**Inspections - Scheduling Online**

**How to schedule an inspection online**

1) Navigate to [https://aca.accela.com/tacoma](https://aca.accela.com/tacoma)

2) Under the Permits heading click the blue link, “Schedule an Inspection”

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

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

5) Next click the “Schedule or Request an Inspection” link

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*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.*
6) The following window will pop-up, select the appropriate inspection type and click “Continue”

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

**Schedule/Request an Inspection**

**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

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<tr>
<th>*First Name</th>
<th>Middle Name</th>
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<th>*Phone Number</th>
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Submit  Cancel

Continue  Back  Cancel

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

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.