



COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING DIVISION

CITY HALL
10300 TORRE AVENUE • CUPERTINO, CA 95014-3255
(408) 777-3228 • FAX (408) 777-3333

Accela 002 – Online Inspection Schedule

How to Schedule Inspections Online by Using Citizen Access Portal

Pre-Conditions: *First* the user must create a user account within the Citizen Access Portal. See Accela Handout labeled *Accela 001 – Create Citizen Account* for instructions. *Second* the public user account through which the inspection scheduling is done must be added to the permit system (if other than Applicant). This is completed by the Building Division staff – see contact info below.

1. Login to the public portal (<https://aca.accela.com/CUPERTINO/Login.aspx>)
2. Click on **My Records** option on header.

Note: If you do not see the permit record listed under your records then please call 408-777-3228 or email at permitcenter@cupertino.org for further assistance.

City of Cupertino Online Permit Services
Building, Planning, Public Works

Logged in as: Sean Hatch Collections (0) Account Management Logout

Search...

Home Building Planning Public Works Complaints

Dashboard **My Records** My Account Advanced Search

▼ Building

Showing 1-4 of 4 | Download results | Add to collection

| <input type="checkbox"/> | Date | Record Number | Record Type | Project Name | Address | Status | Action |
|--------------------------|------------|----------------------|----------------|--------------|---|-----------|--------|
| <input type="checkbox"/> | 08/12/2019 | BLD-2019-0523 | Commercial New | | 10300 TORRE AVE, Cupertino 950143202 | Submitted | |

3. Click on the Record Number hyperlink in Blue color.

4. The permit information will be displayed. Click on the **Record Info Tab**.

The screenshot shows a navigation bar with 'Home', 'Building', 'Planning', 'Public Works', and 'Complaints'. Below it is a light blue bar with 'Create an Application', 'Search Applications', and 'Schedule an Inspection'. The main content area displays 'Record BLD-2019-0512: Re-Roof - Online' with a status of 'Record Status: Issued' and an 'Add to collection' link. A dropdown menu is open under 'Record Info', showing options like 'Record Details', 'Processing Status', 'Related Records', 'Attachments', and 'Inspections'. The 'Record Info' tab is circled in red.

5. Select the **Inspection** option.

This is a close-up of the 'Record Info' dropdown menu. The menu items are 'Record Details', 'Processing Status', 'Related Records', 'Attachments', and 'Inspections'. The 'Inspections' option is highlighted with a red cloud. The number '2445' is visible next to the 'Attachments' option.

6. Click on the blue hyperlink labeled **Schedule or Request an Inspection**.

The screenshot shows the 'Inspections' section header. Below it, the word 'Upcoming' is displayed. A blue hyperlink 'Schedule or Request an Inspection' is highlighted with a red cloud. Below the link, there is a message: 'You have not added any inspections. Click the link above to schedule or request one.'

7. Click on the radial button next to inspection to be scheduled. Click the **Continue** button. **Note:** Only one inspection can be scheduled. The list will vary depending on the permit type.

Schedule/Request an Inspection

Available Inspection Types (5)

- ROOF PRE-INSPECTION (required)
- ROOF TEAR OFF (required)
- ROOF PLYWOOD NAIL (required)
- ROOF BATTENS (required)
- FINAL BUILDING (required)



Cancel

8. Select from the available dates (see dates that are bold).

Schedule/Request an Inspection



Inspection type: FINAL BUILDING

To continue, select an appointment date. You will receive an email the morning of your requested inspection date containing your 2 hour time window and inspector contact information.

| Aug 2019 | | | | | | | Sep 2019 | | | | | | | Oct 2019 | | | | | | |
|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa |
| | | | | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | 1 | 2 | 3 | 4 | 5 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | | | | | | 27 | 28 | 29 | 30 | 31 | | |

« Prev

Next »

Continue

Back

Cancel

9. The date selected will be highlighted. Select the radial button for **All Day** under the Available Times for date selected. Click the **Continue** button.

Schedule/Request an Inspection ×

Inspection type: FINAL BUILDING

To continue, select an appointment date. You will receive an email the morning of your requested inspection date containing your 2 hour time window and inspector contact information.


| Aug 2019 | | | | | | | Sep 2019 | | | | | | | Oct 2019 | | | | | | |
|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa |
| | | | | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | 1 | 2 | 3 | 4 | 5 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | | | | | | 27 | 28 | 29 | 30 | 31 | | |

« Prev

Next »

Available Times for Thursday, Aug 22 2019

All Day (08:00 AM - 05:00 PM)

 **Continue**

Back

Cancel

10. Review the inspection information to verify it is correct. When complete click on the **Continue** button.

Schedule/Request an Inspection

Inspection type: FINAL BUILDING

Location and Contact

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


Location

10300 Torre Ave
CUPERTINO CA 950142445

Contact

Joe Citizen

[Change Contact](#) ▼

 **Continue**

Back

Cancel

11. Review information and add any special instructions/notes for the inspector. Click on the **Finish** tab to complete.

Schedule/Request an Inspection

Confirm Your Selection

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

| | |
|-------------------------|---|
| Inspection Type: | FINAL BUILDING |
| Date and Time: | 08/22/2019 |
| Location: | 10300 Torre Ave CUPERTINO CA 950142445 |
| Contact: | Joe Citizen |

[Include Additional Notes](#)

