

## INSPECTION REQUESTS OUTSIDE OF NORMAL HOURS

Standard inspection requests conducted outside of normal working hours (prior to 6:00 am and after 6:00 pm) are required to be submitted electronically via the online permitting system, Accela Citizen Access (ACA), <https://ca.rcid.org/CitizenAccess/>. (Note: this process is not to be used for 24/7 Service Call Technician requests for Hot Work, Fire Sprinkler Shut Down/Turn On, etc. See the Service Call Technician Inspection Policy for instructions on how to apply for these specific requests. This policy can be found on the Central Florida Tourism Oversight District (the District) Building & Safety website page at <https://www.oversightdistrict.org/doing-business/building-department/>.)

Outside Normal Hours 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.

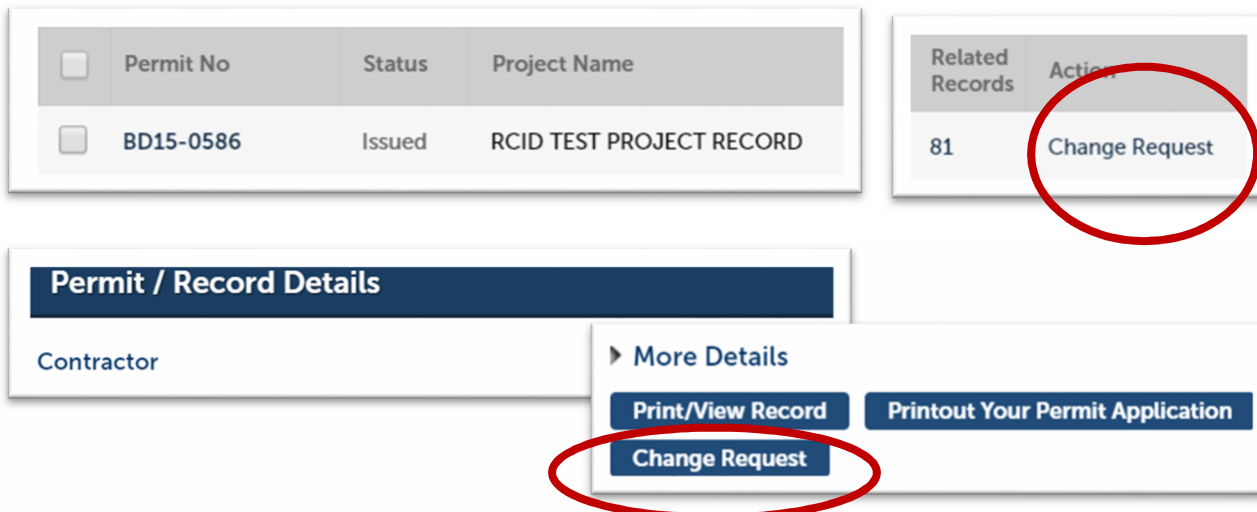
Registered users of ACA attached to a specific permit will be able to request specialized inspections with the following criteria:

- 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 - \$375.00 for a four (4) hour minimum, \$700.00 for five (5) to eight (8) hours
  - Saturday - \$375.00 for a four (4) hour minimum, \$700.00 for five (5) to eight (8) hours
  - Sunday/Holiday - \$700.00 for a four (4) hour minimum, \$1,400 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' panel with a 'Contractor' field and a 'More Details' dropdown menu containing 'Print/View Record', 'Printout Your Permit Application', and 'Change Request'.

| 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.