



ONLINE PERMITTING SYSTEM HELP GUIDES

Accela Citizen Access:

Accela Citizen Access(ACA) is Stanislaus County's online tool that allows the public to perform several tasks online. This help guide explains how to schedule inspections for permits online.

HOW TO SCHEDULE INSPECTIONS

1. Go to the Stanislaus County Accela Citizen Access(ACA) home page at www.sciplanning.org and Login.

The screenshot shows the Stanislaus County Accela Citizen Access website. At the top right, there is a 'Login' button highlighted with a red box. Below the navigation bar, there is a 'Login' form also highlighted with a red circle. A red arrow points from the 'Log in to your account' text box at the bottom right to the 'Login' form. The 'Login' form contains fields for 'User Name or E-mail' and 'Password', a 'Remember me on this computer' checkbox, and a 'Login »' button. Below the form, there are links for 'New Users: Register for an Account', 'I've forgotten my password', and 'Schedule an Inspection'.

2. Click on "My Records". All records associated with your user account will be displayed.

Collections (0) Logged In as:denny Reports (1) Account Management Logout Announcements

Home County Building County Planning County Fire Ceres Building

Dashboard **My Records** My Account Advanced Search

Hello, denny

My Collection (0) View Collections

You do not have any collections right now.

Work in progress View All Records

Record Name	Record ID	Module	Creation Date	Action
No records found				

3. Click on the record number in which you would like to schedule an inspection for.

Stanislaus County

Collections (0) Logged In as:denny Reports (1) Account Management Logout Announcements

Home County Building County Planning County Fire Ceres Building

Dashboard **My Records** My Account Advanced Search

County Building

Showing 1-10 of 13 | Download results | Add to collection

<input type="checkbox"/>	Date	Record Number	Record Type	Status	Action	Short Notes
<input type="checkbox"/>	02/15/2019	BLD2019-0327	Solar - Under 11 KW Residential Rooftop	Ready Letter	Staging	
<input type="checkbox"/>	01/09/2019	BLD2019-0057	Building Permit	Issued		
<input type="checkbox"/>	10/05/2016	BLD2016-2496	Solar - Under 11 KW Residential Rooftop	Issued		
<input type="checkbox"/>	07/11/2016	BLD2016-1743	SHE Emergency Water Electrical	Finalied		
<input type="checkbox"/>	06/29/2016	BLD2016-1671		Finalied		
<input type="checkbox"/>	12/17/2015	BLD2015-2936		Finalied		
<input type="checkbox"/>	08/13/2015	BLD2015-1901		Finalied		
<input type="checkbox"/>	01/26/2015	BLD2015-0179		Finalied		
<input type="checkbox"/>	01/20/2015	BLD2015-0137	Residential Electrical Service	Finalied		
<input type="checkbox"/>	12/15/2014	BLD2014-2767	Demolition - No Septic	Finalied		

< Prev 1 2 Next >

4. Verify the permit is in a “issued “status. Click the down arrow next to “Record Info” and then “Inspections””.

Collections (0)
Logged in as:denny

Reports (1) Account Management Logout
Announcements

Search...

Home **County Building** County Planning County Fire Ceres Building

Create an Application Search Applications Schedule an Inspection

Record BLD2019-0057:
Building Permit
Record Status: Issued [Add to collection](#)

Record Info Payments Custom Component

Record Details
Processing Status
Related Records
Attachments
Inspections
Valuation Calculator

Licensed Professional:
EDR TESTING!!

Project Description:
TEST EDR TEST ONLY

Owner:

More Details
Related Contacts
Application Information
Parcel Information
[Print/View Record](#)

Verify the Permit /Record number is correct, and the Status states "Issued".
Click "Record Info", then "Inspections"

5. Click on “Schedule or Request an Inspection”

Collections (0)
Logged in as:denny

Reports (1) Account Management Logout
Announcements

Search...

Home **County Building** County Planning County Fire Ceres Building

Create an Application Search Applications Schedule an Inspection

Record BLD2019-0057:
Building Permit
Record Status: Issued [Add to collection](#)

Record Info Payments Custom Component

Inspections

Upcoming
[Schedule or Request an Inspection](#)
You have not added any inspections.
Click the link above to schedule or request one.

