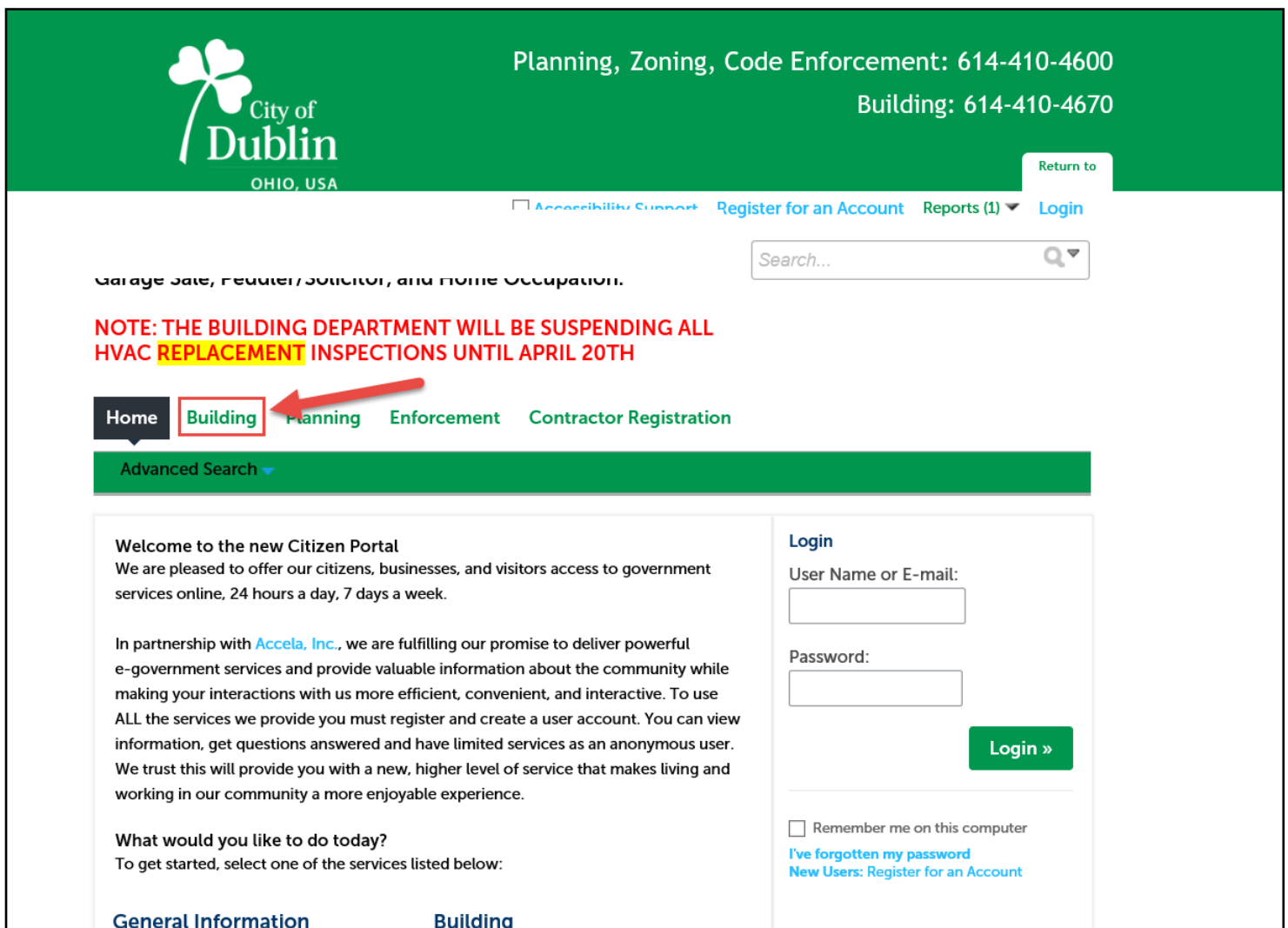


SCHEDULING INSPECTIONS ONLINE USING THE ACCELA CITIZEN ACCESS PORTAL

www.dublinohiousa.gov/aca

*The site is not mobile friendly nor compatible with Safari browser,
please use a desktop or laptop to navigate through the system*

1. Click on Building



City of Dublin
OHIO, USA

Planning, Zoning, Code Enforcement: 614-410-4600
Building: 614-410-4670

[Return to](#)

[Accessibility Support](#) [Register for an Account](#) [Reports \(1\)](#) [Login](#)

Search...

Garage Sale, Feeder/Service, and Home Occupation.

