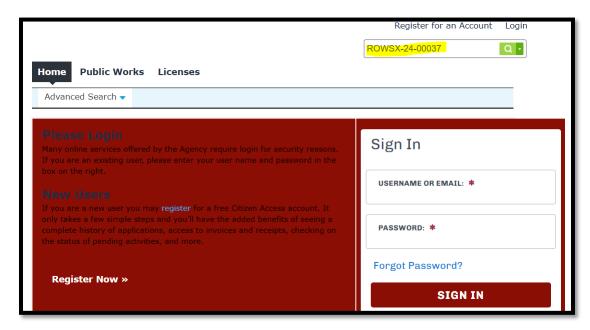
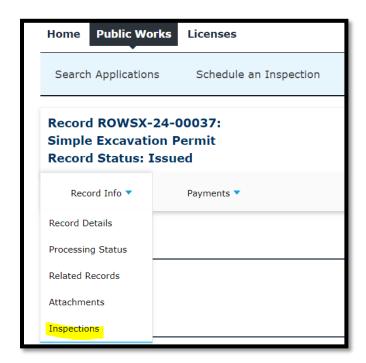


<u>PWD – Civic Platform Requesting an Inspection Process</u>

- 1. Go to https://aca-prod.accela.com/COSA/default.aspx .
- 2. You will be taken to the Home Page. Enter the permit number you need to request an inspection on in the Search box.

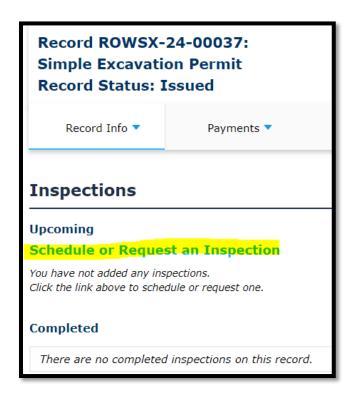


3. Click triangle to drop down **Record Info**. Click on **Inspections**.

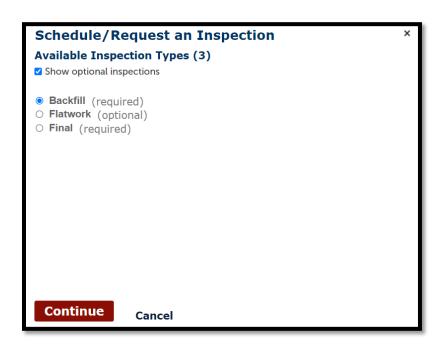




4. Click on Schedule or Request an Inspection.



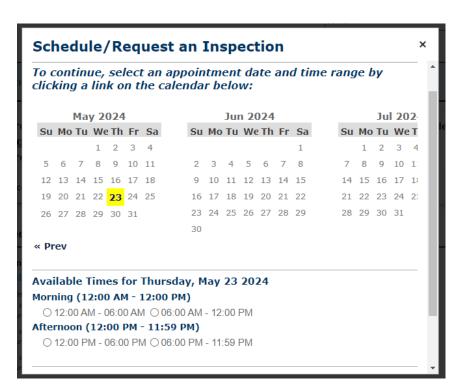
5. Choose the **inspection** you are needing. Please note all permits will require a final inspection once work is complete to close out permit. Click **Continue**.





Choose the current date and choose morning or afternoon. No matter what time you pick it will be scheduled immediately and the inspector should be there within an hour of you clicking submit. Click Continue.

Note: Per the ROW Ordinance we must arrive within one hour of request. We do not schedule out inspections.



7. Verify location and contact information. Click **Continue**.





Confirm the information. If you need to add additional information to get the inspector to the correct inspection location (i.e. behind address in the alley; on the side street of this address, etc) click on **Include Additional Notes**. Text box will open for you to add instructions. Click **Finish**.



Your inspection will show in the list as a scheduled inspection. Once the inspector has completed the inspection it will show under the Completed section.



To cancel an inspection any time prior to an inspector arriving you can click the triangle next to **Actions** and choose **Cancel**.