

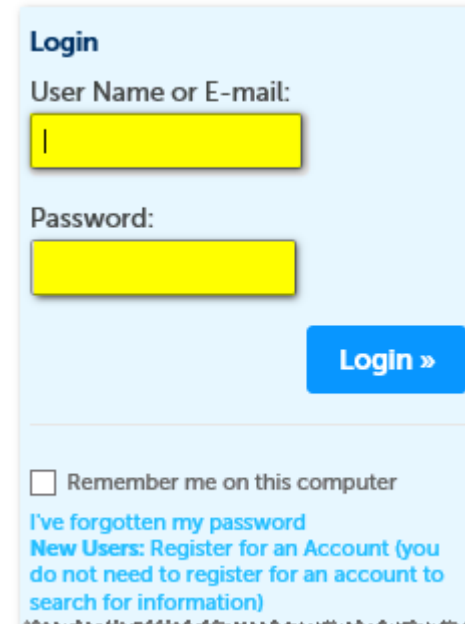
How to Schedule / Reschedule an inspection

Connect to: <https://aca-prod.accela.com/weston/>

Inspection can only be scheduled for Permits Associated to your e-Permits portal account.

To schedule/reschedule inspections, you need to log in with your e-Permits account. Type your username and password and click [Login](#).

If you still do not have an account, please [click here](#) to refer to the tutorial on How to Register an Account.




The screenshot shows a login form with the following elements:


- Login** (Section Header)
- User Name or E-mail:** A yellow input field with a cursor.
- Password:** A yellow input field.
- Login »** (Blue button)
- Remember me on this computer
- [I've forgotten my password](#)
- [New Users: Register for an Account \(you do not need to register for an account to search for information\)](#)




Once logged in, you will see the dashboard and place your mouse over Schedule. For this tutorial, click on Building Inspection.

THE CITY OF WESTON

 Home ▾

 Search ▾

 Apply ▾

 Schedule ▾

 Help ▾

Building Inspection

Engineering Inspection

Landscaping Inspection

Planing, Zoning & Certificate of Use

Hello, Test Tester



A list of Records associated to your account will appear . Click on the correct record number to proceed.

Note: If an existing record does not show in this grid then that means that record is not associated with your account. Please read below.

Licensed professionals - if you are registered with the city then please add your license to your account under the account management section. A how to guide can be found under the Help / How To Menu

Home Owner - If you would like your account to be associated with an existing record you would need to call the City's building services to associate existing records.

Records

Show on Map

Showing 1-10 of 40 | [Add to collection](#) | [Copy Rec](#)

<input type="checkbox"/>	Date	Record Number	Record
<input type="checkbox"/>	01/26/2018	B18-00725	Comm Re-root
<input type="checkbox"/>	01/24/2018	B18-00724	Comm
<input type="checkbox"/>	01/23/2018	B18-00722	Resider



Find the inspection that needs to be scheduled or rescheduled.

Select either Schedule or Reschedule from the Actions dropdown.

Record PLU-1633594-0:
Residential Water Heaters
Record Status: Permit Issued

Record Info ▼	Payments ▼	Education ▼
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Inspections

Upcoming (1)
[Schedule or Request an Inspection](#)

Click the link above to schedule or request one.
02/16/2017 at Morning Scheduled PLU-Final Plumbing (145723)
Inspector: Victor Swackhammer

Completed (1)
Fail - 1

Fail Final Plumbing (100077)
Result by: Victor Swackhammer on 12/08/2016 at 12:00 AM

Actions ▼

- [View Details](#)
- [Reschedule](#)
- [Cancel](#)

[View Details](#)



Pick the desired calendar date and the time.

Click the Continue button.

Schedule/Request an Inspection

Inspection type: PLU-Final Plumbing

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

Feb 2017							Mar 2017							Apr 2017						
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				1	2	3	4							1
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

[« Prev](#) [Next »](#)

Available Times for Wednesday, Mar 15 2017

Morning (08:00 AM - 12:00 PM)

08:00 AM - 12:00 PM

Afternoon (01:00 PM - 04:00 PM)

01:00 PM - 04:00 PM

Continue

Cancel



Add any contact information.

Click the Continue button.

Schedule/Request an Inspection

Inspection type: PLU-Final Plumbing

Location and Contact

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

Location

1446 CANARY ISLAND DR
WESTON FL 33326

Contact

8662190880

[Change Contact](#) ▼

[Continue](#)

[Back](#)

[Cancel](#)



Confirm your selected date and add any additional notes for the inspector.

Click the Finish button.

Schedule/Request an Inspection

Confirm Your Selection

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

Inspection Type:	PLU-Final Plumbing
Date and Time:	3/15/2017 8:00 AM
Location:	1446 CANARY ISLAND DR WESTON FL 33326
Contact:	8662190880

Include Additional Notes

Finish

Back

Cancel

That's it! Your inspection has been scheduled to your new date.

Thank you for using the e-Permits portal!

Inspections

Upcoming (1)

[Schedule or Request an Inspection](#)

Click the link above to schedule or request one.

03/15/2017 at 08:00 AM Scheduled PLU-Final Plumbing (145793)

Inspector: *unassigned*

