

STEP BY STEP INSTRUCTIONS FOR SCHEDULING AN INSPECTION ONLINE

- Access the online portal webpage: <https://aca.accela.com/grassvalley/default.aspx>
- You have to create an account in order to schedule an inspection.
- Click on the **“BUILDING”** tab next to the **“HOME”** tab.
- Search for the permit number or the site address but not both.
- Click the **“RECORD INFO”** drop down and select inspections.
- Select the **“INSPECTIONS”** option.
- Select **“SCHEDULE OR REQUEST INSPECTION”**
- Search through the list of available inspections and find the inspection type you want, then continue .
- Select an available inspection date then the preferred time (8:00AM-12:00PM) or (12:00PM-4:00PM) then continue.
- Verify the contact information is correct or add contact information, then continue.
- A final confirmation screen will appear. You can add any additional notes for the inspector; example site access info or permit card location. If all information is correct, select finish.

For questions, please contact the Building Department at **(530) 274-4340**

Visit our website at **cityofgrassvalley.com**