How To: Schedule an Inspection in BASS on your PC

- 1. On your PC: Login to your BASS account and access your permit record at www.brevardFL.gov/BASS or https://acaweb.brevardcounty.us/CitizenAccess/
- 2. Click **Record Info**

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Home Residents	Eusiness Visitors	e-Government	Contact 1	Monday, June 4, 201E
Home Building Search Applications Building 18BC00 Residential HVAC Record Status: Is:	Development Enforcement Create an Application 104: Mechanical-Change Out sued			Add to cart Add to collection
Location: 300 ALABAMA AVE MERRIT ISLAND FL Application Deta	Payments Cue	tom Component		

Figure 1. This is a screenshot of BASS with an arrow pointing to the word Record Info

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	Building 18BC001 Residential HVAC Record Status: Issu	04: Mechanical-Change ued	Out		Add	Add to cart to collection
	Record Info v Application Details Processing Status Related Buildings Attachments	Payments	Custom Compone	ant		
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3. Click Inspections

Figure 2. This is a screenshot of BASS with an arrow pointing to the word Inspections

3. Click Schedule an Inspection.

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	Logid in a:Bast Mar Collections (3) * JCat (10) Reports (3) * Account Management. Logid
	Home Building Development Enforcement
	Search Applications Create an Application
	Building 188C00104: Add to cart Residential HVAC Mechanical-Change Out Add to collection Record Status: Issued
	Record Info * Payments * Custom Component
	Inspections
1	The inspector on a scheduled inspection is subject to change. Please do not attempt to contact the inspector prior to the day of the inspection.
1	Upcoming Schedula an Inspection Tou do not have usery included respections. Click the line above to schedule an impaction.

Figure 3. This is a screenshot of BASS with an arrow pointing to the word Schedule an Inspection

4. All inspections types applicable to the record (permit) type will be displayed.





5. Click the **Inspection type** to be scheduled then, click the **Continue** button.



Figure 5. This is a screenshot of BASS showing a border around the selected inspection type and an arrow pointing the continue button

6. The Inspection Calendars will be displayed.

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Figure 6. This is a screenshot of BASS with a border around calendars of Jun 2018 Jul 2018 and Aug 2018.

- 7. Click the requested day of the inspection.
- 8. Click the radio button for **All Day** in the **Available Times** section.
- 9. Then, click **Continue**.

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- 10. Verify the location of the inspection (site address).
- 11. The existing record **Contact** will be displayed. If the contact for the inspection is different than the record contact, click the radio button to *specify another person* for the inspection contact. Enter the **first name**, **last name**, and a **phone number** (required fields) then, click **Continue**.

Search Applications Create an Application	
Building 18BC00104:	Add
Residential HVAC Mechanical-Change Out	Add to co
Record Schedule an Inspection	×
Rec Inspection type: Mechanical Final	
Location and Contact	
Verify that the location is correct and add a contact person for the inspection.	
Inspect	
Location	
The inspe MERRITT ISLAND FL 32953	
Updot 2 Contact	
Select an existing contact	
Click the lini Bass User (3216332070)	
06/06/20	
Specify another person (for this inspection only)	
First Name Middle Name Last Name	
Complete	
* Phone Number	
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	I
Continue Back Cancel	
DUCK CURCE	

Figure 8. This is a screenshot of BASS with a border around the location address, an arrow pointing to the existing contact and an arrow pointing to the continue button

12. Click **Include Additional Notes** to provide the inspector with additional details for or about the inspection. **Do not enter any confidential information in this section as the information is reviewable by the public.**



Figure 9. This is a screenshot of BASS with a border around the inspection type and an arrow pointing to include additional notes

- 13. A pop-up box will be displayed. Enter the notes to the inspector.
- 14. Click Finish.



Figure 10. This is a screenshot of BASS with a border around Optional Comments and an arrow pointing to a Finish button

15. The inspection will be scheduled and the inspector will be assigned. **The inspector is subject to change prior to the morning of the inspection. Please do not attempt to contact the inspector prior to the day of the inspection.**

Home Building Devel	lopment Enforcer	nent	Search	ч.
Search Applications Cre	ate an Application			
Building 18BC00104: Residential HVAC Mech Record Status: Issued	anical-Change Ou	Jt		Add to cart Add to collection
Record Info 🔻	Payments 🔻	Custom Component		
The inspector on a scheduled day of the inspection. Upcoming (2) Schedule an Inspection Click the link above to schedule an i	l inspection is subject	to change. Please do	not attempt to contact the	inspector prior to the
06/06/2018 Mechanical Other Scheduled	for Gregory Martin		Actions 🕶	
06/06/2018 Mechanical Final Scheduled f	for Gregory Martin		Actions -	
Completed There are no completed inspec	ctions on this record.			

