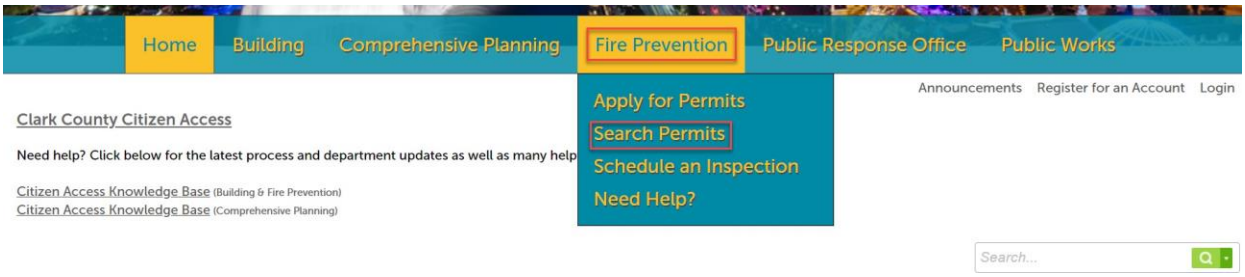
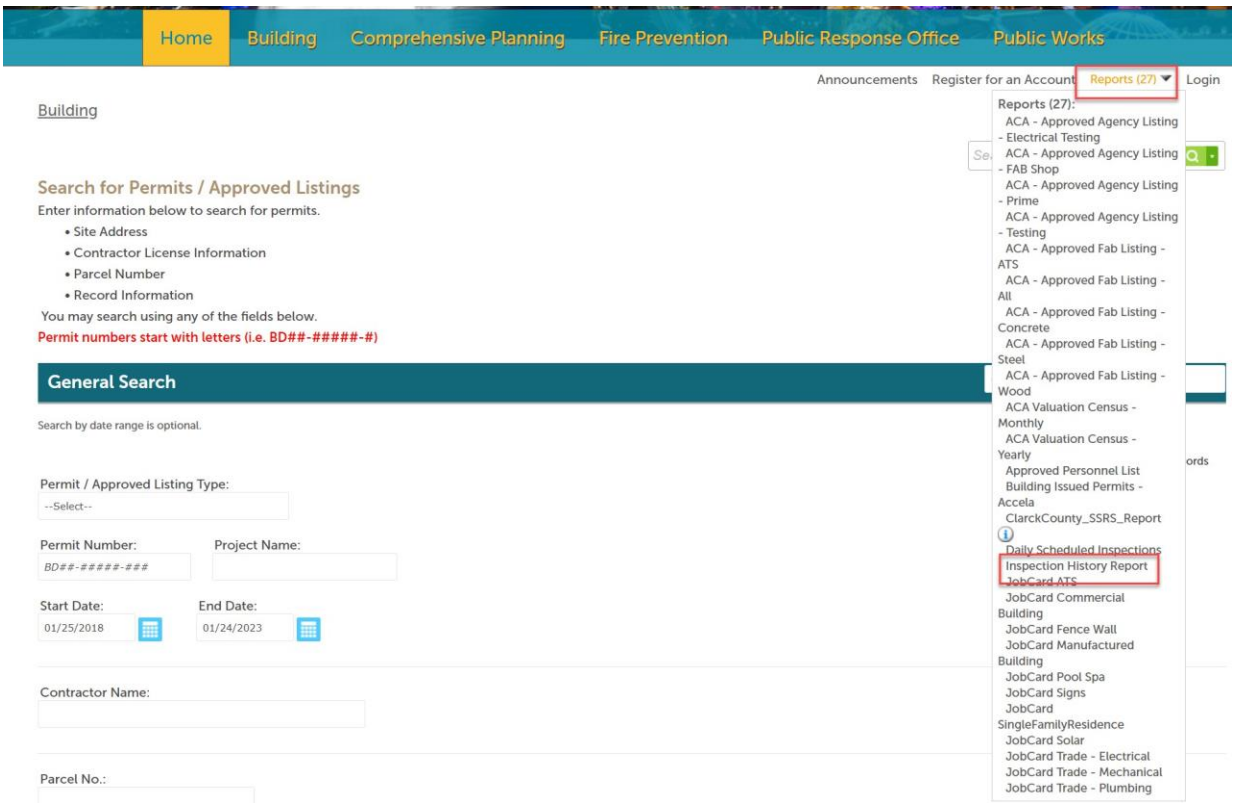
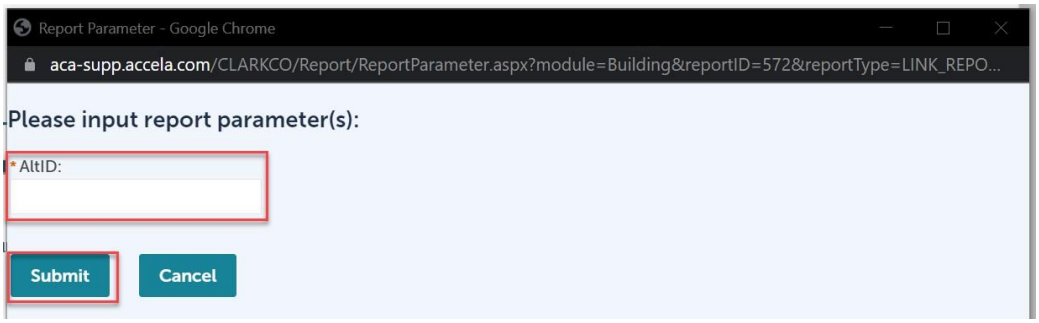
How to see the Inspection History online

