

# B

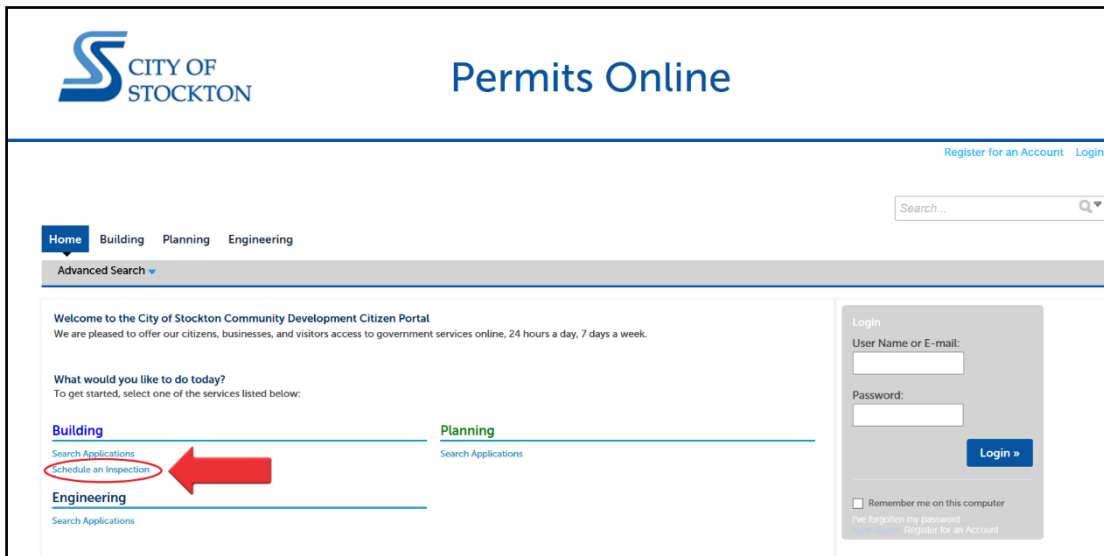
## CREATE ONLINE BUILDING INSPECTIONS



COMMUNITY DEVELOPMENT DEPARTMENT • 345 N EL DORADO STREET • STOCKTON, CA 95202 • (209) 937-8561  
www.stocktonca.gov/buildinginspection

To create online Building inspections:

1. Browse to <https://aca.accela.com/stockton>
2. Click the **“Schedule an Inspection”** link under the Building section (you **DO NOT** have to create an account or login)



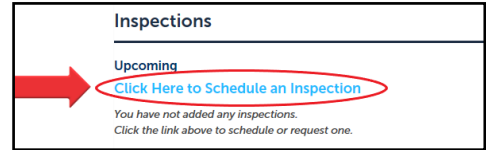
3. A search page will be opened. You can use any of the parameters to search (e.g. Site Address, Parcel, Number, Date etc.) but **it is best to use your permit number OR address only** in the **“Record Number”** box. Please be sure to enter the *complete* permit number. (Example: BP20-00001) Click **“Search”**.

4. The search will bring up the permit’s records page that shows the details of the permit record. Information such as, location, status, description of work, etc. are displayed here.

Click the **“Record Info”** Tab to show a drop-down list that reveals the link for **“Inspections.”**

Click the **“Inspections”** link in the drop-down menu to proceed.

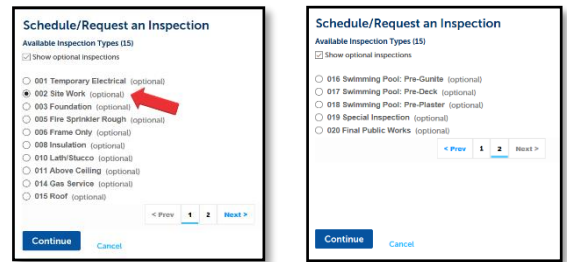
- The record details will reflect current inspection details, including any scheduled and resulted inspections. You are also presented with the option to schedule an inspection.



Click the **“Click Here to Schedule an Inspection”** link.

- Follow the instructions by choosing the type of inspection you want.

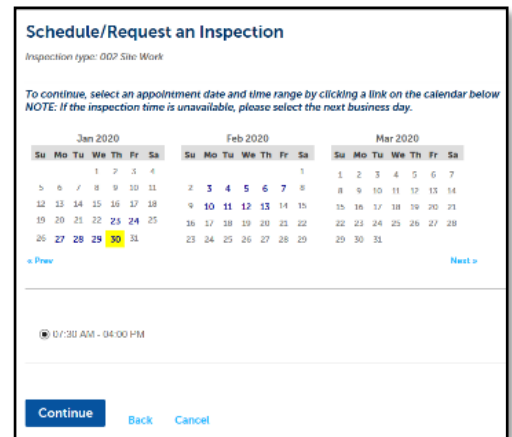
Click **“Continue”**



- Select an appointment date and time range

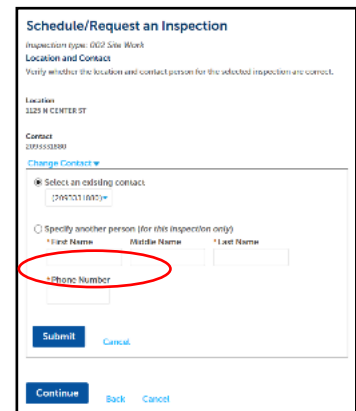
Click **“Continue”**

(**Note:** There is only one time range at this time. More will be added in the future).



- Please click the link **“Include Additional Notes”** and enter any special instructions such as, **AM/PM requests or requests for a phone call prior to your scheduled inspection.** The inspector will only contact the person indicated in this note.

Click **“Submit”**



- Finally, you may click **“Finish”** and your inspection will be created. You can also use this tool to check the status of your inspections in the future.

