

INSPECTION REQUESTS OUTSIDE OF NORMAL HOURS

The Reedy Creek Improvement District (the District), has announced a new electronic process to request inspections that are outside of normal working hours (prior to 6:00 am and after 6:00 pm). This new process will be submitted electronically via the online permitting system, Accela Citizen Access (ACA), <https://ca.rcid.org/CitizenAccess/>.

These inspection requests are restricted to those not able to be accomplished during normal working hours such as emergency light level tests performed during dark hours when room windows are not able to be blocked out for sunlight, or when specific access is needed to complete an inspection at a restricted location.

Saturday and Sunday inspections cannot be scheduled through this new process. All weekend requests must be discussed with the appropriate discipline Chief and are only granted on a case by case basis. Weekend inspections should not be considered as an option when a project is planning an inspection schedule and will not be granted approval as a catchup inspection if a project falls behind.

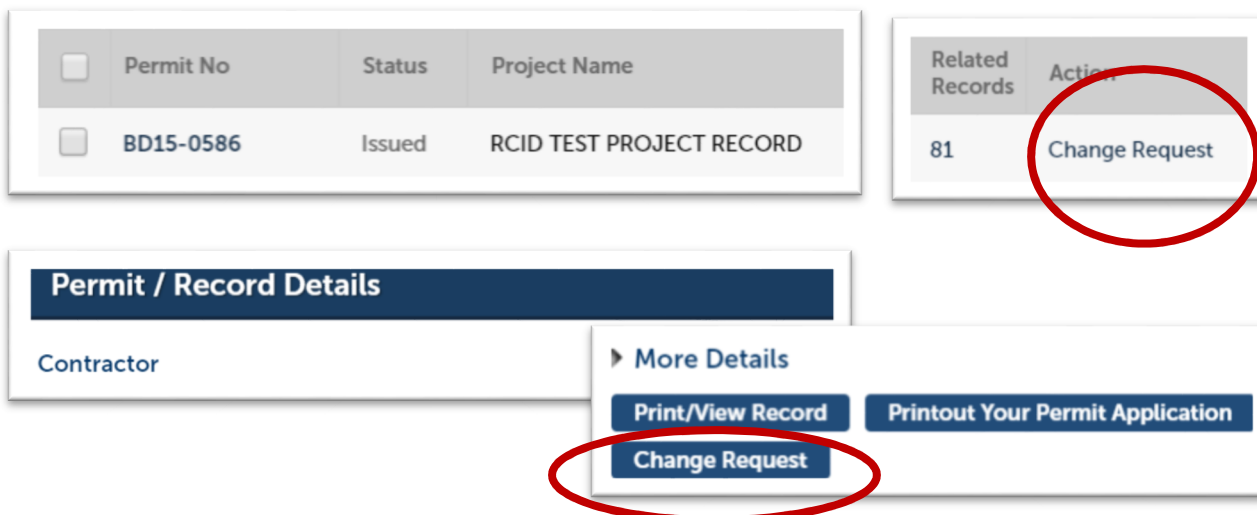
Registered users of ACA attached to a specific permit will be able to request specialized inspections with the following criteria:

- Permits must be in a status of Issued, Limited, or Temporary Certificate
- Inspection requests must be received a minimum of 48 hours prior to the requested inspection date
- The District reserves the right to approve, deny or modify the requested inspection at any time
- All fees shall be paid prior to the scheduling of the inspection and are as follows:
 - Prior to 6:00am & after 6:00pm - \$325.00 for a four (4) hour minimum, \$650.00 for five (5) to eight (8) hours
 - Saturday - \$325.00 for a four (4) hour minimum, \$650.00 for five (5) to eight (8) hours
 - Sunday/Holiday - \$650.00 for a four (4) hour minimum, \$1,300 for five (5) to eight (8) hours

Process to Submit a Request:

Log into ACA and search for the permit.

Click on the Change Request button (either on the permit list or within the Record Details of the permit):



The screenshot shows two parts of the ACA interface. The top part is a table with columns for Permit No, Status, and Project Name. The bottom part is a 'Permit / Record Details' section with buttons for 'Print/View Record', 'Printout Your Permit Application', and 'Change Request'. Both 'Change Request' buttons are circled in red.

Permit No	Status	Project Name
BD15-0586	Issued	RCID TEST PROJECT RECORD

Related Records	Action
81	Change Request

Permit / Record Details

Contractor

More Details

Print/View Record Printout Your Permit Application

Change Request

An updated window will appear to select the Change Request you require. Select the **Outside Normal Hours Inspection Request** to provide a detail of the requested inspection:

Select an Amendment Type


Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us.

Outside Normal Hours Inspection Request

Plan Modification Request

Fill in all required fields and be sure to include the On-Site Contact Name, Phone and Email so the inspector can resolve any questions he/she may have:

INSPECTION DATA

* Requested Inspection Date: 

* Requested Inspection Time:

* Requested Inspection Type:

* Requested Inspection:

* Request Comments:

spell check

TIP!
Provide valid reason the inspection must take place outside normal hours to be approved. N/A is not acceptable.

* On-Site Contact Name:

* Phone:

* Email:

Once submitted, a new permit number will be generated for the inspection request: EL00-0000.INSP01. If fees are due, an email will be sent alerting the requestor to go back into ACA and pay any fees due on the master/root permit (EL00-0000). Once approved by the Chief, a second email will be sent with details of the approved inspection and an inspection will be auto-scheduled on the master/root permit. In the event a requested inspection needs to be modified, reach out to the discipline Chief to discuss the modification.