How to Schedule Inspections Online by Using InSite Public Portal

**Pre-Condition:** The public user account through which the inspection scheduling is done must be added to the Contacts List in InSite (if other than Applicant)

1. Login to the public portal ([https://aca.accela.com/SCCGOV/](https://aca.accela.com/SCCGOV/))
2. Put the cursor on **Home** option on main menu
3. Click on **My Records**

**Note:** If you do not see the permit record listed under this option then please call 408-299-5700 or email at **PLN-PermitCenter@pln.sccgov.org** for further assistance

4. Click on the Record Number hyperlink in Red color

5. Click on the Record Info drop down menu
6. Click on the Inspections
7. Click on the Green color hyperlink Schedule or Request an Inspection

8. Choose the appropriate inspection from the available list (Electrical, Mechanical, Plumbing, Structural or Others)

9. There will be one inspection belonging to the option chosen above.
10. Click on the radio button
11. Click on Continue button
12. Choose the desired date. The dates in grey color are not selectable. The dates in Blue color can be selected.
13. Click on All Day radio button
14. Click on Continue button
15. Click on Change Contact to change the contact details
16. Choose the second radio button “Specify another person” Enter Inspection Contact first, last name along with Phone #. (This contact would be used by the field inspector while on the field)
17. Click on Submit button
18. Click on Continue button

19. Include Additional Notes if any
20. Review the summary and click on Finish button

21. The scheduled inspection will be displayed in the Upcoming section