



City of Palo Alto-Fire Prevention Bureau  
 ACA instructions for Scheduling an Inspection

<https://aca-prod.accela.com/PALOALTO/Cap/CapHome.aspx?module=Fire&TabName=Fire&TabList=Home%7C0%7CBuilding%7C1%7CPlanning%7C2%7CFire%7C3%7CPublicWorks%7C4%7CProjects%7C5%7CMiscServices%7C6%7CCurrentTabIndex%7C3>

From the Main Page go to “Fire” then fill in the record number and hit search

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Home Building Planning **Fire** Public Works Pre-Application Misc Services

Search Applications Schedule an Inspection

**Search for Records**  
 Enter information below to search for records.  
 • Site Address  
 • Contractor License Information  
 • Parcel Number  
 • Record Information  
 • Contact Information  
 Select the search type from the drop-down list.

General Search General Search

Record Number:  Record Type: --Select--

Project Name:

Start Date:  End Date:

On the following page you will have an option to “Schedule or Request and Inspection”

Home Building Planning **Fire** Public Works Pre-Application Misc Services

Search Applications Schedule an Inspection

**Record 21FDP-00121:**  
**Fire Sprinkler**  
**Record Status: Issued**

Record Info Payments

Please log in to schedule an inspection.  
 Schedule an inspection by selecting the 'drop down' arrow on Record Info above and select Inspections. Select Schedule or Request an Inspection and choose which inspection you would like to schedule. Note: For Permit Revisions, please schedule the inspection on the original permit.

**Inspections**

Inspections must be cancelled prior to 5am the day of inspection. For extenuating circumstances, please call Fire Prevention at 650 617-3184.

**Upcoming**  
[Schedule or Request an Inspection](#)  
 You have not added any inspections.  
 Click the link above to schedule or request one.

Choose the type of inspection you are requesting from the list then hit "Continue"

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Building', 'Planning', 'Fire', 'Public Works', 'Pre-Application', and 'Misc Services'. The 'Fire' tab is active. Below the navigation bar is a search bar and a 'Schedule' button. The main content area displays record information for 'Record 21FDP-00121: Fire Sprinkler' with a status of 'Issued'. A modal dialog box titled 'Schedule/Request an Inspection' is open, showing 'Available Inspection Types (2)'. The first option, '100-Sprinkler Rough Inspection (required)', is selected with a radio button. The second option is '200-Sprinkler Final Inspection (required)'. At the bottom of the dialog, there are two buttons: 'Continue' (highlighted in green) and 'Cancel'. Two red arrows point to the 'Continue' button and the first inspection type option.

Enter Contact Information then hit "Submit"

This screenshot shows the same web application interface as the previous one, but the 'Schedule/Request an Inspection' dialog box is now at a different step. It displays the location: '119 RINCONADA AV, PALO ALTO CA 94301'. Below the location, there is a red instruction: 'Please select Change Contact below and enter a contact for current inspection.' The current contact is listed as 'Gonzalo Veran'. Under the heading 'Change Contact', there are two radio button options: 'Select an existing contact' and 'Specify another person (for this inspection only)'. The second option is selected. Below this, there are three input fields for '\* First Name', 'Middle Name', and '\* Last Name'. There is also an input field for '\* Phone Number'. At the bottom of the dialog, there are two buttons: 'Submit' (highlighted in green) and 'Cancel'. A red arrow points to the 'Submit' button.

Now hit "Continue"

The screenshot shows a web application interface with a dark header containing navigation links: Home, Building, Planning, Fire (highlighted), Public Works, Pre-Application, and Misc Services. Below the header is a search bar and a calendar icon. The main content area is partially obscured by a modal dialog box titled "Schedule/Request an Inspection".

The dialog box contains the following text:

- Inspection type: 100-Sprinkler Rough Inspection
- Location and Contact**
- Verify whether the location and contact person for the selected inspection are correct.
- Location: 119 RINCONADA AV, PALO ALTO CA 94301
- shannon ford, 6506173184
- A red text instruction: "Please select Change Contact below and enter a contact for current inspection."
- A "Change Contact" button with a dropdown arrow.
- Buttons: "Continue", "Back", and "Cancel".

A red arrow points from the "Change Contact" button down to the "Continue" button.

Then hit "Finish"

The screenshot shows the same web application interface as above, but the modal dialog box is now at the "Confirm Your Selection" step.

The dialog box contains the following text:

- Confirm Your Selection**
- Please confirm the details below and click the Finish button to request the inspection.
- 100-Sprinkler Rough Inspection
- TBD
- 119 RINCONADA AV
- PALO ALTO CA 94301
- shannon ford 6506173184
- Click here to request date and time. \*\*\* Required \*\*\*
- Cancellation and Reschedule Policy:
- Reschedule must be made before 05:00 AM.
- Cancellations must be made before 05:00 AM.
- Buttons: "Finish", "Back", and "Cancel".

A red arrow points from the "Click here to request date and time" link down to the "Finish" button.