

County of Sacramento

ACA – Scheduling an Inspection

July 14, 2017

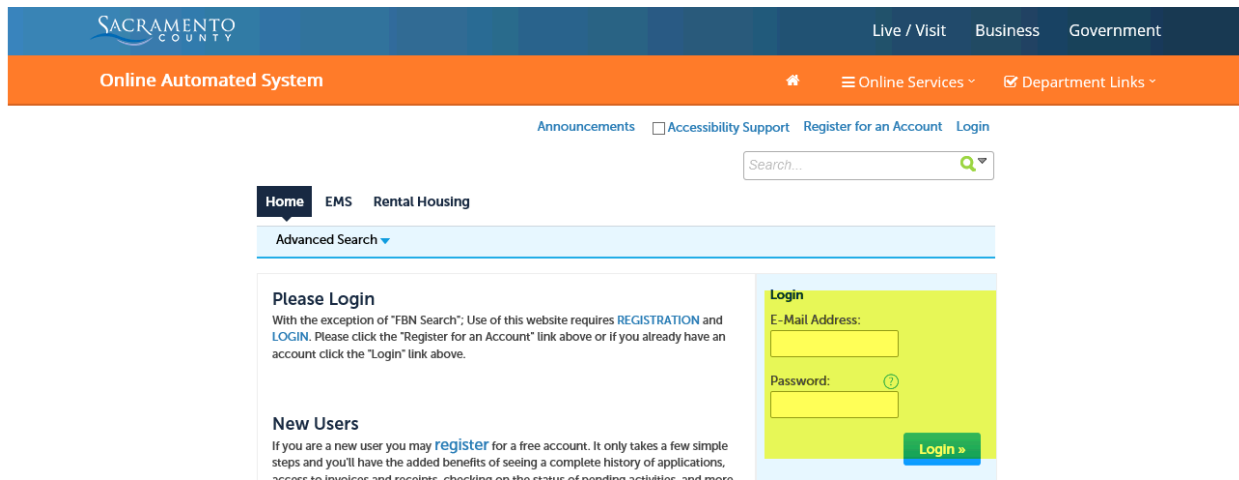
Prerequisite Information!

1. The examples used in this document reference a Building Inspection application. The same guidelines hold true for other online applications (e.g. Planning, Code Enforcement, Business Licenses, etc...).
2. This website supports Microsoft Internet Explorer version 10 or higher and the latest versions of Google Chrome and FireFox. The Safari browser and Microsoft Edge are not supported. Using other browsers or other versions of Internet Explorer may cause this site to not function as expected.
3. You must be logged into your user account in order to schedule an inspection.
4. All case conditions must be resolved prior to scheduling an inspection.
5. All fees must be paid prior to scheduling an inspection.
6. Fee Estimates and Partial Applications are automatically purged from the system 30 days after the initial request is made.
7. Adobe Acrobat Reader is required for viewing and printing reports, receipts and permits.
8. There is a convenience fee charged by the County's 3rd-party payment processor for this service. You will have an opportunity to review the fee prior to completing your payment.
9. Screen shots in this document are subject to change without notice. Even if the screen is different the general flow should be easy to follow.

Login to your User Account

Open your browser and navigate to: <https://actonline.saccounty.net>

Login or Register for an Account.