Completed
There are no completed inspections on this record.

6. There are often multiple inspection types needed per inspection. Please note, only one inspection may be scheduled at a time by clicking on the radio button next to the inspection type . For example, a “Foundation inspection” will typically include a setback inspection, footing inspection and possibly a pier or a caisson inspection. As illustrated below, each inspection 120, 121, and 122 will need to be scheduled individually.

The screenshot shows a web application interface for scheduling inspections. The main navigation bar includes 'Home', 'County Building', 'County Planning', 'County Fire', and 'Ceres Building'. Below this, there are three tabs: 'Create an Application', 'Search Applications', and 'Schedule an Inspection'. The 'Schedule an Inspection' tab is active, displaying a modal window titled 'Schedule/Request an Inspection'. The modal contains a list of 'Available Inspection Types (86)' with a checkbox for 'Show optional Inspections' which is checked. The list includes:

- 1 Site Inspection (optional)
- 101 Underground - Sewer (optional)
- 102 Underground - Water (optional)
- 103 Underground Electrical (optional)
- 104 Underground - Gas Piping (optional)
- 110 Rough Plumb - Under Slab (optional)
- 111 Rough Plumb - Under Floor (optional)
- 120 Foundation - Setback (optional)
- 121 Foundation - Footings (optional)
- 122 Foundation - Piers or Caissons (optional)

At the bottom of the modal, there is a pagination control with '< Prev', a series of numbered buttons (1-9), and 'Next >'. The number '1' is highlighted. Below the pagination are 'Continue' and 'Cancel' buttons. A red box highlights the radio button for '120 Foundation - Setback' with the text 'Click radio button' and an arrow pointing to it.

- Inspection requests made before 4:00 p.m, Monday through Friday, will be honored the following working day. The earliest inspection day available will have the numerical date within the calendar in blue. Once choice is made the numerical value will be highlighted in yellow as shown below.

Schedule/Request an Inspection

Inspection type: 120 Foundation - Setback

To continue, select an appointment date by clicking a link on the calendar below. Inspections selected for SAME DAY will not be honored:

May 2020							Jun 2020							Jul 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				

< Prev Next >

Available Times for Thursday, May 07 2020

All Day

Continue Back Cancel

- By default, the "Contact" information collected when the permit was applied for will auto populate. If this "Contact" information is not specific to the inspection, please select "Change Contact" and specify a name and number to contact for the inspection.

Schedule/Request an Inspection

Inspection type: 120 Foundation - Setback

Location and Contact

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

Location
2825 ADA

Contact
[Text Field]

Change Contact ▼

Continue Back Cancel

Home **County Building** County Planning County Fire Ceres Building

Create an Application Search Applications Schedule an Inspection

Record BLD2019-0057:
Building Permit
Record Status: Issued

Record Info Payments

Inspections

Upcoming
Schedule or Request an Inspection
You have not added any inspections.
Click the link above to schedule or request one.

Completed
There are no completed inspections on this record.

Schedule/Request an Inspection

Inspection type: 120 Foundation - Setback

Location and Contact

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

Location
2825 A

Contact
[Redacted]

Change Contact

Select an existing contact
[Redacted]

Specify another person (for this inspection only)

*First Name Middle Name *Last Name
Johnny [Redacted] Inspection

*Phone Number
209-525-6557

Submit Cancel

Continue Back Cancel

“Contact” information collected when the permit was applied for.

Specific Contact information for inspection

- Please add any specific information that will assist the inspector in either accessing the site or performing a specific inspection. If the inspector needs to contact anyone prior to the inspection please list here or if a gate code is needed to access the property please insert here. Click “Finish” to schedule the inspection.

Home **County Building** County Planning County Fire Ceres Building

Create an Application Search Applications Schedule an Inspection

Record BLD2019-0057:
Building Permit
Record Status: Issued

Record Info Payments

Inspections

Upcoming
Schedule or Request an Inspection
You have not added any inspections.
Click the link above to schedule or request one.

Completed
There are no completed inspections on this record.

