

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**

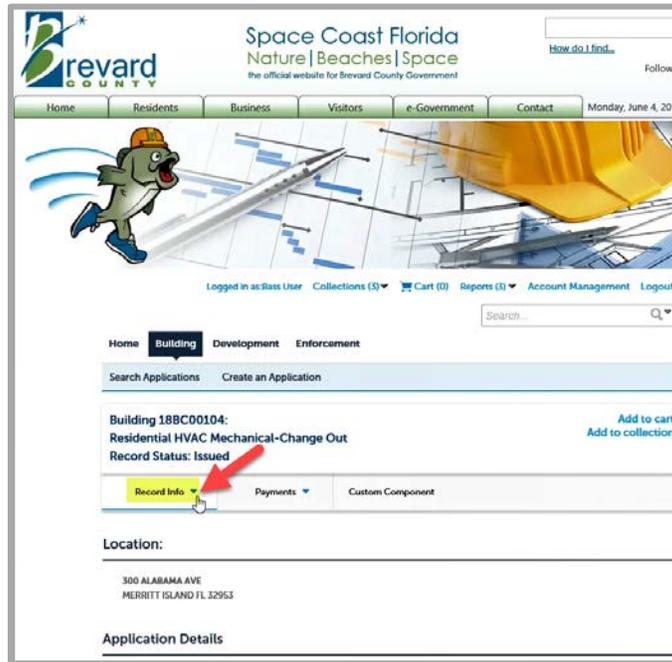


Figure 1. This is a screenshot of BASS with an arrow pointing to the word Record Info

3. Click **Inspections**

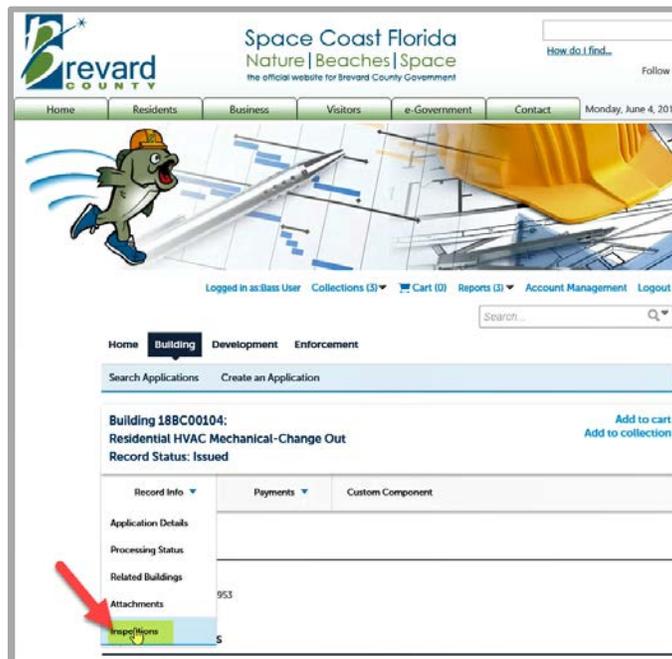


Figure 2. This is a screenshot of BASS with an arrow pointing to the word Inspections

3. Click **Schedule an Inspection**.

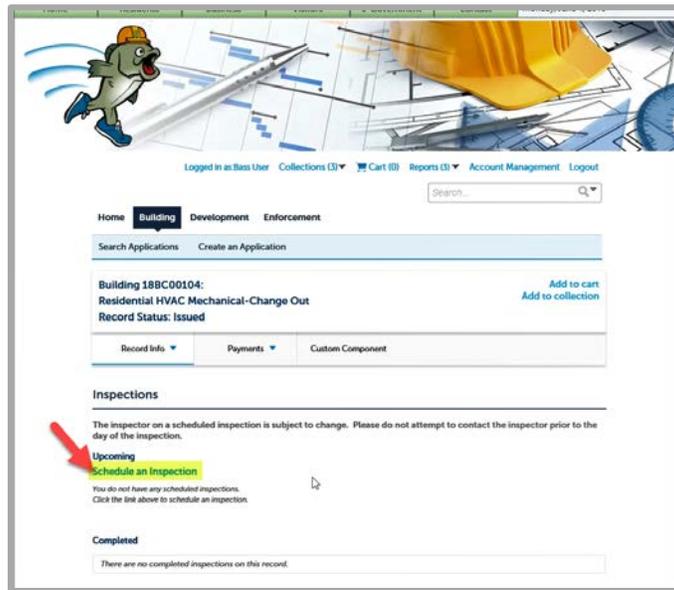


Figure 3. This is a screenshot of BASS with an arrow pointing to the word **Schedule an Inspection**

