

ACCELA – C/O INSPECTION REQUEST STEPS FOR LOTS ON PRIVATE STREETS

In order to request a Certificate of Occupancy inspection for lots on private streets, a record must first be created using our online system.

Create a Record

- 1) After you have registered online and your account is activated, click here to gain access to the online permit and inspection system: <https://aca.accela.com/COSPRINGS/Login.aspx>
- 2) Log in with the username and password you created during registration, then click on **Public Works**
- 3) Read and accept the **General Disclaimer** by clicking on the checkbox, then click the **Continue**

Application button

- 4) At the **Select a Permit Type** page, select **Non-Permit Inspections**, then click on the

Continue Application button

- 5) At the **Detail Information** screen, fill in any pertinent information in each of the three sections (NOTE: all sections are optional except for **Nearest Cross Street**)

- 6) Click on **Continue Application** button to continue creating the record, or click on the **Save and Resume Later** button if you need to come back to the application at another time

- 7) At the **Location >Nearest Valid Address** screen, fill in both the **Street No.** and **Street Name** boxes (NOTE: do not add a street type to the street name field, EX: do *not* type “Nevada Avenue”; instead type “Nevada”), then click on the **Search** button

- a) If the **Address Search Result List** screen appears, choose the correct address for your site, then scroll down and click on the **Select** button

- 8) Click on the **Continue Application** button

- 9) At the **People>Contact Information** screen, complete the following:

- a) In the **Applicant section**, click on the **Select from Account** button, select a contact type from your list, then click on the **Continue** button (NOTE: you can also add a new contact(s) in the **Applicant** section by clicking on the **Add New** button)

- 10) Click on the **Continue Application** button

- 11) At the **Review** screen, scroll down to review your application and click on the **Edit** button to the right of each section if edits/additions need to be made

- 12) Click on the **Continue Application** button

Request an Inspection

A record has now been created and a C/O inspection request can be made by completing the following steps:

- a) Click on **Schedule an Inspection** (header bar in light blue). NOTE: If you are on the **Home** page, click on **Public Works** (disregard the General Disclaimer), then click on **Schedule an Inspection**
- b) At the **Your Permits** screen, click on the blue **Permit Number** link (the link looks like this: **PWK-NPI18-0123**) to begin the inspection request
- c) At the **Non-Permit Inspections** screen, scroll down to the **Inspections** section at the bottom of the page, then click on the **Schedule an Inspection** link (blue font)
- d) At the Schedule an Inspection window, select **CO Sign-off** then click on the **Continue** button
- e) Select an inspection date, then click on the **Continue** button
- f) Select a time for the inspection, then click on the **Continue** button (NOTE: although a specified time is required, the City Inspector will complete the inspection when it is most convenient for his/her schedule)
- g) Review the location and contact information, then click on the **Continue** button (NOTE: click on the blue **Include Additional Notes** link to add any optional/additional information for the inspector)
- h) Click on the **Finish** button; the inspection will now be added to the Inspector's schedule at the date/time specified