



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. The form contains fields for 'User Name or E-mail' and 'Password', a 'Remember me on this computer' checkbox, and a 'Login »' button. A red arrow points from a red box at the bottom right containing the text 'Log in to your account' to the 'Login »' button. The main content area includes a welcome message and a grid of service links such as 'Lookup Property Information', 'Search Applications', 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

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 displays 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, showing a modal dialog titled 'Schedule/Request an Inspection'.

The dialog box contains the following elements:

- Available Inspection Types (86)**: A list of inspection types, each with a radio button and the word '(optional)'. The selected type is '120 Foundation - Setback'.
- Show optional inspections
- Navigation: '< Prev', '1', '2', '3', '4', '5', '6', '7', '8', '9', 'Next >'
- Buttons: 'Continue' (blue) and 'Cancel' (green)

A red box highlights the radio button next to '120 Foundation - Setback' with the text 'Click radio button' and an arrow pointing to it.

7. 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

8. 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

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 AD

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.

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) 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.

Search...

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

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

Cancelled 110 Rough Plumb - Under Slab (429637)
 Cancelled by: deny 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

Actions ▾
 View Details
 Reschedule
 Cancel

“View Details”

120 Foundation - Setback (429658, Optional)
 2825 AD

[Reschedule](#) [Cancel Inspection](#) [Print](#)

Status **Details**

<p>Scheduled 05/07/2020 Estimated Arrival Time: TBD Desired Date: TBD</p> <p><i>Last updated</i> deny 5/6/2020 9:17 AM View Status History View Result Comments</p>	<p>Record BLD2019-0057 Building Permit</p>	<p>Contact</p> <div style="background-color: #4a7ebb; height: 20px; width: 100%;"></div>
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Related Inspections

Showing 0-0 of 0

ID	Inspection Name	Relationship	Status
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							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 Friday, May 08 2020

All Day

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

“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 AL
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.

<p>05/07/2020 at TBD 120 Foundation - Setback</p>	<p>Actions ▼</p>
---	----------------------------------

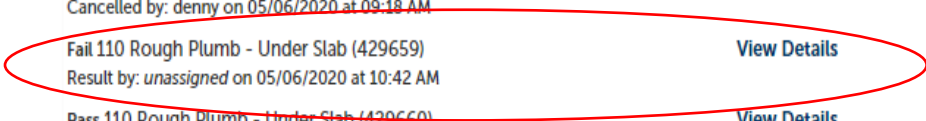
Completed (3)
Cancelled - 1; Fail - 1; Pass - 1

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

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.			