

# Scheduling an inspection through ACA

<https://aca-prod.accela.com/linn/Default.aspx>

1. Register for an account. (See highlight below.)
2. Once registered for an account, log in.
3. On the home page, click Building

**Login**

User Name or E-mail:

Password:

Remember me on this computer  
[I've forgotten my password](#)  
[New Users: Register for an Account](#)

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

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

Hello,

**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				

4. Enter the permit number in the area that is labeled "record number".  
If this is a contract city permit issued after May 2021, please enter the number under "project name".  
(Enter in the permit number exactly as written).

General Search

Search my records only

Record Number:   
Record Type:

Project Name:

5. Click search .
6. In the blue box, click on Schedule an inspection.

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

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

Record BLD-2021-01927:

[Add to collection](#)

- It will bring you to a general search page, your permit number should already be entered in the record number box.
- Click search again.

## Records

Showing 0-0 of 0

Date	Record Number	Record Type	Project Name	Address	Status	Action
No records found.						

### Search for Records

Enter information below to search for records.

- Site Address
- Contractor License Information
- Parcel Number
- Record Information
- Contact Information

Select the search type from the drop-down list.

### General Search

General Search

Search my records only

**Record Number:**  **Record Type:**

**Project Name:**

**License Type:**  **State License Number:**

**Name of Business:**  **Business License #:**

**Street No.:**  -  **Street Name:**  **City:**  **Parcel No.:**

## Inspections

- This will bring you to the "Inspections" screen.

### Upcoming

[Schedule or Request an Inspection](#)

*You have not added any inspections.  
Click the link above to schedule or request one.*

- Choose "Schedule or Request an Inspection" link

- It will take you to the list of inspections that are needed.

- Pick the inspection that is desired and press continue.

**Schedule/Request an Inspection**

Available Inspection Types (8)

Show optional inspections

- Underfloor Plumbing (optional)
- Above Floor Plumbing (optional)
- Building Sewer (optional)
- Storm Sewer (optional)
- Water Service (optional)
- Plumbing Final (optional)
- Progress Check (optional)
- Backflow (optional)

13. You will need to pick the day you wish to receive the inspection on.

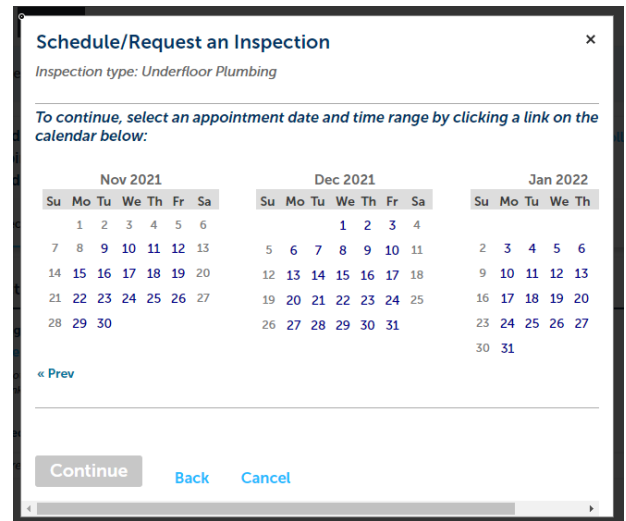
*\*If requested before 6:30 am, it can be scheduled for same day,*

*\*If after 6:30 am, will need to be scheduled for the next business day.*

14. You must choose the “8:00 am – 4:00 pm” option.

*(See below)*

15. Click continue.



**Available Times for Tuesday, Nov 09 2021**  
**Morning (08:00 AM - 04:00 PM)**

🕒 08:00 AM - 04:00 PM

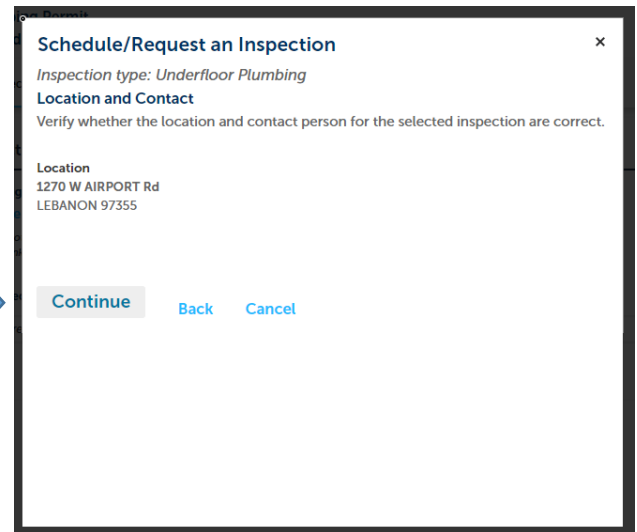


**Continue**

Back

Cancel

16. Verify your inspection request.

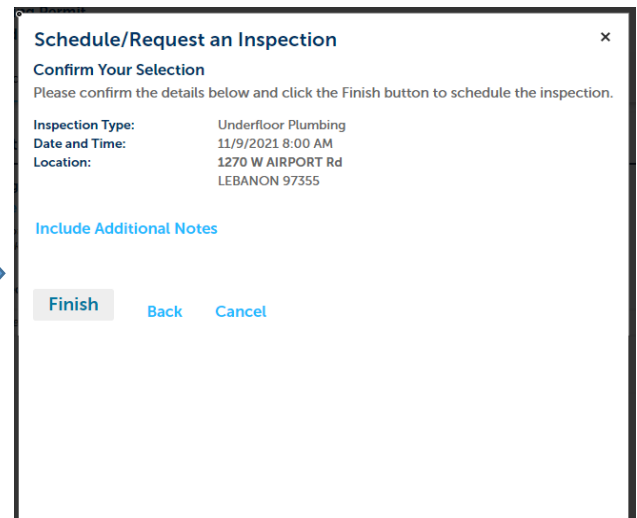


17. Click continue.

18. Confirm & make any additional notes or inspection requests.

19. Click finish.

20. Your inspections screen will now list your scheduled inspection and you are finished. *(See below)*



## Inspections

### Upcoming (1)

#### Schedule or Request an Inspection

Click the link above to schedule or request one.

11/09/2021 at 08:00 AM Scheduled Underfloor Plumbing (304899)

Inspector: *unassigned*