

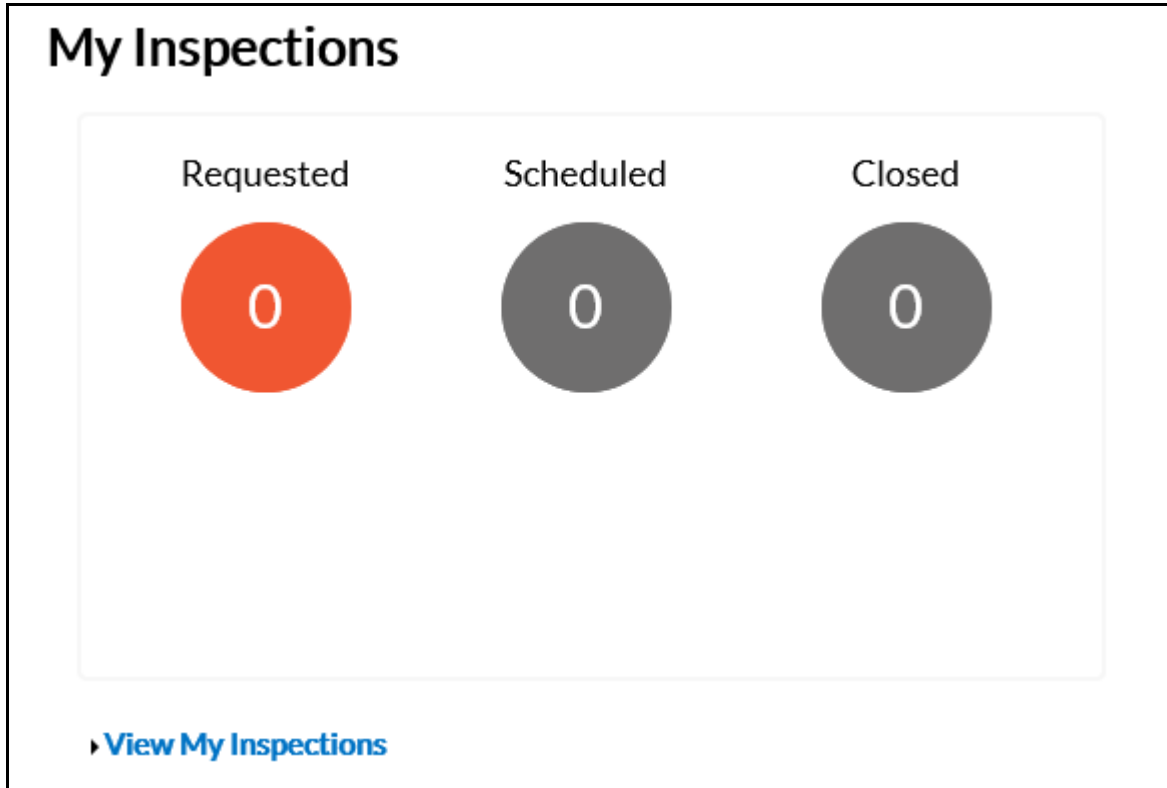


ACCESS On-Line Permit Portal

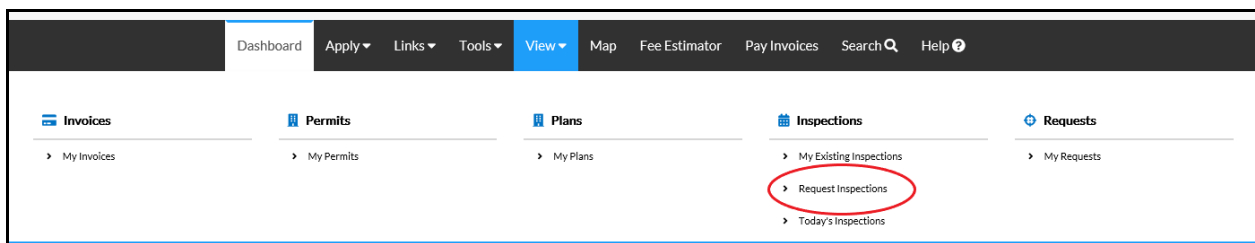
How Do I Request or Cancel an Inspection?