1. Login to the Citizen Access Portal https://aca-prod.accela.com/CLARKCO/Default.aspx
2. Select building or fire prevention > search permits > reports > inspection history report.





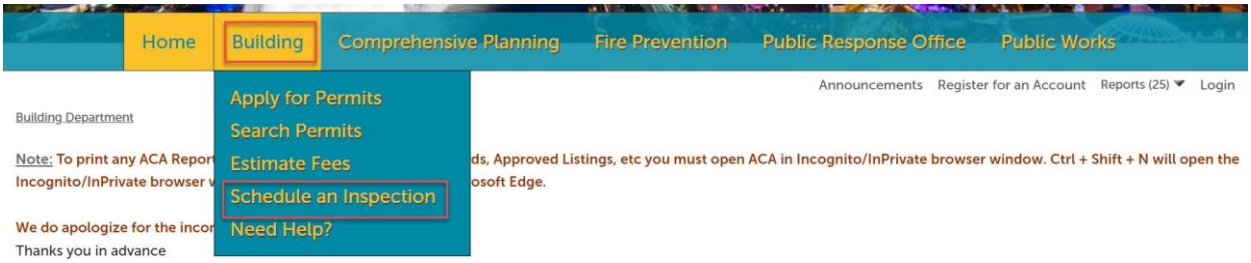
3. Enter the complete permit number.



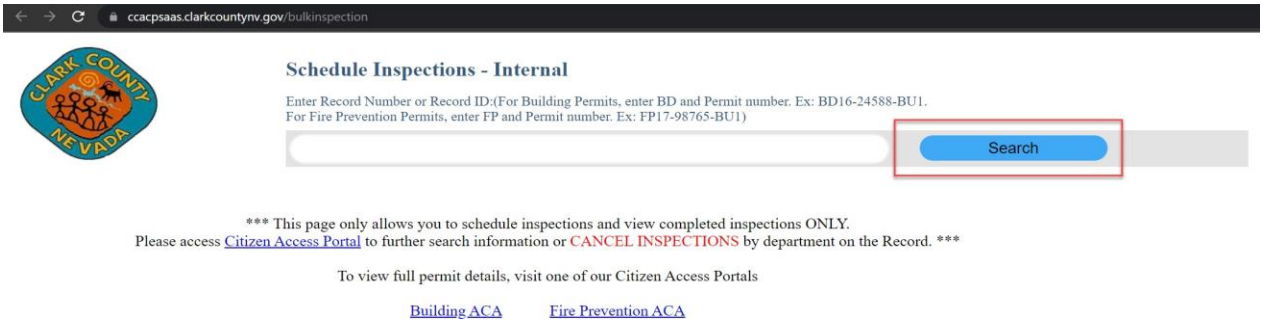
If inspections have occurred, the complete inspection history will display first by permit type (Building, Electrical, Mechanical, Plumbing), and then the oldest first.

