

Inspections - Scheduling Online

How to schedule an inspection online

- 1) Navigate to <https://aca.accela.com/tacoma>
- 2) Under the Permits heading click the blue link, "Schedule an Inspection"

Permits

[Search Permit Records](#)
[Schedule an Inspection](#)



- 3) Enter the record number you are scheduling the inspection for and click the Search button.

General Search

Enter your search criteria below. Use the Start Date and End Date to enter a date range system.

Record Number:
Record Type:



If you are logged into your account, you can select your record from the list of available records. Click the desired record number to continue.

- 4) On the next page, select the "Record Info" drop-down menu and click Inspections

Record Info ▾

- Record Details
- Processing Status
- Related Records
- Inspections**



- 5) Next click the "Schedule or Request an Inspection" link

Inspections

You may schedule inspections after your permit has been approved and Issued.

Upcoming

[Schedule or Request an Inspection](#)



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

Showing 1-1 of 1 | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Status	Action	Address	Project Name	Exp Dat
<input type="checkbox"/>	01/22/2016	BLDRA16-0009	Residential Alteration	Pending Intake Screening		747 MARKET St, TACOMA WA 98402		



Note: This Tip Sheet does not substitute for codes and regulations.

The applicant is responsible for compliance with all codes and regulations, whether or not described in this document.

More information: City of Tacoma, Planning and Development Services | www.tacomapermits.org (253) 591-5030

To request this information in an alternative format or a reasonable accommodation, please call 253-591-5030 (voice).

TTY or STS users please dial 711 to connect to Washington Relay Services.

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- 6) The following window will pop-up, select the appropriate inspection type and click "Continue"

Schedule/Request an Inspection

Available Inspection Types (20)

Show optional inspections

- Footing (optional)
- Foundation Walls (optional)
- Building Slab - Energy (optional)
- Mono Slab (optional)
- CMU Walls (optional)
- Slab Insulation (optional)
- Under Floor (optional)
- Framing (optional)
- Roof Nailing (optional)
- Shafts (optional)



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Continue Cancel

- 7) Click on the requested date shown on the calendar, then click the button next to the available time. Then click continue. **Note:** Inspections may occur anytime between 9am – 3pm on the date scheduled. If you need a specific time, please note this in the next section.

Schedule/Request an Inspection

Inspection type: Final

To continue, select an appointment date and time range by clicking a link on the calendar below:

Feb 2016							Mar 2016							Apr 2016							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
1	2	3	4	5	6				1	2	3	4	5							1	2
7	8	9	10	11	12	13	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
14	15	16	17	18	19	20	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
21	22	23	24	25	26	27	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
28	29						27	28	29	30	31			24	25	26	27	28	29	30	

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Available Times for Thursday, Feb 25 2016

Morning

09:00 AM - 03:00 PM

Continue Back Cancel



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- 8) Change the contact information, if necessary, then click continue.

Schedule/Request an Inspection ×

Inspection type: Final

Location and Contact

Verify whether the location and contact person for the selected inspection are correct.

Location

747 MARKET ST

Contact

No contact found.

[Change Contact](#) ▼ 

* First Name	Middle Name	* Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Phone Number		
<input type="text"/>		
<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>	

[Back](#)

[Cancel](#)



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- 9) Verify the inspection details: type, Date and Time, Location

Schedule/Request an Inspection ×

Confirm Your Selection

Please confirm the details below and click the Finish button to schedule the inspection.

Inspection Type: Final
Date: 2/25/2016 9:00 AM
Location: 747 MARKET ST
Contact:

[Include Additional Notes](#) 

Cancellation and Reschedule Policy:

Reschedule must be made before 06:00 AM.
Cancellations must be made before 05:00 PM.

Finish

[Back](#)

[Cancel](#)

and Contact.

- 10) Click Include Additional Notes to provide details you want to provide to the inspector.
Example: "Inspection for basement work only. Beware of dog in back yard."
11) Click Finish. Your inspection is now scheduled.

Notes: [1] While your inspection may indicate '9am', please note that inspections may occur anytime between 9am – 3pm on the date requested.

[2] Failure to be prepared for an inspection may result in re-inspection fees, which may be required to be paid prior to the next requested inspection.



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