NOTE: THE BUILDING DEPARTMENT WILL BE SUSPENDING ALL HVAC REPLACEMENT INSPECTIONS UNTIL APRIL 20TH

[Home](#) **[Building](#)** [Planning](#) [Enforcement](#) [Contractor Registration](#)

Advanced Search

Welcome to the new Citizen Portal
We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

In partnership with [Accela, Inc.](#), we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

What would you like to do today?
To get started, select one of the services listed below:

[General Information](#) [Building](#)

Login

User Name or E-mail:

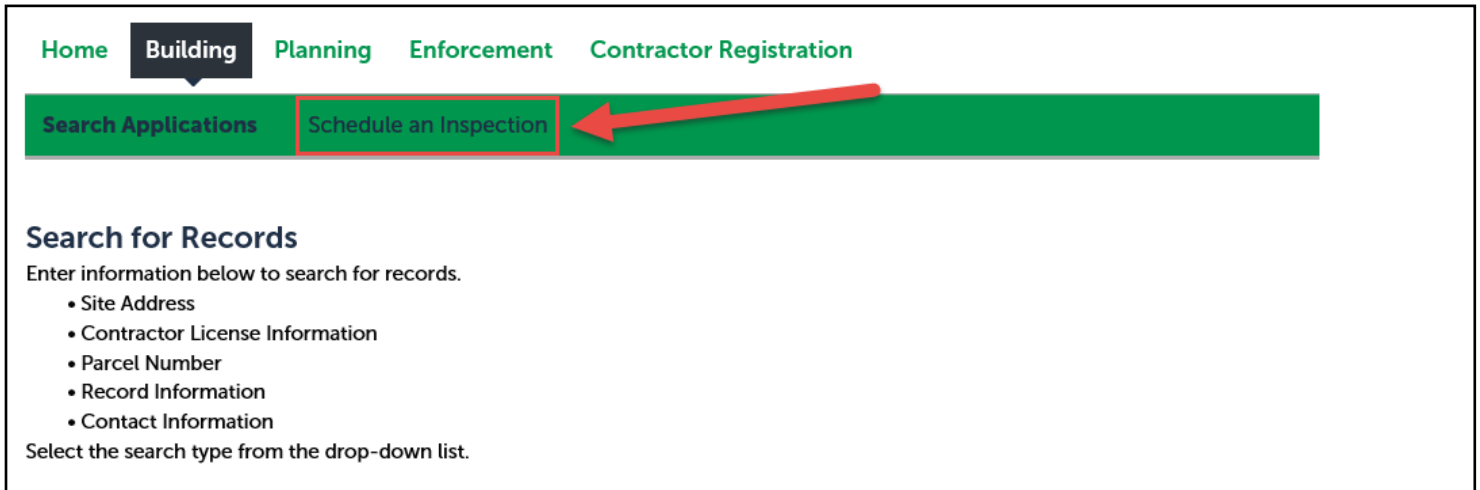
Password:

[Login »](#)

☐ Remember me on this computer

[I've forgotten my password](#)
[New Users: Register for an Account](#)

2. Click on “Schedule an Inspection”



The screenshot shows a navigation bar with the following items: Home, Building (selected), Planning, Enforcement, and Contractor Registration. Below this is a green bar with two buttons: Search Applications and Schedule an Inspection. The 'Schedule an Inspection' button is highlighted with a red box, and a red arrow points to it from the right.

