



CITY OF STOCKTON

CREATE BUILDING INSPECTIONS ONLINE

<http://aca.accela.com/stockton>

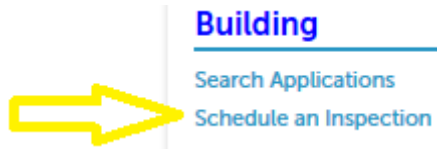
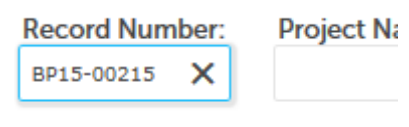
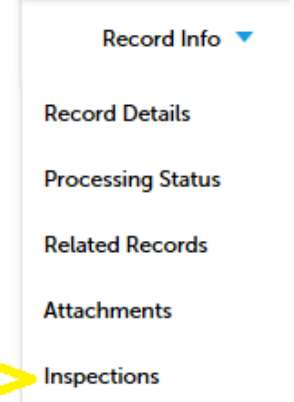
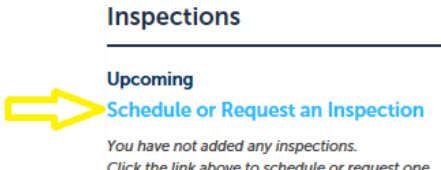
The screenshot shows the City of Stockton online portal. At the top, there is a navigation menu with 'Home', 'Building', 'Planning', and 'Engineering'. Below the menu is an 'Advanced Search' dropdown. The main content area is divided into two columns. The left column contains a welcome message, a 'What would you like to do today?' section with links for 'Building', 'Planning', and 'Engineering', and a 'Search Applications' link under each category. The right column contains a 'Login' section with input fields for 'User Name or E-mail' and 'Password', a 'Login »' button, and links for 'Remember me on this computer', 'I've forgotten my password', and 'New Users: Register for an Account'.

We will be upgrading our permitting system over the next few weeks and this will cause the suspension of the phone system used for scheduling inspections. You are advised to please use our new scheduling system available online at <https://aca.accela.com/stockton> to schedule your inspections. This can be done on your computer or your mobile device. All you will need is your permit number to schedule. It is fast and easy so please give it a try.

You can also schedule by calling in to us at (209) 937-8561 to have one of our staff in assisting you schedule your inspections.

We apologize for any convenience this may cause you and appreciate your co-operation and feedback. Please follow the guide on the back of this page to schedule your inspections

Thank you. Management

<p>1. Browse to https://aca.accela.com/stockton</p>	
<p>2. Click the 'Schedule and inspection' link under the Building section</p>	
<p>3. This will open a search page. You can use any of the parameters to search (e.g. address, parcel, date etc.) but best to use your permit number in the 'Record Number' box. Please include any leading 0's. Click Search.</p>	
<p>4. The search will bring up the Permit's records page that shows the details of the permit record. Information such as location, status, work description etc. are displayed here.</p> <p>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.</p>	
<p>5. The record details will be updated with the inspection details. You will be able to see any scheduled and resulted inspections on this pane. You are also presented with the option to schedule an inspection. Click the 'Schedule or Request and Inspection' link.</p>	
<p>6. Follow the instructions by choosing the inspections you want,</p> <p>7. Select an appointment date and time range (Note: There is only one time range at this time. More will be added in the future).</p> <p>8. You will also have the opportunity to change contact information and include notes for special instructions. Once you are done click 'Finish' and your inspection is scheduled.</p> <p>9. You can also use this tool to check the status of your inspections in the future.</p> <p>Thank you.</p>	