How to schedule an Inspection

1. Select building or fire prevention > schedule an inspection.

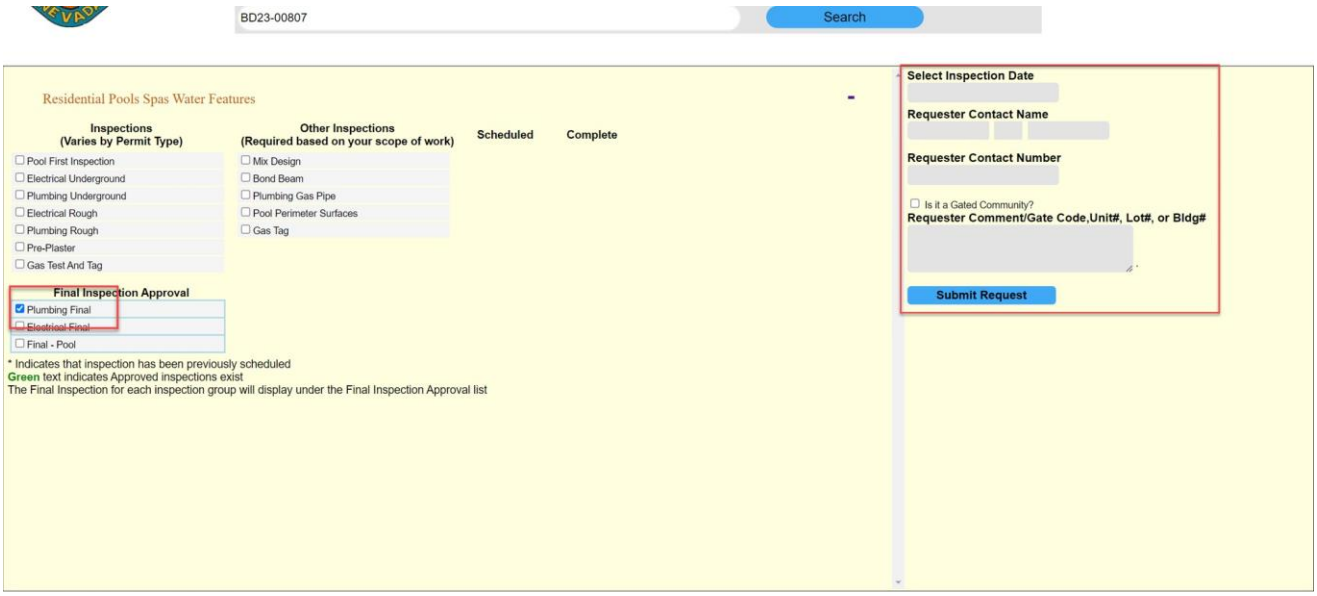


2. Enter the complete permit number > select search.



3. Use the + to open the inspection types for each permit.

4. When the inspection selected, the calendar will display an inspection date, requester contact name, requester contact number, and requester comments > after completed select submit request.