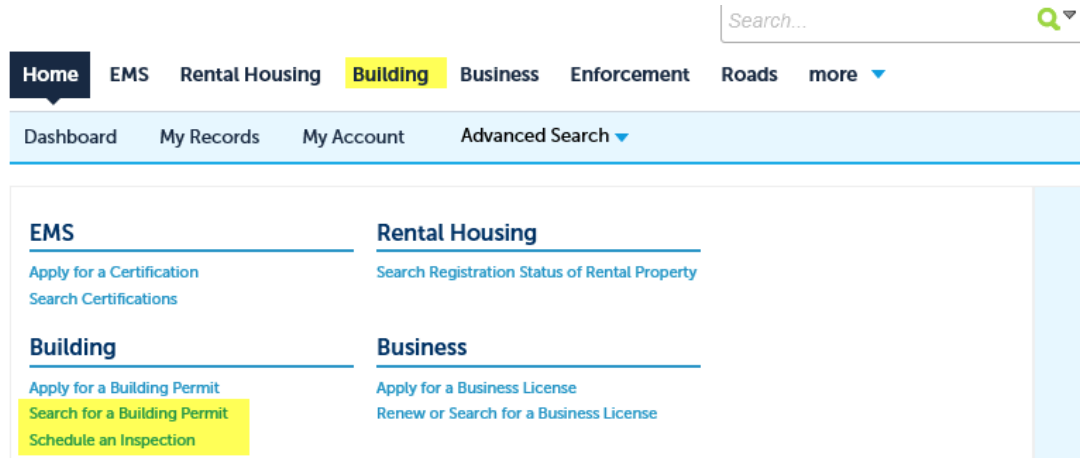
The screenshot shows the Sacramento County Online Automated System login page. The header includes the Sacramento County logo and navigation links for Live / Visit, Business, and Government. Below the header is an orange bar with 'Online Automated System' and a search bar. The main content area has a blue sidebar with 'Home', 'EMS', and 'Rental Housing' links. The 'Home' link is active. The main content area has a 'Please Login' section with instructions and a 'New Users' section with a 'register' link. On the right, there is a yellow login box with fields for 'E-Mail Address' and 'Password', and a 'Login >' button.

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Next, proceed to the BUILDING tab:



Search...

Home EMS Rental Housing **Building** Business Enforcement Roads more ▾

Dashboard My Records My Account Advanced Search ▾

EMS
Apply for a Certification
Search Certifications

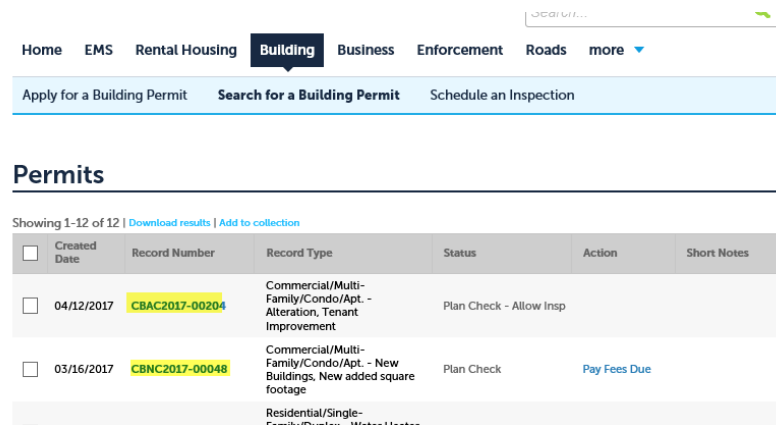
Rental Housing
Search Registration Status of Rental Property

Building
Apply for a Building Permit
Search for a Building Permit
Schedule an Inspection

Business
Apply for a Business License
Renew or Search for a Business License

Selecting the Permit that requires an Inspection

Click on the permit number for which you wish to schedule an inspection:



Home EMS Rental Housing **Building** Business Enforcement Roads more ▾

Apply for a Building Permit **Search for a Building Permit** Schedule an Inspection

Permits

Showing 1-12 of 12 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Created Date	Record Number	Record Type	Status	Action	Short Notes
<input type="checkbox"/>	04/12/2017	CBAC2017-00204	Commercial/Multi-Family/Condo/Apt. - Alteration, Tenant Improvement	Plan Check - Allow Insp		
<input type="checkbox"/>	03/16/2017	CBNC2017-00048	Commercial/Multi-Family/Condo/Apt. - New Buildings, New added square footage	Plan Check	Pay Fees Due	
<input type="checkbox"/>			Residential/Single-Family - Water Heater			

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Select an Inspection

Select “Record Info” and click Inspections:

Apply for a Building Permit	Search for a Building Permit	Schedule an Inspection
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Record CBAC2017-00204:
Commercial/Multi-Family/Condo/Apt. - Alteration, Tenant Improvement
Record Status: Plan Check - Allow Insp

Record Info ▼	Payments ▼	Conditions 13
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Permit Details

Processing Status

Related Records

Attachments

Inspections

Valuation Calculator

Added to this record on 04/12/2017.
Water Connection Fee Req'd Severity: Notice
Ins: 13 (Notice: 13)

Then click “Schedule or Request an Inspection.”

