



STEP by STEP INSTRUCTIONS FOR SCHEDULING AN INSPECTION ONLINE USING ACCELA CITIZEN ACCESS PORTAL

- ⇒ Access the Online portal webpage: <https://permits.mynevadacounty.com/citizenaccess>
- ⇒ You can create an account to log in but it is not required for inspection scheduling.
- ⇒ Click on the heading “BUILDING” next to the Home tab.
- ⇒ Search for the permit to schedule the inspection. Enter the record number (permit number) or the site address but not both.
- ⇒ Select the PERMIT INFO drop down arrow and click on inspections.
- ⇒ Find the “[Schedule or Request an Inspection](#)” option.
- ⇒ Page through the list of available inspections until you find the inspection type you want, then continue.
- ⇒ Select the requested date on the calendar. Available inspection dates are highlighted blue. Then select the available time bubble (8:00-4:00) on the bottom of the screen, then continue.
- ⇒ Verify the contact information is correct or add contact information, then continue.
- ⇒ A final confirmation screen will appear. You can add any additional notes for the inspector; example morning or afternoon preference. If all other information is correct, select finish.
- ⇒ Repeat this process to schedule another inspection for the same or another permit.

For questions, please contact the Building Department at (530) 265-1222 or

Visit our webpage at mynevadacounty.com/nc/cda/building