Schedule/Request an Inspection

Confirm Your Selection

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

120 Foundation - Setback
4/9/2019 8:00 AM
2825 A
Johnny Inspection 2095256557

Include Additional Notes

Optional Comments or Instructions for your Inspector:
Gate Code/Call from Gate/ etc.]

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

Finish Back Cancel

Add any and all specific information the Inspector needs to access the project.

10. The inspection scheduled will be listed under “Upcoming”. To schedule additional inspections, click on “Schedule or Request an Inspection” and repeat the above steps if additional inspections are needed.

The screenshot shows a web application interface for County Building. At the top, there is a navigation bar with links for Home, County Building (highlighted), County Planning, Public Works, County Fire, Cannabis, and more. Below the navigation bar, there are three main actions: Create an Application, searchSearch Applications, and eventSchedule an Inspection. The main content area displays record information for BLD2019-0057, a Building Permit with a status of Issued. There are tabs for Record Info, Payments, and Custom Component. The Inspections section is divided into Upcoming (1) and Completed (3). The Upcoming section has a link to Schedule or Request an Inspection, which is highlighted with a red box and an arrow from a callout box. Below this link is a scheduled inspection for 05/07/2020 at TBD 120 Foundation - Setback, also highlighted with a red box and an arrow from a callout box. To the right of this inspection is an Actions dropdown menu, which is circled in red and has a callout box listing its options: View Details, Reschedule, and Cancel. The Completed section lists three inspections: Cancelled 110 Rough Plumb - Under Slab (429637), Fail 110 Rough Plumb - Under Slab (429659), and Pass 110 Rough Plumb - Under Slab (429660). Each completed inspection has a View Details link, with the middle one highlighted by a red box.

Home **County Building** County Planning Public Works County Fire Cannabis more ▾

Create an Application searchSearch Applications eventSchedule an Inspection

Record BLD2019-0057: [Add to collection](#)

Building Permit
Record Status: Issued

Record Info ▾ Payments ▾ Custom Component

Inspections

Upcoming (1)

[Schedule or Request an Inspection](#)

Click the link above to schedule or request one.

05/07/2020 at TBD 120 Foundation - Setback [Actions ▾](#)

Completed (3)
Cancelled - 1; Fail - 1; Pass - 1

Cancelled 110 Rough Plumb - Under Slab (429637)
Cancelled by: denny on 05/06/2020 at 09:18 AM [View Details](#)

Fail 110 Rough Plumb - Under Slab (429659)
Result by: unassigned on 05/06/2020 at 10:42 AM [View Details](#)

Pass 110 Rough Plumb - Under Slab (429660)
Result by: DF on 02/24/2020 at 10:48 AM [View Details](#)

Schedule another Inspection

Scheduled inspection(s)

“Actions” allows you to:
View Details
Reschedule
Cancel

11. The “Actions” link will allow you the ability to view the details of your scheduled inspections, reschedule your inspection or cancel an inspection.

The screenshot shows a web application interface for a building permit record. At the top, there is a navigation menu with 'County Building' selected. Below the navigation, there are links for 'Create an Application', 'Search Applications', and 'Schedule an Inspection'. The main content area displays the record details for 'Record BLD2019-0057: Building Permit', with a status of 'Issued'. Below this, there are tabs for 'Record Info', 'Payments', and 'Custom Component'. The 'Inspections' section is expanded, showing an 'Upcoming (1)' inspection scheduled for 05/07/2020 at TBD 120 Foundation - Setback. An 'Actions' dropdown menu is circled in red, with 'View Details' selected. Below the upcoming inspection, there are three 'Completed (3)' inspections, each with a 'View Details' link.

“View Details”

The screenshot shows the 'View Details' page for a scheduled inspection. The page title is '120 Foundation - Setback (429658, Optional)'. Below the title, there is a progress bar for '2825 AD'. On the right side, there are three buttons: 'Reschedule', 'Cancel Inspection', and 'Print'. The page is divided into two main sections: 'Status' and 'Details'. The 'Status' section shows the inspection is 'Scheduled' on '05/07/2020', with an 'Estimated Arrival Time: TBD' and a 'Desired Date: TBD'. It also shows the last updated information: 'Last updated denny 5/6/2020 9:17 AM', with links for 'View Status History' and 'View Result Comments'. The 'Details' section shows the 'Record' information: 'BLD2019-0057 Building Permit'. On the right side, there is a 'Contact' section with a blue gradient box. At the bottom, there is a 'Related Inspections' section showing 'Showing 0-0 of 0' records, with a table header for 'ID', 'Inspection Name', 'Relationship', and 'Status', and a message 'No records found.'

