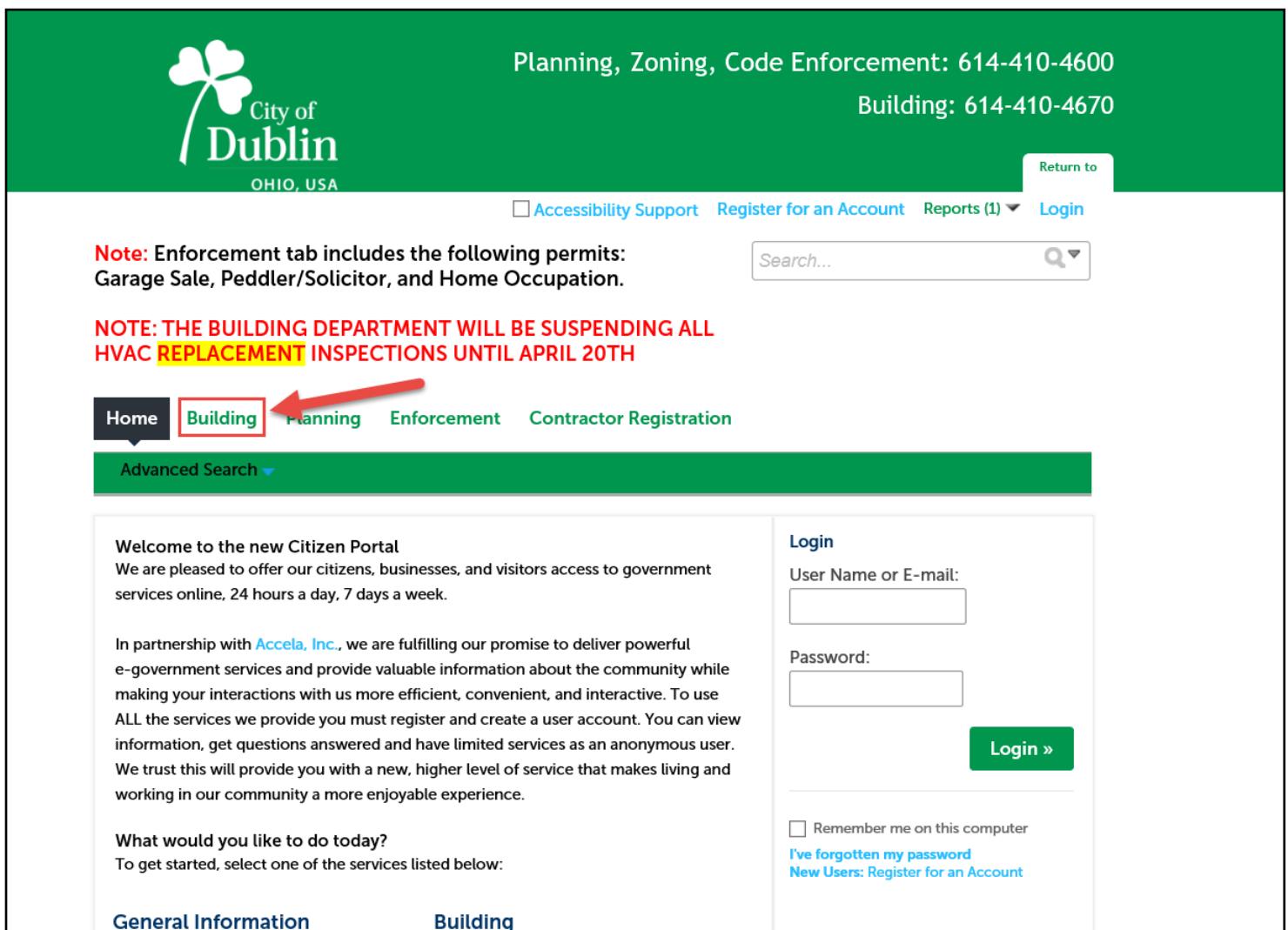


SCHEDULING INSPECTIONS ONLINE USING THE ACCELA CITIZEN ACCESS PORTAL

<https://aca3.accela.com/dublinoh/default.aspx>

1. Click on Building



The screenshot shows the City of Dublin Citizen Access Portal. At the top, there's a green header bar with the City of Dublin logo (a four-leaf clover) and contact information: Planning, Zoning, Code Enforcement: 614-410-4600 and Building: 614-410-4670. Below the header, there are links for Accessibility Support, Register for an Account, Reports (1), and Login. A note states: "Note: Enforcement tab includes the following permits: Garage Sale, Peddler/Solicitor, and Home Occupation." A search bar is also present. In the center, a red arrow points to the "Building" tab in the navigation menu, which is highlighted with a red border. Other tabs include Home, Planning, Enforcement, and Contractor Registration. Below the menu, there's a "Advanced Search" button. The main content area has two columns: one for "Welcome to the new Citizen Portal" and another for "Login". The "Welcome" column contains text about the portal's purpose and partnership with Accela, Inc. The "Login" column has fields for User Name or E-mail and Password, a "Login »" button, and checkboxes for "Remember me on this computer", "I've forgotten my password", and "New Users: Register for an Account".

2. Click on “Schedule an Inspection”

The screenshot shows a navigation bar with links: Home, Building (which is selected), Planning, Enforcement, and Contractor Registration. Below the navigation bar is a green header bar with two buttons: "Search Applications" and "Schedule an Inspection". A red arrow points to the "Schedule an Inspection" button. The main content area is titled "Search for Records" and contains instructions for entering search information. It lists several search criteria: Site Address, Contractor License Information, Parcel Number, Record Information, and Contact Information. It also says to select a search type from a dropdown 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 same software interface as the previous one, but with a different focus. The "General Search" section is highlighted with a red arrow pointing to the "Record Number" input field, which is also highlighted with a yellow box. The "Record Type" dropdown menu is visible next to it. Other fields shown include "Project Name", "Start Date" (03/14/2018), and "End Date" (03/13/2020). A "General Search" dropdown menu is also visible.

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

Record CMEC-20-60102:
Commercial HVAC New/Addition
Record Status: Submitted
Expiration Date: 03/02/2020

Record Info ▾ Payments ▾ Custom Component

Inspections

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

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

- 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)

Continue **Cancel**

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 X

Inspection type: Footings

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

Mar 2020							Apr 2020							May 2020						
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	5	6	7			1	2	3	4		1	2					
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30

[« Prev](#) [Next »](#)

Available Times for Monday, Mar 16 2020

All day 2

Continue Back Cancel

3

7. Click Continue on the next screen

Schedule/Request an Inspection X

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 X

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.

3 Finish [Back](#) [Cancel](#)

- 9. Your Inspection Request will show up here**

Inspections

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

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.

Inspections

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

Upcoming (1)

Schedule or Request an Inspection

Click the link above to schedule or request one.

03/16/2020 at TBD Scheduled Footings (31506361) **Actions ▾**

Inspector: unassigned

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 - Wednesday: 8am - 4pm

Thursday: 9:30am - 4pm

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

- Tim Stitt, Senior Inspector:
614.410.4671
- Matt Ross: 614.410.4687
- Ted Zombek: 614.410.4645
- Seth Harding: 614.410.4692
- Lee Montgomery: 614.410.4646
- Bryan Lenko: 614.410.4606