register for an Account](#)

2. Once logged in click on “Schedule an Inspection” at the very bottom of the page under “Building”

[Home](#)
[Building](#)
[Engineering](#)
[Planning](#)

[Dashboard](#)
[My Records](#)
[My Account](#)
[Advanced Search](#)

Welcome Rick Michels
You are now logged in.

[Verify your property is in Unincorporated Arapahoe County](#)

This site allows citizens of Unincorporated Arapahoe County to:

- 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

Have questions or need help?

- [Building: 720-874-6600](#)
- [Planning: 720-874-6650](#)
- [Engineering: 720-874-6500](#)

Building
[Create an Application](#)
[Search Applications](#)
[Schedule an Inspection](#)

Engineering
[Search Applications](#)

Planning
[Search Applications](#)

How To Guides

- [Building](#)
 - [Apply and pay for building permits](#)
 - [Schedule a building permit inspection](#)
- [Planning & Engineering](#)
 - [Track the status of your application](#)
 - [View and manage plans and documents](#)
 - [Make secure online payments](#)

3. You will see a list of all building permits you have applied for before. 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 an Inspection](#)

Records

Showing 1-10 of 40 | [Add to collection](#)

| <input type="checkbox"/> | Date | Record Number | Record Type | Description | Project Name | Expiration Date | Status | Action | Short Notes |
|--------------------------|------------|----------------------------|---------------------------------------|---------------------------------------|--------------|-----------------|-----------------------|--------|-------------|
| <input type="checkbox"/> | 05/01/2020 | 2020-00001 | Swamp Cooler Permit | Swamp Cooler Permit | | | Issued | | |
| <input type="checkbox"/> | 05/01/2020 | 2020-00002 | Swamp Cooler Permit | Swamp Cooler Permit | | | Issued | | |
| <input type="checkbox"/> | 04/29/2020 | 2020-00003 | Swamp Cooler Permit | Swamp Cooler Permit | | | Issued | | |
| <input type="checkbox"/> | 04/28/2020 | 2020-00004 | Swamp Cooler Permit | Swamp Cooler Permit | | | Issued | | |
| <input type="checkbox"/> | 04/28/2020 | 2020-00005 | Temporary Construction Trailer Permit | Temporary Construction Trailer Permit | | | Submittal in Progress | | |
| <input type="checkbox"/> | 04/28/2020 | 2020-00006 | Home Care Permit | Home Care Permit | | | Submittal in Progress | | |

4. Under the “Inspections” section click “Actions” and then “Schedule” next to the inspection you are ready to schedule

Inspections

Upcoming (2)

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 **Final Electric** (1710587)
Inspector: *unassigned*

TBD at TBD Pending Final Heating (1710586)
Inspector: *unassigned*

Actions▼
View Details
Schedule

Completed

There are no completed inspections on this record.

Select an available date (blue with underline) and time frame then click “Continue”

Schedule/Request Optional Inspection x

Inspection type: Final Electric

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

May 2020

| 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 | | | | | | |

« Prev

Jun 2020

| 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 | | | | |

2

Continue Cancel

Select the All Day radio button, and click continue.

Schedule/Request Optional Inspection

Inspection type: Final Electric

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

May 2020

| 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 2020

| 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 | | | | |

Jul 2020

| 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 | | | | |

« Prev

Available Times for Tuesday, May 05 2020

All Day

1

2

Continue

Cancel

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

Schedule/Request Optional Inspection

Inspection type: Final Electric

Location and Contact

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

Location

Contact

[Change Contact](#)

Continue

[Back](#)

[Cancel](#)

6. 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: Final Electric

Location and Contact

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

Location
PHOTO 11 Lower Hall
Aurora CO

Contact
Raula Minkola
760.222.0044

Change Contact 1

☐ Select an existing contact

Raula Minkola (760.222.0044) ▼

☒ Specify another person (for this inspection only)

*First Name Middle Name *Last Name

2

*Phone Number

3

Submit Cancel

4

Continue Back Cancel

7. 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

Schedule/Request Optional Inspection

Confirm Your Selection

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

Inspection Type: Final Electric
Date and Time: 05/05/2020
Location: PHOTO 11 Lower Hall
Aurora CO
Contact: New Contact 760.222.0044

Include Additional Notes

Finish Back Cancel

8. After confirming all the information is correct and adding notes, if necessary, click “Finish” to schedule the inspection

Schedule/Request Optional Inspection

×

Confirm Your Selection

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

| | |
|-------------------------|-------------------------|
| Inspection Type: | Final Electric |
| Date and Time: | 05/05/2020 |
| Location: | 10000 10000 10000 |
| Contact: | New Contact 10000 10000 |

Include Additional Notes

Optional Comments or Instructions for your Inspector:

Notes

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

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

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

Inspections

Upcoming (2)

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 Final Heating (1710586) | Actions ▼ |
| Inspector: unassigned | |
| 05/05/2020 at TBD Scheduled Final Electric (1710587) | Actions ▼ |
| Inspector: unassigned | |

Completed

There are no completed inspections on this record.