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

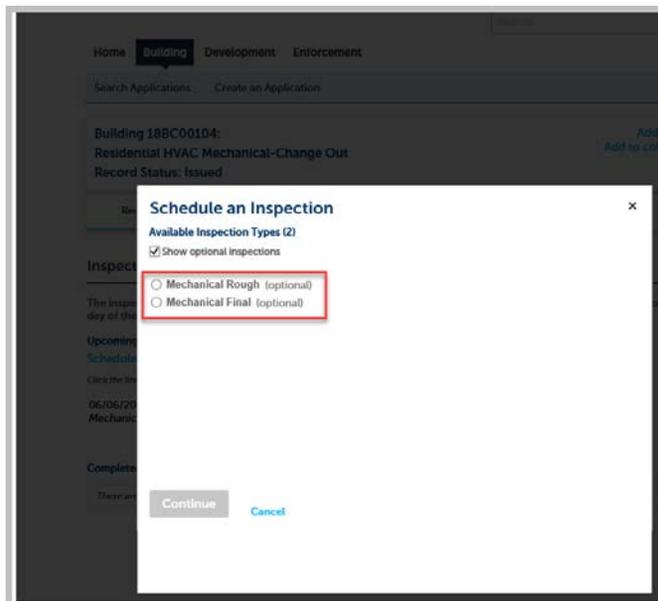


Figure 4. This is a screenshot of BASS showing a border around two inspection types

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

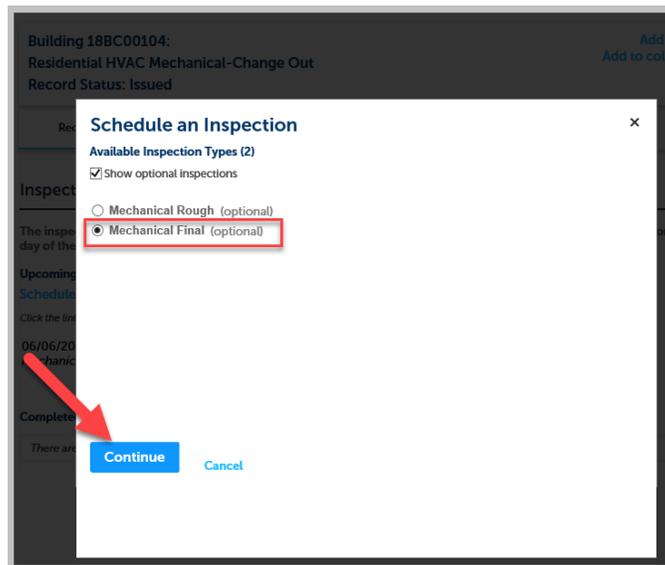


Figure 5. This is a screenshot of BASS showing a border around the selected inspection type and an arrow pointing the continue button