“Reschedule”

Schedule/Request an Inspection ×

Inspection type: 120 Foundation - Setback

To continue, select an appointment date by clicking a link on the calendar below. Inspections selected for SAME DAY will not be honored:

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](#) [Next »](#)

Available Times for Friday, May 08 2020

All Day

ContinueCancel

“Cancel”

Cancel Inspection ✕

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

Inspection Type: 120 Foundation - Setback
Date and Time: 05/07/2020
Location: 2825 AC
Contact:

Cancel Inspection
Close

“Completed” Inspection History

Home
County Building
County Planning
Public Works
County Fire
Cannabis
more ▼

Create an Application
searchSearch Applications
eventSchedule an Inspection

Record BLD2019-0057: Add to collection

Building Permit

Record Status: Issued

Record Info ▼
Payments ▼
Custom Component

Inspections

Upcoming (1)

[Schedule or Request an Inspection](#)

Click the link above to schedule or request one.

05/07/2020 at TBD 120 Foundation - Setback	Actions ▼
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Completed (3)

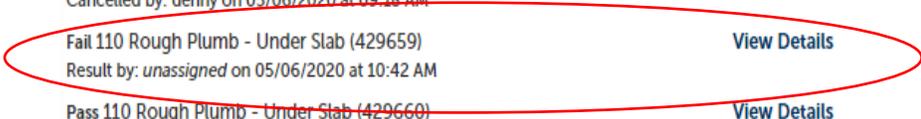
Cancelled - 1; Fail - 1; Pass - 1

Cancelled 110 Rough Plumb - Under Slab (429637) <small>Cancelled by: denny on 05/06/2020 at 09:18 AM</small>	View Details
Fail 110 Rough Plumb - Under Slab (429659) <small>Result by: unassigned on 05/06/2020 at 10:42 AM</small>	View Details
Pass 110 Rough Plumb - Under Slab (429660) <small>Result by: DF on 02/24/2020 at 10:48 AM</small>	View Details

Results and comments from previous Inspections



Completed (3)
Cancelled - 1; Fail - 1; Pass - 1



“Result Comments”

110 Rough Plumb - Under Slab (429659, Optional) ×

2825 AD  [Print](#)

Status **Details**

Fail 5/6/2020 10:42 AM Desired Date: TBD	Record BLD2019-0057 Building Permit	Contact Denny M Ferreira 5256557
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Last updated
DF
5/6/2020 10:42 AM
[View Status History](#)

[View Result Comments](#)

Related Inspections

Showing 0-0 of 0

ID	Inspection Name	Relationship	Status
No records found.			

Status

Details

Fail
5/6/2020 10:42 AM
Desired Date: TBD

Record
BLD2019-0057
Building Permit

Contact
Denny M Ferreira
5256557

Last updated
DF
5/6/2020 10:42 AM
[View Status History](#)

[View Result Comments](#)

Result Comments

Showing 1-1 of 1

DF (5/6/2020 10:42 AM)
No access to job site. Gate Locked.

Related Inspections

Showing 0-0 of 0

ID	Inspection Name	Relationship	Status
No records found.			

“Status History”

Status

Details

Fail
5/6/2020 10:42 AM
Desired Date: TBD

Record
BLD2019-0057
Building Permit

Contact
Denny M Ferreira
5256557

Last updated
DF
5/6/2020 10:42 AM

[View Status History](#)

[View Result Comments](#)

Status History

Showing 1-2 of 2

Status	Status Date/Time	Inspector	Update Time	Updated By	Result Comments
Fail	5/6/2020 10:42 AM	unassigned	5/6/2020 10:42 AM	DF	No access to job site. Gate Locked.
Scheduled	2/20/2020 12:00 AM	unassigned	5/6/2020 10:42 AM	DF	

Related Inspections

Showing 0-0 of 0

ID	Inspection Name	Relationship	Status
No records found.			