Inspections

Upcoming

Schedule or Request an Inspection

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

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Now, click on “Schedule or Request an Inspection” and then check the inspection name and click “Continue”.

Schedule/Request an Inspection

Available Inspection Types (67)

☒ Show optional inspections

- ☐ 101 Footings, Foundation (optional)
- ☐ 102 Slab on Grade/Gravel (optional)
- ☐ 103 Girders/Joists (optional)
- ☐ 104 Frame (optional)
- ☐ 105 Masonry Bond Beams (optional)
- ☐ 108 Roof Nail (optional)
- ☐ 110 Shear Wall (optional)
- ☐ 112 T-Bar Ceiling (optional)
- ☐ 113 Stucco Scratch (optional)
- ☐ 117 Draft / Smoke Curtain (optional)

< Prev 1 2 3 4 5 6 7 Next >

Continue Cancel

Notes:

The word **OPTIONAL** in the status column does not necessarily indicate that this is an optional inspection. Inspections may or may not be required depending on how the application was completed. Your contractor should know which inspections are required. If you don't see the inspection type needed please contact Building Inspection at (916) 875-5296 for assistance.

Select a Date for the Inspection

The current Sacramento County Building Inspection business practice is to allow the scheduling of inspections *no more than 3 County working business days in advance*. Please schedule inspections within 3 business days to avoid difficulty in completing the scheduling of your inspection. **If you attempt to schedule an inspection beyond 3 working days you will be asked to select a different day.**

Select an inspection date by clicking on the calendar, and then click the radio button for “Available Times” and click “Continue”:

Schedule/Request an Inspection

Inspection type: 101 Footings, Foundation

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

If you experience problems scheduling with this website, please call us to schedule your inspection at 916-875-5296

Jun 2017 Jul 2017 Aug 2017

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 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 Tuesday, Jun 06 2017

Morning

☒ 08:00 AM - 04:00 PM

Continue Back Cancel

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Review the inspection location and contact information. If correct, click “Continue”.

Schedule/Request an Inspection

Inspection type: 101 Footings, Foundation

Location and Contact

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

Location
9700 GOETHE RD
SACRAMENTO CA 95827

Contact
Karl Wise
9168765545

[Change Contact ▼](#)

[Continue](#) [Back](#) [Cancel](#)

To assign a different contact for this inspection, click the down arrow next to “Change Contact”. Check the “Specify another person” button and enter the contact information, then click “Submit”.

Change Contact ▼

☐ Select an existing contact
Jo Bob Tulley (1112223333) ▼

☒ Specify another person (for this inspection only)

First Name: John Middle Name: L Last Name: Doe

Phone Number: 916-123-4567

[Submit](#) [Cancel](#)

Then click “Continue” again. This will bring up the confirmation screen. If you wish to leave the inspector any “Additional Notes”, click on the link.

Schedule/Request an Inspection x

Confirm Your Selection

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

Inspection Type: 101 Footings, Foundation
Date and Time: 8/13/2014 8:00 AM
Location: 7529 WATT AV
120
ANTELOPE CA 95843
Contact: John L Doe916-123-4567

[Include Additional Notes](#)

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

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Enter the comments in the provided field. 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: 101 Footings, Foundation
Date and Time: 8/13/2014 8:00 AM
Location: 7529 WATT AV
120
ANTELOPE CA 95843
Contact: John L. Doe916-123-4567

Include Additional Notes
Optional Comments or Instructions for your Inspector.
Please note that requested morning/afternoon inspection times are not guaranteed. The county does not currently offer this service.
Enter comments here

spell check
Your inspection is not scheduled until you click the button below! (Please include an alternate phone number in the comment box above.)

Finish **Back** **Cancel**

Inspection Scheduled

Your inspection is scheduled once the following confirmation screen is displayed:

Inspections

Upcoming (1)

[Schedule or Request an Inspection](#)

Click the link above to schedule or request one.

06/06/2017 at 08:00 AM Scheduled 101 Footings, Foundation (100926983)

Inspector: JER

Actions ▼

Completed

There are no completed inspections on this record.