6. The Inspection Calendars will be displayed.

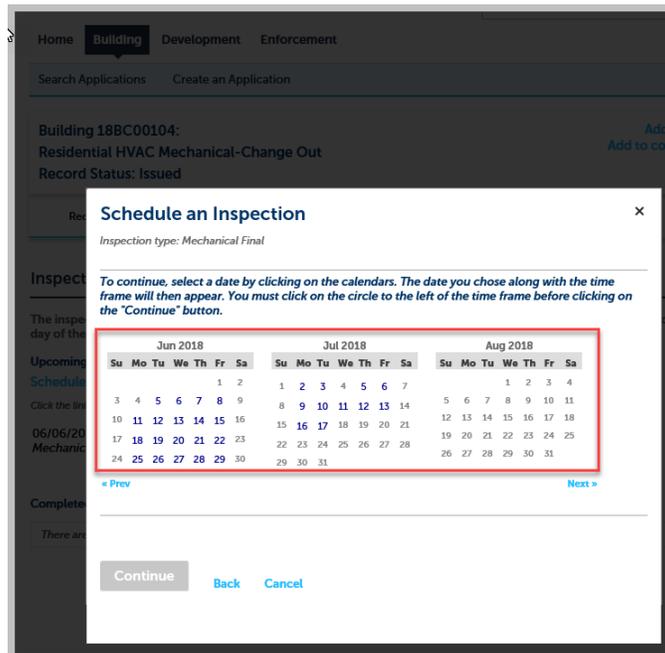


Figure 6. This is a screenshot of BASS with a border around calendars of Jun 2018 Jul 2018 and Aug 2018.

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**.

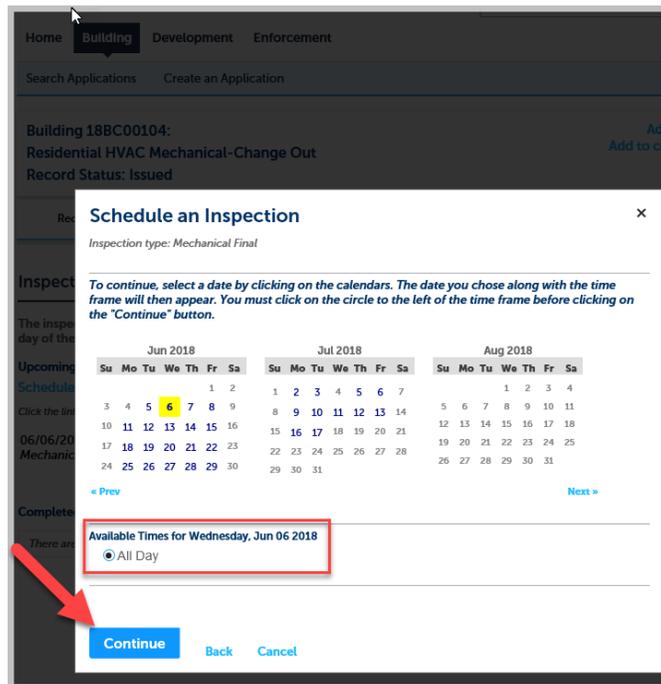


Figure 7. This is a screenshot of BASS with a border around All Day inspection with an arrow pointing to the continue button

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**.

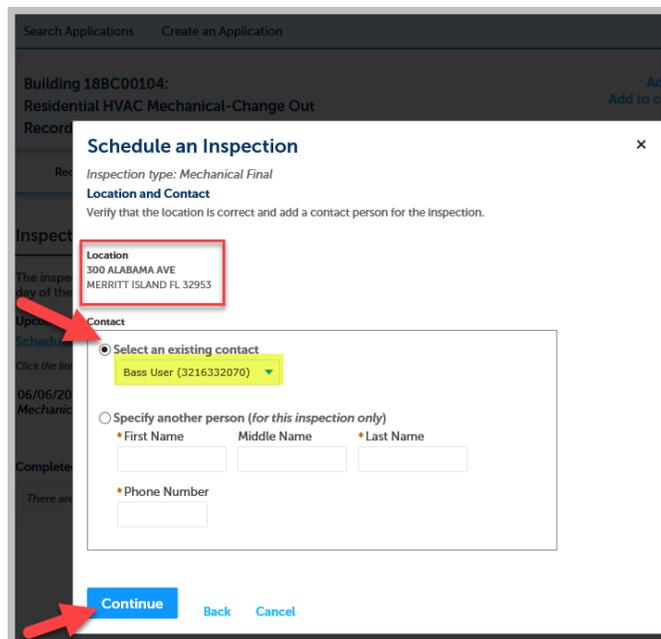


Figure 8. This is a screenshot of BASS with a border around the location address, an arrow pointing to the existing contact and an arrow pointing to the continue button