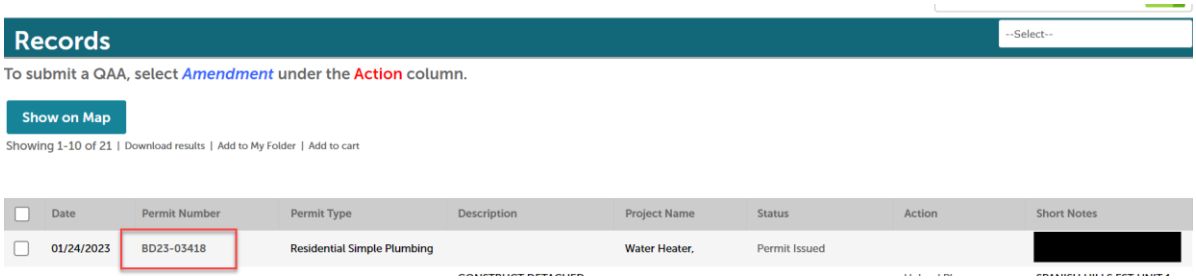


How to see inspection results

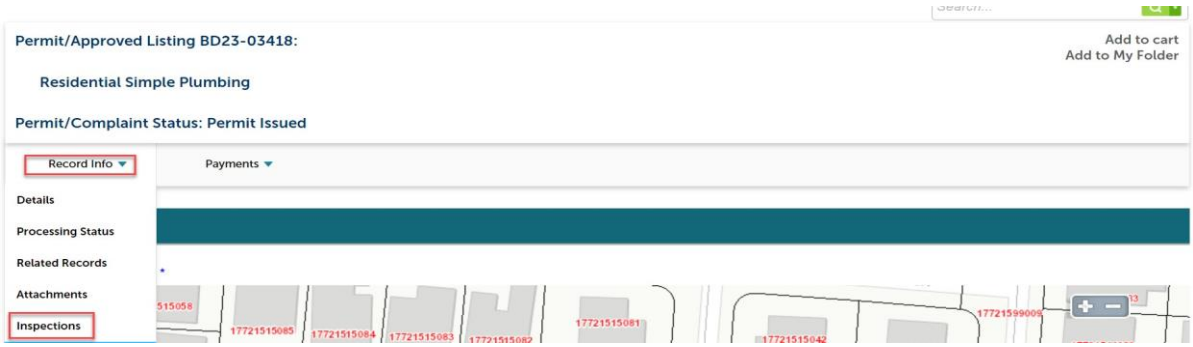
Inspection results can be seen once the user is signed into the Citizen Access Portal.

1. Select Building or Fire Prevention > search permits.

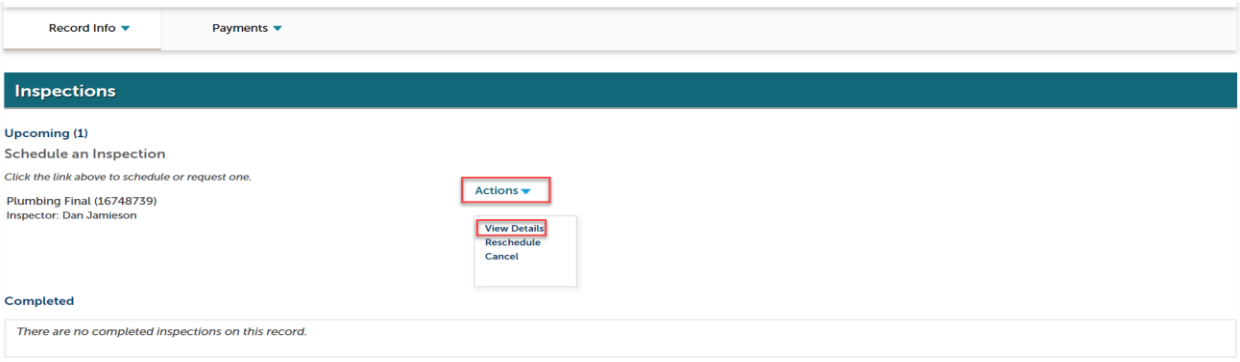
2. Click on the permit number.



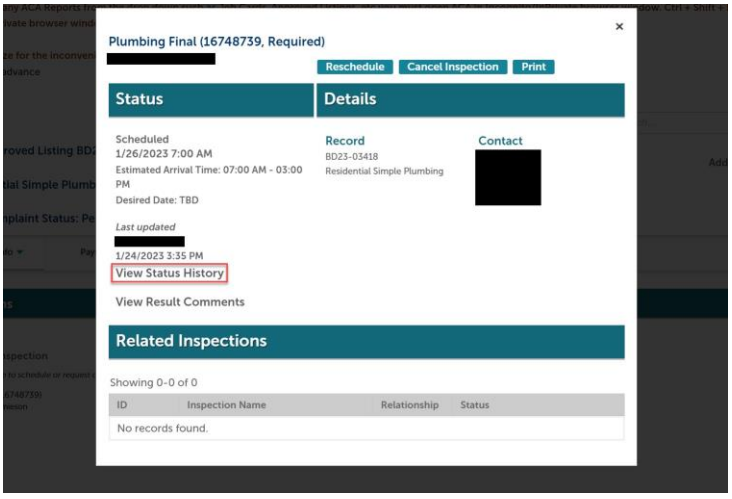
3. Record info > inspections



4. The inspection will be listed > select action > view details.



5. There will be a second window that appears > select view status history.



Inspection results are emailed to whoever listed on the permit as the Onsite Contact and Applicant Contact.