Home Building Planning Enforcement Contractor Registration

Search Applications Schedule an Inspection

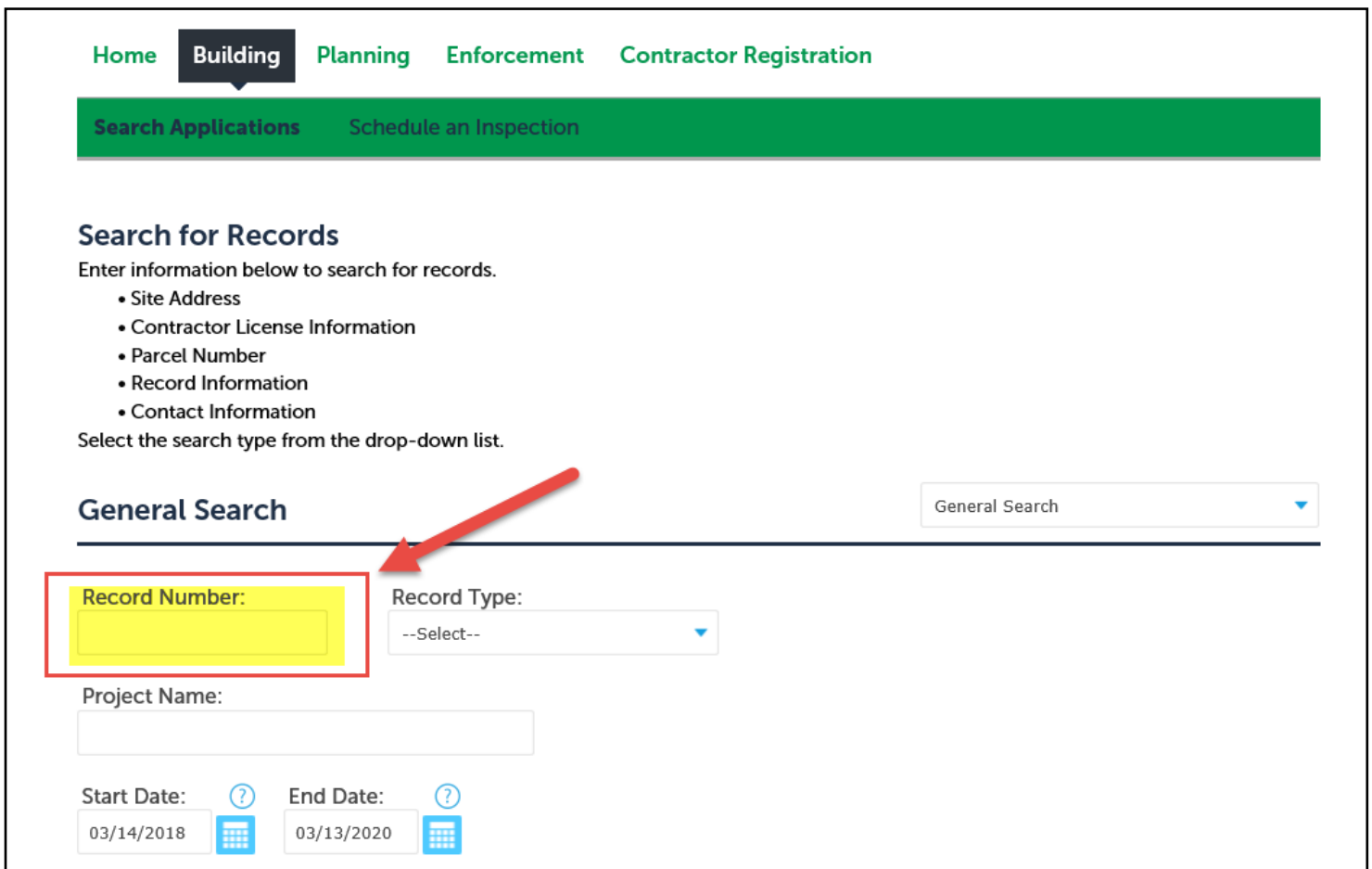
Search for Records

Enter information below to search for records.

- Site Address
- Contractor License Information
- Parcel Number
- Record Information
- Contact Information

Select the search type from the drop-down list.

3. Type your permit number into the “Record Number” field. Be sure to use any prefixes such as CNEW, RNEW, CALT, RALT, CMEC, RMEC, CELE, RELE, and click “Search.” If this does not produce results, you can search by address (using only street number and street name. Leave every other field blank.



The screenshot shows the 'General Search' form. At the top is a navigation bar with Home, Building (selected), Planning, Enforcement, and Contractor Registration. Below this is a green bar with Search Applications and Schedule an Inspection buttons. The 'Schedule an Inspection' button is highlighted with a red box, and a red arrow points to it from the right. Below the green bar is the 'Search for Records' section, which includes a list of search criteria and a drop-down menu to select the search type. Below this is the 'General Search' section, which includes a 'Record Number' field (highlighted with a red box), a 'Record Type' drop-down menu, a 'Project Name' field, and 'Start Date' and 'End Date' fields with calendar icons.

Home Building Planning Enforcement Contractor Registration

Search Applications Schedule an Inspection

Search for Records

Enter information below to search for records.

- Site Address
- Contractor License Information
- Parcel Number
- Record Information
- Contact Information


Select the search type from the drop-down list.