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.**

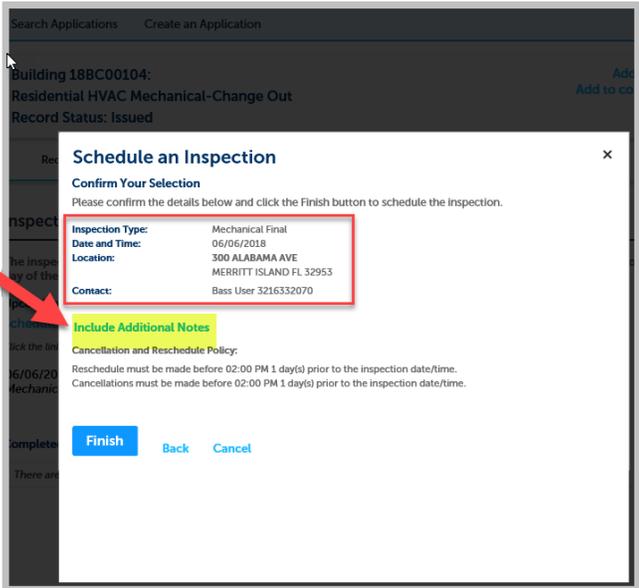


Figure 9. This is a screenshot of BASS with a border around the inspection type and an arrow pointing to include additional notes

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

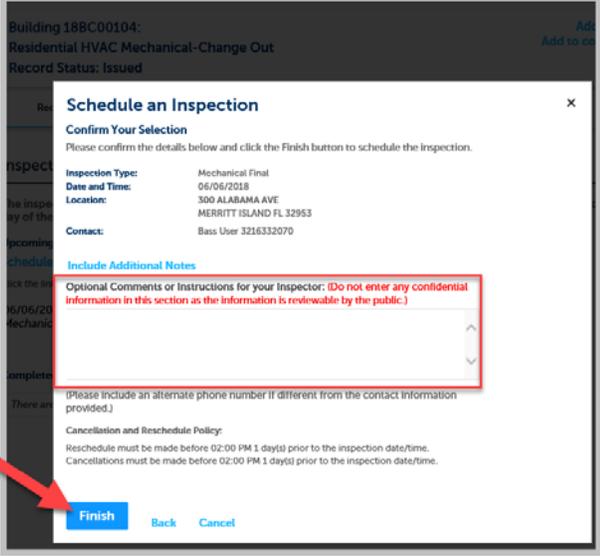


Figure 10. This is a screenshot of BASS with a border around Optional Comments and an arrow pointing to a Finish button

- 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.**

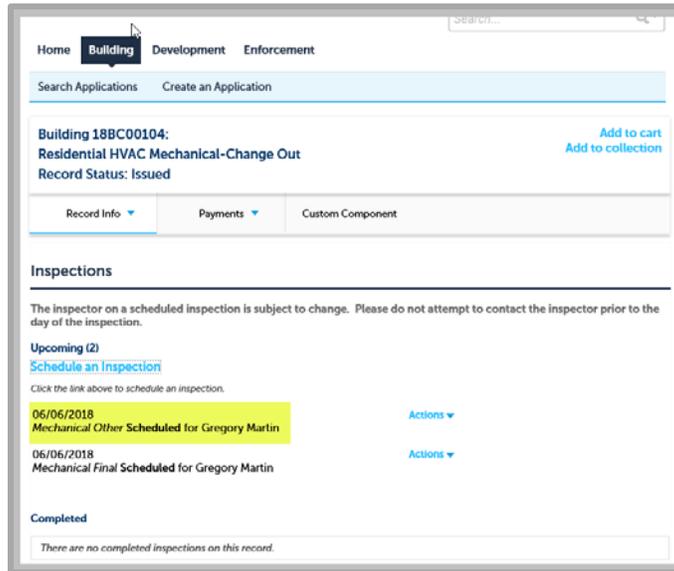


Figure 11. This is a screenshot of BASS with highlighted text of the inspection scheduled