1. You will need to be a registered user to request or cancel an inspection through the portal. Please refer to the “#2 - How To Create Your Account” document for instructions if you are not a registered user.
2. Log in to the portal. Please refer to the “#3 - How Do I Log In?” document for instructions if you need assistance with this step.
3. Once logged in, you will be taken immediately to the Dashboard. Here you will see information regarding your permits, plans, inspections and invoices. You will need to ensure that all fees are paid for a particular permit or plan before any inspections can be scheduled for that permit or plan. To pay the fees for a permit or plan, please refer to the “#8 - How Do I Pay My Permit Fees?” document for instructions if you need assistance with this step.
4. For the purposes of this tutorial, we will focus on inspections. Scroll to the “My Inspections” panel at the bottom left-hand corner of the page. Here you will see a general overview of inspection activities for all of your projects, including buttons showing how many have been requested, scheduled and closed. Clicking the “View My Inspections” link at the bottom of the panel will take you to an itemized list of all inspection activity for all of your projects.

5. If this is your first project through the ACCESS portal, there should be no inspection history for your account, and the “My Inspections” panel should contain no records.



6. Once the fees have been paid for the permit or plan in question and the building, zoning or environmental permit has been issued, you may begin to request inspections for your building project. To do this, click the dropdown box entitled “View” from the banner near the top of the page, then click “Request Inspections” under the heading entitled “Inspections”.



7. On the next screen (the “Request Inspections” screen), you will see a list of all the open permit or plan cases associated with your account on the left hand side of the panel. On the right hand side of the panel, you may select the inspection(s) you would like to request. To select all the inspections associated with the permit or plan, tick the “Select All” box at the top of the header. Once you have selected the inspection(s) you would like to request, click one of the “Request Inspection” buttons at the top right hand corner or at the bottom right hand corner of the panel.

Request Inspections

Search for case number, address or inspection type Exact Match

Sort

Case Number	Address	Type	Inspection Type	Select All <input type="checkbox"/>
BLDC-000116-2019	23296 Courthouse Avenue Accomac, VA 23301	Commercial New Construction	Framing	<input checked="" type="checkbox"/>
BLDC-000116-2019	23296 Courthouse Avenue Accomac, VA 23301	Commercial New Construction	Foundation Wall	<input type="checkbox"/>
BLDC-000116-2019	23296 Courthouse Avenue Accomac, VA 23301	Commercial New Construction	Mechanical Underground	<input type="checkbox"/>
BLDC-000116-2019	23296 Courthouse Avenue Accomac, VA 23301	Commercial New Construction	Final Building	<input type="checkbox"/>
BLDC-000116-2019	23296 Courthouse Avenue Accomac, VA 23301	Commercial New Construction	Plumbing Underground	<input type="checkbox"/>

8. On the next screen, you will see one or more inspection request detail panel(s) depending on how many you selected on the prior screen. If an inspection was chosen in error, you may cancel the request by clicking the light blue 'X' at the upper right hand corner of the appropriate panel. After reviewing the details, select a date on which you would like to schedule the inspection by clicking the small calendar icon and choosing the day (NOTE: The very earliest an inspection may be requested is for the next business day. Additionally, inspections are not scheduled for Fridays). Then, you may select an 'AM' or 'PM' time window (NOTE: Selecting a time window does not guarantee that an inspector will arrive within that timeframe; rather, it is only a preference. Inspectors will make every attempt to accommodate the preference, but because of daily inspection loads and routing it is not always possible).

If there are any comments you have for the inspector (contact information, etc.) or would like to leave a gate code, please do so in the text box in the lower portion of the panel. Once you have filled in the appropriate information, click the 'Submit' button at the very bottom of the panel.

1 #BLDC-000116-2019

Inspection Type: Framing

Case Type Commercial New Construction

Address: 23296 Courthouse Avenue Accomac, VA 23301

* Requested Date 06/11/2019 AM

Comments/Gate Code TEST

Submit

9. After a brief processing period, the inspection request will be accepted, and the panel will show a check mark in a green background.