General Search

Record Number:

Record Type:

Project Name:

Start Date: 

End Date: 

4. Scroll down to the Inspection Heading and click on “Schedule or Request an Inspection”

[Home](#)
[Building](#)
[Planning](#)
[Enforcement](#)
[Contractor Registration](#)

[Search Applications](#)
[Schedule an Inspection](#)

Record ~~0150-20-00000~~
 Commercial HVAC New/Addition
 Record Status: Submitted
 Expiration Date: 03/02/2020

Record Info ▼

Payments ▼

Custom Component

Inspections

Upcoming

[Schedule or Request an Inspection](#)

*You have not added any inspections.
 Click the link above to schedule or request one.*

5. Highlight the circle next to the inspection that you're wanting to request and then click "Continue"

Schedule/Request an Inspection

Available Inspection Types (46)

☒ Show optional inspections

1

- ☐ Footings (optional)
- ☐ Foundation Steel (optional)
- ☐ Foundation (optional)
- ☐ Bldg Piers (optional)
- ☐ Bldg Waterproofing (optional)
- ☐ Masonry Wall Grout (optional)
- ☐ Diamonds (optional)
- ☐ Pre Slab (optional)
- ☐ Fire Rated Assembly (optional)
- ☐ Shear Walls (optional)

2

Continue

Cancel

< Prev 1 2 3 4 5 Next >

6. Select the date you want your inspection to take place, click the bubble next to “All Day” and click “Continue”

Schedule/Request an Inspection

Inspection type: Footings

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

Mar 2020

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

Apr 2020

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

May 2020

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

« Prev

Next »

Available Times for Monday, Mar 16 2020

☐ All Day

Continue

Back

Cancel

7. Click Continue on the next screen

Schedule/Request an Inspection

Inspection type: Footings

Location and Contact

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

Location

5800 SHIER RINGS

Contact

test test

Change Contact

Continue

Back

Cancel

8. Click on “Include Additional Notes” to open the dialog box. This is where you need to put your contact name, phone number and any inspection comments/requests you have for your inspector then click Finish.

Schedule/Request an Inspection

×

Confirm Your Selection

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

Inspection Type:	Footings
Date and Time:	03/16/2020
Location:	5800 SHIER RINGS
Contact:	test test

[Include Additional Notes](#) 1

Optional Comments or Instructions for your Inspector:

2

[spell check](#)
(Please include an alternate phone number if different from the contact information provided in your application.)

Cancellation and Reschedule Policy:
Please call 614-410-4670 to cancel your inspection.
Please call 614-410-4670 to cancel your inspection.

Finish 3

Back

Cancel

9. Your Inspection Request will show up here

Inspections

Upcoming (1)

[Schedule or Request an Inspection](#)
Click the link above to schedule or request one.
03/16/2020 at TBD Scheduled Footings (31506361)
Inspector: unassigned

Actions ▼

10. Click Schedule or Request an Inspection for any additional inspections on the same permit number and follow steps 5-9.



The screenshot shows a web interface titled "Inspections". Below the title is a horizontal line. Underneath, there is a section labeled "Upcoming (1)". Inside this section, there is a link "Schedule or Request an Inspection" which is highlighted with a red rectangular box. A red arrow points from the right towards this link. Below the link, there is a line of text: "Click the link above to schedule or request one." followed by "03/16/2020 at TBD Scheduled Footings (31506361)" and "Inspector: unassigned". To the right of this text is a blue link "Actions" with a downward-pointing triangle.

11. To schedule for a different permit number go back to step 1 and begin again.

This portal can be used to see who your inspector is and the check the status of your inspections.

If you need to cancel an inspection, please call our office at 614-410-4670 during posted business hours.

Monday - Friday: 8am - 4pm

Fire

- Fire Alarm Rough Inspections are performed by Washington Township Fire Department. Please call 614.652.3920 to schedule.
- Life Safety & Sprinkler Inspections are performed by Washington Township Fire Department and City of Dublin. Schedule with Washington Township (614.652.3920) first before scheduling with Dublin.

Plumbing

- Plumbing Inspections are performed by Franklin County Public Health.
- Please call 614.525.3160 between 7 A.M. and 8:30 A.M to schedule an inspection. For further information on plumbing inspections [please use the link](#)

Building

Please use this link to request a [Dublin Building Inspection](#)

- Inspections will NOT BE SCHEDULED if your Contractor Registration, Insurance, or State Certificates are expired.
- Inspection Requests must be scheduled by 6:00am for same business day inspections.
- If you are scheduling a Life Safety or Sprinkler Inspection, request the date/time PREVIOUSLY scheduled with the Washington Township Fire Prevention Inspector.
- You may request a specific inspection time ONLY for sewer, final gas line test or concrete inspections. Other requests for times will be based on availability
- If you need to cancel an inspection, please call our office at 614-410-4670 during posted business hours.

Plan Review Questions: 614.410.4608

Inspection Questions: 614.410.4671

Inspectors

- Matt Ross: 614.410.4687
- Ted Zombek: 614.410.4645
- Lee Montgomery: 614.410.4646
- Mark Howard: 614.410.4671