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

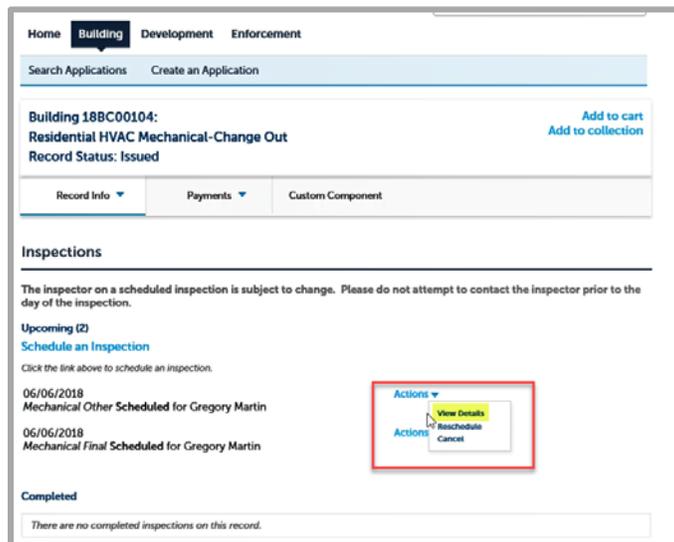


Figure 12. This is a screenshot of BASS with a border around actions with highlighted view details

- 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.

Building 18BC00104
Residential HVAC Mechanical-Change Out

Add to cart
Add to collection

Mechanical Other (619261, Optional)

300 ALABAMA AVE
MERRITT ISLAND FL 32953

[Reschedule](#) [Cancel Inspection](#) [Print](#)

Status

Scheduled
06/06/2018
Estimated Arrival Time: TBD
Desired Date: TBD

Last updated
Bass User
6/4/2018 12:00 PM

[View Status History](#)

[View Result Comments](#)

Details

Record
18BC00104
Residential HVAC Mechanical-Change Out

Contact
Bass User
3216332070
Bass User
3216332070

Related Inspections

Showing 0-0 of 0

ID	Inspection Name	Relationship	Status
No records found.			

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)

1. On your phone browser enter the URL for the BASS website:
<https://acaweb.brevardcounty.us/CitizenAccess/>
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

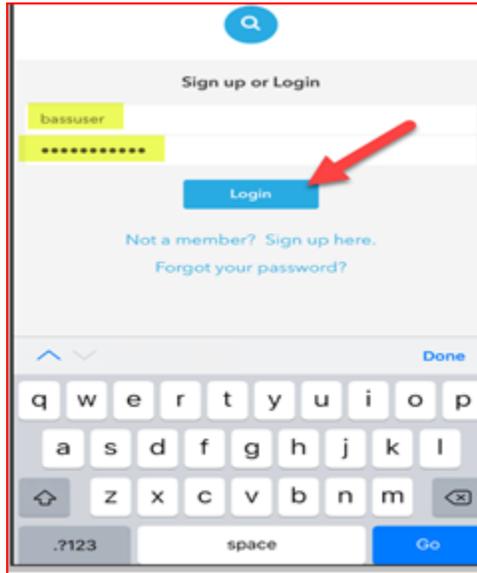


Figure 14. This is a screenshot of BASS mobile view. The username and password are highlighted and an arrow pointing to the login button

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

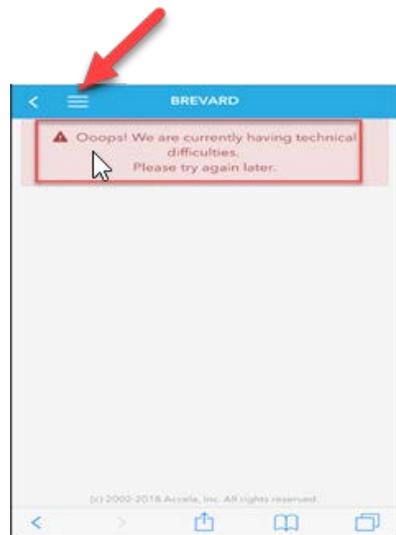


Figure 15. This is a screenshot of BASS mobile view with an arrow pointing to three horizontal lines