Figure 11. This is a screenshot of BASS with highlighted text of the inspection scheduled

16. Click the **Actions** dropdown to **View Details** of the inspection, to **Reschedule**, or to **Cancel** the inspection.

Correb Applications	Create an Application		
search Appacations	create an Application		
Building 18BC00104 Residential HVAC M	: echanical-Change (Dut	Add to cart Add to collection
Record Status: Issue	d		
Record Info 🔻	Payments 🔻	Custom Component	
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Figure 12. This is a screenshot of BASS with a border around actions with highlighted view details

- 17. View Details provides the following information:
 - Inspection Type
 - Inspection Status
 - Record (permit) number
 - Record (permit) type
 - Last update
 - View Status History
 - View Result Comments
 - You can also **Reschedule**, **Cancel** Inspection, or **Print** the Inspection Status.

Aechanical Other (619261, Optio	nal)		1
00 ALABAMA AVE IERRITT ISLAND FL 32953	Reschedule Cancel Inspection	Print	
itatus	Details		
Scheduled	Record	Contact	
Colonated Append Time: TPD	188C00104	Bass User	1
Desired Date: TBD	Residential HVAC Mechanical-Change Out	3216332070 Bass User	
		3216332070	
Last updated			
Bass User			
6/4/2018 12:00 PM			
view Status History			
View Result Comments		13	
Related Inspections			
howing 0-0 of 0			

Figure 13. This is a screenshot of BASS with a border around the status and details of the inspection

How To: Schedule an Inspection on your Phone (Mobile Citizen Access)

- On your phone browser enter the URL for the BASS website: <u>https://acaweb.brevardcounty.us/CitizenAccess/</u> The page will reroute you to the Mobile Citizen Access site to login to your BASS account.
- 2. Log into Mobile Citizen Access by entering your BASS Username and Password.
- 3. Click Login

			٩)						
Sign up or Login										
bassuser										
			Login	-						
	Not a n	nemb	er? S	ign uj	o here					
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Figure 14. This is a screenshot of BASS mobile view. The username and password are highlighted and an arrow pointing to the login button

- 4. Disregard the error message below.
- 5. Click the icon to continue to the menu.



Figure 15. This is a screenshot of BASS mobile view with an arrow pointing to three horizontal lines

6. Click Search



Figure 16. This is a screenshot of BASS mobile view with an arrow pointing to the word Search

7. Enter the **Record Id** (Permit Number) or the **Address**. Then click the magnifying glass to begin the search.

				BREV	/ARD					
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Figure 17. This is a screenshot of BASS mobile view with the record number highlighted and an arrow pointing to the magnifying class indicating search

8. The Record Number (Permit) will display.

< =	BREVARD	
Type to f	ilter from 1 records	Filter -
	18BC00105 Residential HVAC Mechanical-Change Out 06/04/2018 Issued	\rightarrow
3		
	(c) 2002-2018 Accela, inc. All rights reserve	d.
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Figure 18. This is a screenshot of BASS mobile view with a border around the record number

9. Click the **Record Id** number. The details of the record will be displayed.

Residential HVA	C Mechanic	al-Change	Out
		Add to Col	ections
Status Issued			
Work Location 2725 JUDGE FRAN MELBOURNE, FL 32	JAMIESON W 1940	'AY, BLDG A	
Licensed Professi ACA Test-HU 16-HV-CU-00001 (H	onal(s) 1)	
Inspections			>
Inspections			>
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Figure 19. This is a screenshot of BASS mobile view displaying the record details

10. Click Inspections.

< ≡ 18BC00105	
Residential HVAC Mechanical-Change	Out
Add to Colle	ections
Status Issued	
Work Location 2725 JUDGE FRAN JAMIESON WAY, BLDG A MELBOURNE, FL 32940	
Licensed Professional(s) 1 ACA Test-HU 16-HV-CU-00001 (Harv Unlimited)	•
Inspections	>
Conditions	>
More Record Details	>
Related Records	>
Process Status	>
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Figure 20. This is a screenshot of BASS mobile view displaying the inspection status with an arrow pointing to the Inspections link

11. Click Schedule an Inspection.

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< ≡ 18BC00105	
Schedule an Inspection	
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(c) 2002-2018 Accela, Inc. All rights reserved.	
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Figure 21. This is a screenshot of BASS mobile with an arrow pointing to the Schedule an Inspection link

- 12. The inspections available for this record type will be displayed.
- 13. Click the applicable inspection type.