1 Case #BLDC-000116-2019


Inspection Type: Framing

Case Type Commercial New Construction

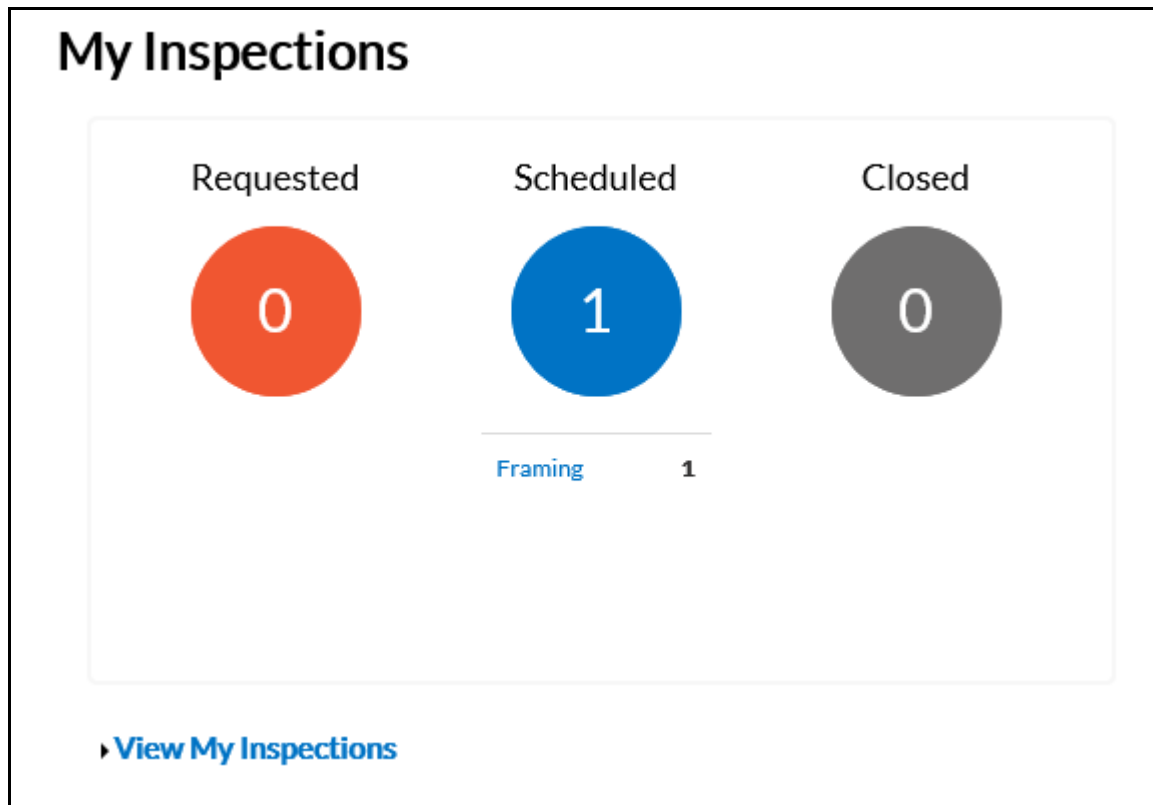
Address: 23296 Courthouse Avenue Accomac, VA 23301

Requested Date 06/11/2019

Comments/Gate Code TEST



10. Once the inspection request has been accepted by the permit manager, you will see that the inspection status changes from “Requested” to “Scheduled” on the “My Inspections” panel from the Dashboard. Clicking the “Scheduled” button will display details about the inspection that was just scheduled.



Canceling or Editing an Inspection

11. Currently, there is no functionality within the ACCESS On-Line Portal to allow the editing or cancellation of an inspection once it has been scheduled. That said, due to the 24-7 availability of the portal for scheduling, it is now possible to mitigate many of the circumstances that would require a cancellation or change (e.g., weather events). If a cancellation or change is necessary, you may contact the Building and Zoning office by calling (757) 787-5721 or by e-mail at building@co.accomack.va.us. If cancelling or making a change by e-mail, please leave a detailed narrative describing the reason for the cancellation or change.