6. Click **Search**

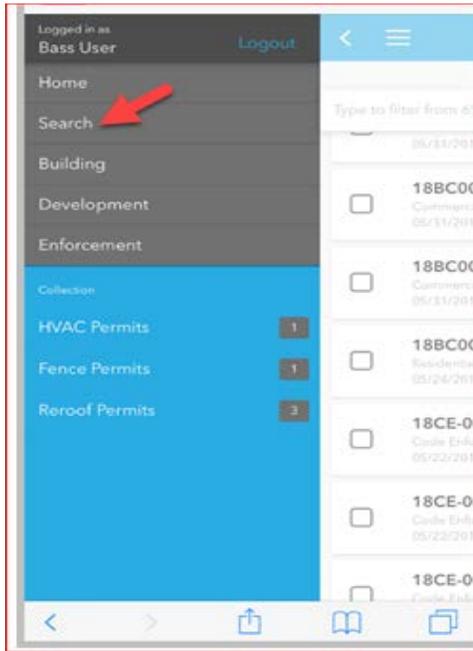


Figure 16. This is a screenshot of BASS mobile view with an arrow pointing to the word Search

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

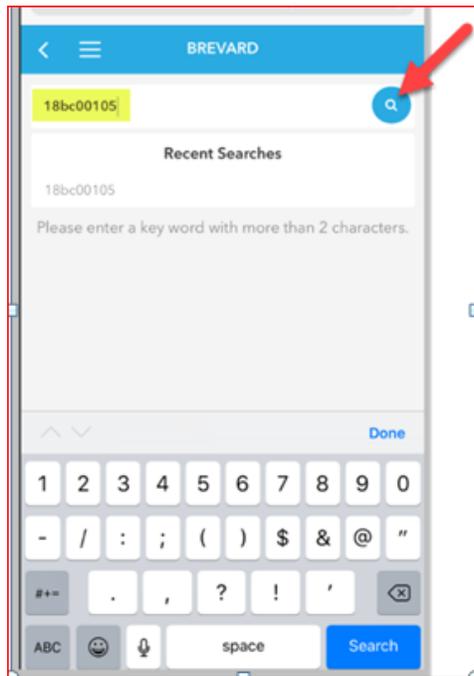


Figure 17. This is a screenshot of BASS mobile view with the record number highlighted and an arrow pointing to the magnifying class indicating search

8. The **Record Number** (Permit) will display.

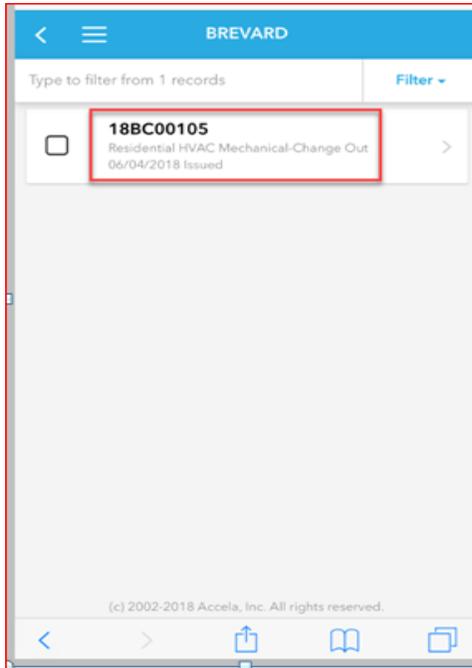


Figure 18. This is a screenshot of BASS mobile view with a border around the record number

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

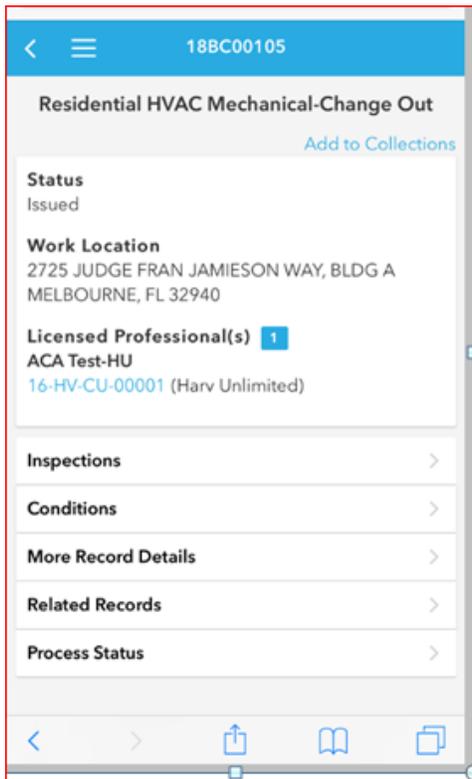


Figure 19. This is a screenshot of BASS mobile view displaying the record details

