

<https://aca-prod.accela.com/SANBENITO/Default.aspx>

SE LINK ABOVE TO FOLLOW PLAN CHECK STATUS AND SCHEDULE INSPECTIONS

FIRST STEP IS TO REGISTER FOR AN ACCOUNT

IF YOU HAVE MULTIPLE PERMITS/APPRICATIONS

- SELECT ADD TO COLLECTIONS
- NAME YOU COLLECTION & ADD BREIF DESCRIPTION (EX. ADU, POOL, SOLAR.....)

PLAN CHECK STATUS

- BUILDING
- SEARCH APPLICATION
- RECORD NUMBER IS **BLD**
 - IF YOU HAVE MULTIPLE PERMITS/APPRICATIONS
 - SELECT ADD TO COLLECTIONS
 - NAME YOU COLLECTION & ADD BREIF DESCRIPTION (EX. ADU, POOL, SOLAR.....)
 - CONFIRM INFORMATION IS FOR YOUR PERMIT
- RECORD INFO
- PROCESSING STATUS
 - GREEN CHECK MARK HAS COMMENTS
 - TO SEE COMMENTS
 - CLICK SIDE ARROW
 - CLICK +
 - TIMER- WAITING FOR COMMENTS/ REVIEW

SCHEDULE INSPECTION

- BUILDING
 - SCHEDULE AN INSPECTION
- RECORD NUMBER **BLD**
- SCHEDULE OR REQUEST AN INSPECTION
 - SELECT INSPECTION(S) NEEDED
 - SELECT DATE
 - MORNING OR AFTERNOON
 - CONFIRM INFORMATION IS CORRECT
 - IF NEW CONTACT PLEASE CHANGE CONTACT
 - INCLUDE ANY ADDITIONAL NOTES IF NEEDED
 - FINISH