

SCHEDULING INSPECTIONS ONLINE USING THE ACCELA CITIZEN ACCESS PORTAL

www.dublinohiousa.gov/aca

1. Click on Building

The screenshot shows the City of Dublin Citizen Access Portal. At the top, there is a green header with the City of Dublin logo (a four-leaf clover) and the text "City of Dublin OHIO, USA". To the right of the logo, it says "Planning, Zoning, Code Enforcement: 614-410-4600" and "Building: 614-410-4670". Below the header, there is a navigation bar with links for "Accessibility Support", "Register for an Account", "Reports (1)", and "Login". A "Return to" button is also present. A search bar with the placeholder "Search..." and a magnifying glass icon is located on the right. A red arrow points to the "Building" tab in the navigation menu, which is highlighted with a red box. Below the navigation bar, there is a green bar with "Advanced Search" and a dropdown arrow. The main content area is divided into two columns. The left column contains a welcome message: "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." It also mentions a partnership with Accela, Inc. and provides instructions on how to use the services. The right column contains a "Login" section with input fields for "User Name or E-mail:" and "Password:", a "Login »" button, and a checkbox for "Remember me on this computer". Below the login section, there are links for "I've forgotten my password" and "New Users: Register for an Account". At the bottom of the page, there are two tabs: "General Information" and "Building", with "Building" being the active tab.

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

Note: Enforcement tab includes the following permits:
Garage Sale, Peddler/Solicitor, and Home Occupation.

Search...

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”



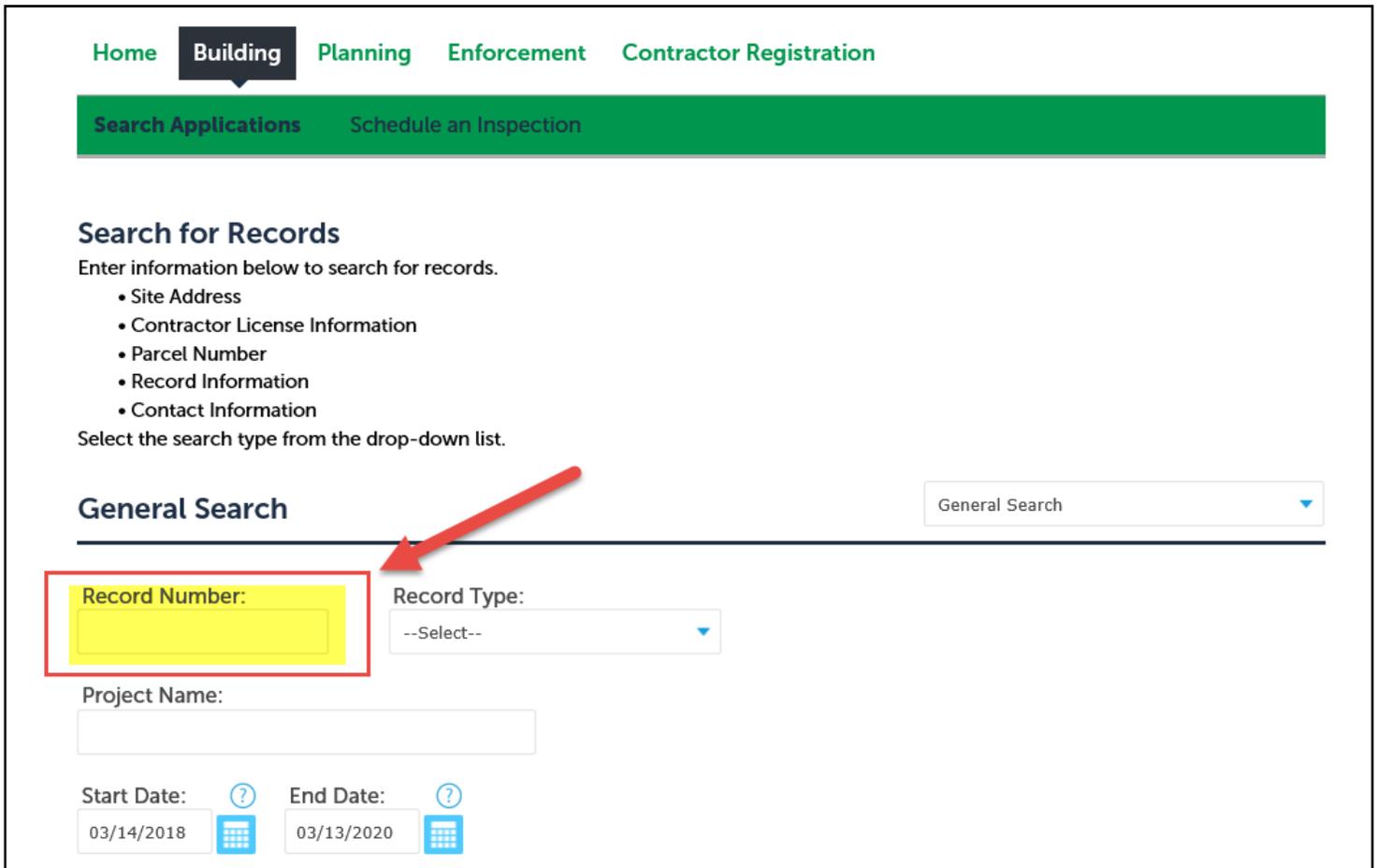
The screenshot shows a navigation bar with the following items: Home, Building (highlighted with a dark background), Planning, Enforcement, and Contractor Registration. Below this is a green horizontal bar containing two buttons: 'Search Applications' and 'Schedule an Inspection'. The 'Schedule an Inspection'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

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 same navigation bar as above. Below it is a green bar with 'Search Applications' and 'Schedule an Inspection' buttons. The 'Schedule an Inspection' button is highlighted with a red border, and a red arrow points to it from the right.

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 General Search ▾

Record Number:

Record Type:

Project Name:

Start Date:  **End Date:** 

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
														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 [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 ×

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) [Actions](#) ▼

Inspector: *unassigned*

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, there is a section labeled "Upcoming (1)". Inside this section, a blue link "Schedule or Request an Inspection" is highlighted with a red rectangular box. A red arrow points from the right side of the box towards the 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, there is a blue "Actions" button 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

- 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