	< ≡	1	8BC00105		
	,	Available	Inspectio	on Types	
	Mechanical Optional	l Rough			\rightarrow
\mathbf{i}	Mechanica Optional	l Final			\rightarrow
	Mechanical Optional	l Other			>
					_
		Hide Op	tional Insp	ections	

Figure 22. This is a screenshot of BASS mobile with a border and arrow on the inspection type selected

- 14. Schedule Inspection screen will be displayed. This screen provides the following information.
 - a. Record Number
 - b. Inspection Type
 - c. Location (Site Address)
 - d. Choose a Date to See Available Times Month and Day dropdowns

< ≡	<mark>⊾</mark> 18BC00105	
	Schedule Inspection	
Record Nu 18BC00105	mber	
Inspection Mechanical	Type Other	
Location	E FRAN JAMIESON WAY.	BLDG A
MELBOURN	E, FL 32940	
Choose	E, FL 32940 a Date to See Availab	le Times
Choose	E, FL 32940 a Date to See Availab Day	le Times
Choose Month select	E, FL 32940 a Date to See Availab Day selec	le Times
Choose Month select	E, FL 32940 a Date to See Availab Day selec	le Times
Choose Month select	E, FL 32940 a Date to See Availab Day selec Continue	le Times t
MELBOURN Choose Month select	E, FL 32940 a Date to See Availab Day Selec	le Times t

Figure 23. This is a screenshot of BASS mobile showing the inspection details

- 15. Click the **Month** dropdown and the **Day** dropdown to select the Month and Day of the inspection.
- 16. Choose a **Time** Select All Day.
- 17. Click Continue.

< = 18BC00105						
18BC00105						
InspectionType Mechanical Other						
Location 2725 JUDGE FRAN JAMIESON WAY, BLDG A MELBOURNE, FL 32940						
Choose a Date to See Available Times						
Month Day						
June 6th (Wed)						
Choose a Time						
All Day						
Continue						
(c) 2002-2018 Accela, Inc. All rights reserved.						
< > 🖞 🌐 🗇						

Figure 24. This is a screenshot of BASS mobile with Month, Day, All Day highlighted with an arrow pointing to the Continue button

- 18. The Schedule Inspection information will be displayed based on the information submitted.
- 19. Enter the **Contact Information, Phone Number,** and **Comments.** * **Do not add confidential information in the Comments sections as this information is displayable to the public.**
- 20. Click Schedule Inspection.

TBD				
Contact Info	rmation	Optional	<u> </u>	
P II ST PRAFINE			-	
Middle Name				
Last Name				
Area Code		Phone Nur	nber	
Update				
Comments (otional	1		
Tap to add	- peroritor			
			-	-
	Schedule	Inspecti	on	

Figure 25. This is a screenshot of BASS mobile view with border around contact information and comments with an arrow pointing to Schedule Inspection button

21. Schedule Confirmation will be displayed.



Figure 26. This is a screenshot of BASS mobile view displaying the scheduled confirmation

21. Return to the Record Details screen and click Inspections.

< ≡ 18BC00105	
Residential HVAC Mechanical-Chang	e Out
Add to C	ollections
Status Issued	
Work Location 2725 JUDGE FRAN JAMIESON WAY, BLDG MELBOURNE, FL 32940	A
Licensed Professional(s) 1 ACA Test-HU 16-HV-CU-00001 (Harv Unlimited)	•
Inspections	>
Conditions	>
More Record Details	>
Related Records	>
Process Status	>
< > <u></u>	D



22. The details of the inspection such as the **Inspection Type**, **Scheduled Date**, **Inspector**, and the **Contact** will be displayed.

< ≡ 18BC00105
Schedule an Inspection
Related Inspections
Mechanical Other Scheduled (619264) 06/06/2018 00:00:00
Inspector David Wilson
Contact Bass User
Details Reschedule Cancel
(c) 2002-2018 Accela, Inc. All rights reserved.
< > 🖞 🛱 🗘

Figure 28. This is a screenshot of BASS mobile view with a border around the scheduled inspection