Olmsted County Planning Department

How to Follow Your Permit in ACA

Search for your application

In order to check the real-time status of your application, we recommend creating a username and password in order to fully utilize the functionality of the Accela Citizen Access (ACA) website. To do this, click the "Register for an Account" button at the top of the home page - https://aca-prod.accela.com/OLMSTED

Once you are logged in, any permit applications that you have applied for through ACA will show in the "My Records" tab. If your application was not submitted through ACA, you will need to search for the application. If you know the permit number you can type it into the search bar at the top of the page. If you do not know the permit number, you will need to search by address, selecting the Building, Well, and Septic Permits tab, and underneath that you will select "Search Applications/Permits".

To search an address, find the "General Search" section on the search page and enter the address information. You can change the search type drop down to address if you wish, but a general search will produce the same results as an address search. If your search for the address returns "No records found" this may be because the address either does not exist or there is an issue with the search criteria. One of the best ways

to produce accurate search results is to use less information which will show more results to choose from.

An example of using less information in your search criteria would be to only use the building number and street name or utilizing the wildcard search function. This is the % or * symbol, which can be inserted in your search criteria to show all results that include the criteria prior to the wildcard symbol.

Property Address: 4 Fisherman Dr NW, Oronoco, MN 55960

What to enter: Building No ('from' or 'to'): 4 Street Name: Fish%

If your search still returns "No Records Found", try only entering the building number – sometimes the street name may not be spelled as expected (example: Ranchview versus Ranch View).

Once your search produces results, you can select the permit you are looking for, using the Permit Type to determine which one is the correct permit if there are multiple results.

Checking Permit Status

Once you are on the page displaying your permit information, you can see the Record Status listed under the building permit number and type. For more information on the status, or to check the real-time review status, click the "Related Info" tab and select "Processing Status".

This will display the status of your permit. You can expand each step in the submittal process and view any notes made or the date in which the step was completed.

Review/Schedule Inspections

One of the many features of ACA is the ability for applicants/contractors to schedule inspections online. In order to do this, you will select "Inspections" from the Record Info menu on the permit details page for the permit for which you would like to schedule the inspection(s).

Building O20-0002CB:
Commercial Building (New Building)
Record Status: Issued

Add to cart
Add to collection

Record Info ▼   Payments ▼

Permit Details

Processing Status

Related Permits

Attachments

Inspections

8378 SE 14 HWY
TEY Township of Eyota

ne Inspection you must be logged on as a Registered User, and then click above on
down to select Inspections. Here is an Example.
tions for permits other than your own is prohibited, doing so may result
s.

The inspections page will show all completed and scheduled inspections for this permit. You can select the "View Details" link which will allow you to view any comments that were entered by the inspector for this particular inspection. From there, you will select the "Schedule or Request and Inspection" link. A separate window will pop open on the page and prompt you to select a type of inspection. If no options are showing, make sure you are logged into the site and you have the box under "Available Inspection Types" selected.

Schedule/Request an Inspection

×

More Information on Inspection Times

Make sure this box is checked

Available Inspection Types (20)

☑ *Inspections noted as Optional may be required based on your scope of work.

○ **Footing** (optional)
○ **Poured Walls** (optional)
○ **Foundation backfill** (optional)
○ **Under-ground Plumbing** (optional)
○ **Under-ground Mechanical** (optional)
○ **Radon** (optional)
○ **Gas Piping** (optional)
○ **Above-ground Plumbing** (optional)
○ **Above-ground Mechanical** (optional)
○ **Fireplace Rough-In** (optional)

< Prev   1   2   Next >

Continue   Cancel

Once you have selected an inspection type, click "Continue" and you will be prompted to select a date for the inspection to occur. After you select the date, a time frame option will be come available for you to select. Please note – depending on other inspections scheduled for the day, we cannot guarantee that the time frame you select will be available. Our staff will reach out to you if there is any issue with the requested date/time. If the date you want is not available to select (will be gray as opposed to blue), this means there are no available inspections that day and you must select another day.

Schedule/Request an Inspection ✕

More Information on Inspection Times

Inspection type: Heating Final

To continue, select an appointment date and time range by clicking a link on the calendar below (please note that if the time is greyed out that day is full):

		Mar 2021								Apr 2021								May 2021		
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						1	2	3						
7	8	9	10	11	12	13		4	5	6	7	8	9	10		2	3	4	5	6
14	15	16	17	18	19	20		11	12	13	14	15	16	17		9	10	11	12	13
21	22	23	24	25	26	27		18	19	20	21	22	23	24		16	17	18	19	20
28	29	30	31					25	26	27	28	29	30			23	24	25	26	27
																30	31			

« Prev

Available Times for Wednesday, Mar 24 2021
○ Morning (08:30 AM - 12:00 PM)
○ Afternoon (01:00 PM - 03:30 PM)

Next step is to include contact information for the inspection – who will the inspector contact if there are questions or concerns. You will have the option to select the property owner or contractor, or add a new contact (typically used for subcontractors on a job).

Schedule/Request an Inspection ✕

TEY Township of Eyota

Contact
PAT GERKEN
5073287350
Change Contact ▾

  ⦿ **Select an existing contact**

  [PAT GERKEN (5073287350) ▾]

  ○ **Specify another person** (*for this inspection only*)
  *First Name   Middle Name   ***Last Name**
  [   ]   [   ]   [   ]

  *Phone Number
  [   ]

  Submit   Cancel

Continue   Back   Cancel

After the contact information has been selected/entered for the inspection, you will have a final chance to review the information you entered and add comments if necessary, such as where the site packet will be located or any access codes the inspector may need. NOTE: any comments entered in this field is visible to the inspector only and will not be viewable to the public.

Schedule/Request an Inspection ✕

More Information on Inspection Times

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

Inspection Type:	Footing
Date and Time:	11/19/2020 Morning
Location:	8378 SE 14 HWY
	TEY Township of Eyota
Contact:	PAT GERKEN 5073287350

Include Additional Notes

Finish   Back   Cancel