



Scheduling an inspection using the Accela Citizen Access Portal

<https://aca-prod.accela.com/HALLCO/Default.aspx>
DO NOT SIGN IN WITH A USER NAME AND PASSWORD!
 For assistance please call 770-531-6809



Inspections should be scheduled using the Citizen Access Portal for permits issued after December 12, 2022 and beginning with the following characters:

Residential Permits - HRNEW, HRADD, HRELE, HRMEC, HRPLB, HRLDP

Commercial Permits - HCNEW, HCADD, HCELE, HCMEC, HCPLB, HSGN

Steps to schedule an inspection.

1 Select the Jurisdiction . DO NOT SIGN IN WITH A USER NAME AND PASSWORD!	6 Click Continue
2 Choose "Schedule an Inspection"	7 Choose the Inspection Date (<i>next working day is only option</i>)
3 Enter Permit Number <i>it is not necessary to enter any additional information besides Permit Number or Record Number. Click Search.</i>	8 Choose "All Day"
4 Choose "Schedule or Request an Inspection" <i>it may be necessary to rotate some phones to landscape view (horizontal) to see this link.</i>	9 Click Continue (confirm <u>location</u> , <u>contact</u> , & <u>inspection</u>) to Finish
5 Choose the inspection	10 Inspection successfully scheduled

