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# How to Schedule An Inspection In The Online Permit Center

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# Visit The Online Permit Center

<https://aca-prod.accela.com/BREA/Welcome.aspx>

## STEP 1

### Click on Schedule an Inspection

To use ALL the services we provide you must register and create a user account. You can be an anonymous user. We trust this will provide you with a new, higher level of service that

#### What would you like to do today?

To get started, select one of the services listed below:

#### Building & Safety

Search Records

Schedule an Inspection

PL

Search

#### PW Engineering

Search Records

Fi

Search

#### Code Enforcement

Search Cases

Pa

Search



## STEP 2

### Type your permit number in the "Record Number" section

#### General Search

Record Number:  Record Type:  Project Name:

Start Date:  End Date:

License Type:  State License Number:

First:  Last:  Name of Business:

Street No.:  -  Direction:  Street Name:  Street Type:  Unit No.:

Parcel No.:

Search

Clear

### STEP 3

Click on Search and select your permit number

Street No.:  From -  To

Direction:  --Select--

Street Name:

Street Type:  --Select--

Parcel No.:



### STEP 4

Click on Schedule or Request an Inspection

Record Status: issued  
Expiration Date: 10/19/2025

Record Info ▼

#### Inspections



Upcoming

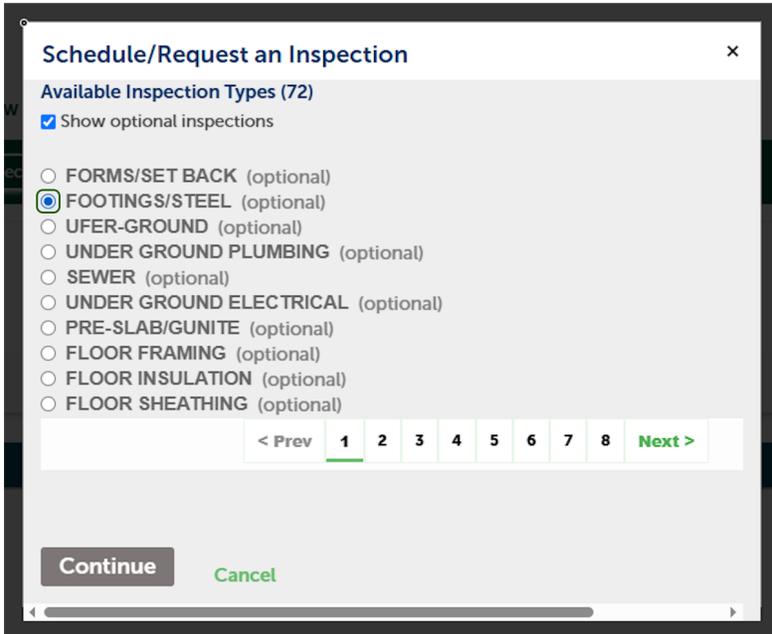
[Schedule or Request an Inspection](#)

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



## STEP 5

Select the inspection type you are requesting and click continue



**Schedule/Request an Inspection** [X]

Available Inspection Types (72)

Show optional inspections

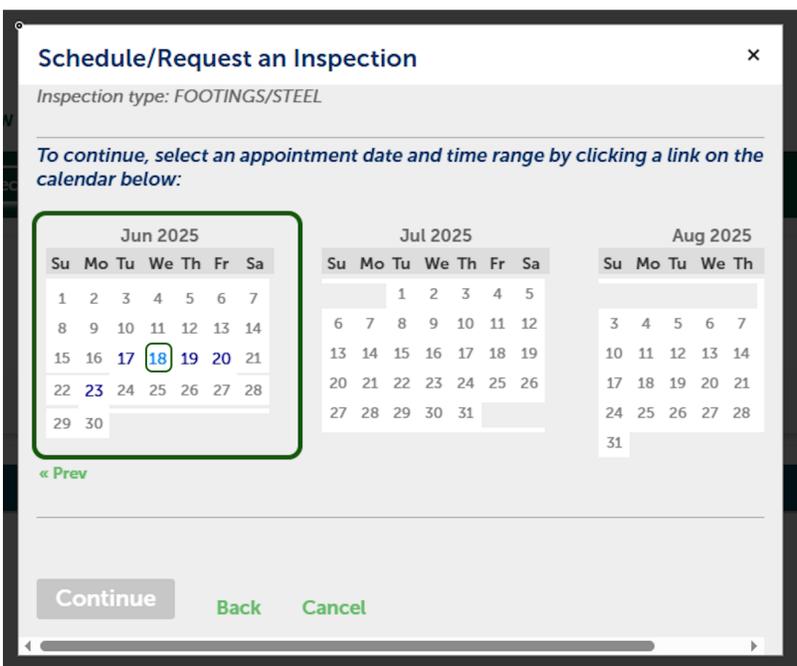
- FORMS/SET BACK (optional)
- FOOTINGS/STEEL (optional)
- UFER-GROUND (optional)
- UNDER GROUND PLUMBING (optional)
- SEWER (optional)
- UNDER GROUND ELECTRICAL (optional)
- PRE-SLAB/GUNITITE (optional)
- FLOOR FRAMING (optional)
- FLOOR INSULATION (optional)
- FLOOR SHEATHING (optional)

< Prev 1 2 3 4 5 6 7 8 Next >

Continue Cancel

## STEP 6

Select your preferred date and click continue



**Schedule/Request an Inspection** [X]

Inspection type: FOOTINGS/STEEL

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

Jun 2025							Jul 2025							Aug 2025				
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th
1	2	3	4	5	6	7			1	2	3	4	5					
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21
29	30						27	28	29	30	31			24	25	26	27	28
														31				

« Prev

Continue Back Cancel

STEP 7

Select your preferred time frame and click continue

Screenshot of the "Schedule/Request an Inspection" interface. The interface shows three calendar views for June 2025, July 2025, and August 2025. The date June 18th is highlighted in yellow. Below the calendar, there are two radio button options for time slots: "08:00 AM - 12:00 PM" (selected) and "12:30 PM - 02:30 PM". A "Continue" button is visible at the bottom left of the interface.

**\*Disclaimer: Selected Time Is Not Guaranteed**

STEP 8

Select an existing contact or create a new contact and click continue

Screenshot of the "Schedule/Request an Inspection" interface, showing the "Location and Contact" section. The location is "1 CIVIC CENTER Cir, CA 92821". Under the "Contact" section, the "Select an existing contact" option is selected. There are input fields for "First Name", "Middle Name", "Last Name", and "Phone Number". A "Continue" button is highlighted in green at the bottom left of the interface.

**STEP 9**

**Confirm your selection and click "Finish"**

**Schedule/Request an Inspection** ×

**Confirm Your Selection**

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

FORMS/SET BACK  
6/19/2025 8:00 AM  
1 CIVIC CENTER Cir  
CA 92821

Include Additional Notes

**Finish**   Back   Cancel