10. Click **Inspections**.

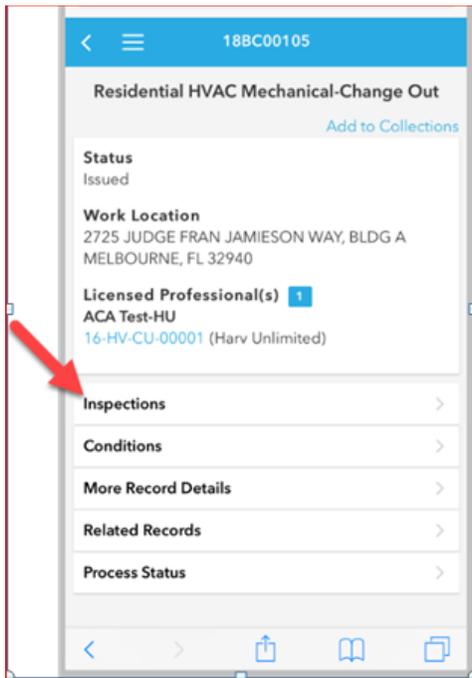


Figure 20. This is a screenshot of BASS mobile view displaying the inspection status with an arrow pointing to the Inspections link

11. Click **Schedule an Inspection**.

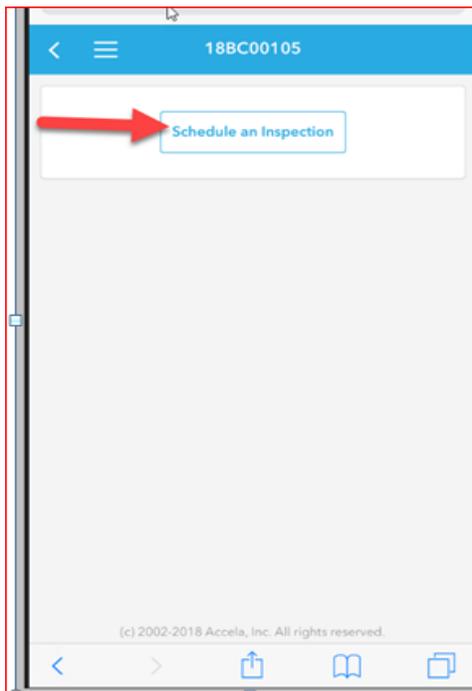


Figure 21. This is a screenshot of BASS mobile with an arrow pointing to the Schedule an Inspection link

12. The inspections available for this record type will be displayed.

13. Click the applicable inspection type.

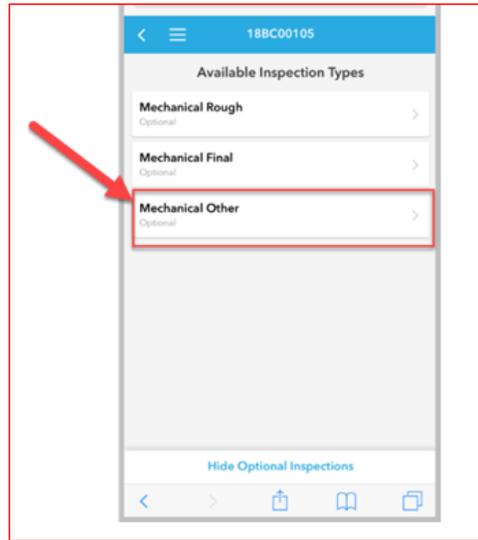


Figure 22. This is a screenshot of BASS mobile with a border and arrow on the inspection type selected

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

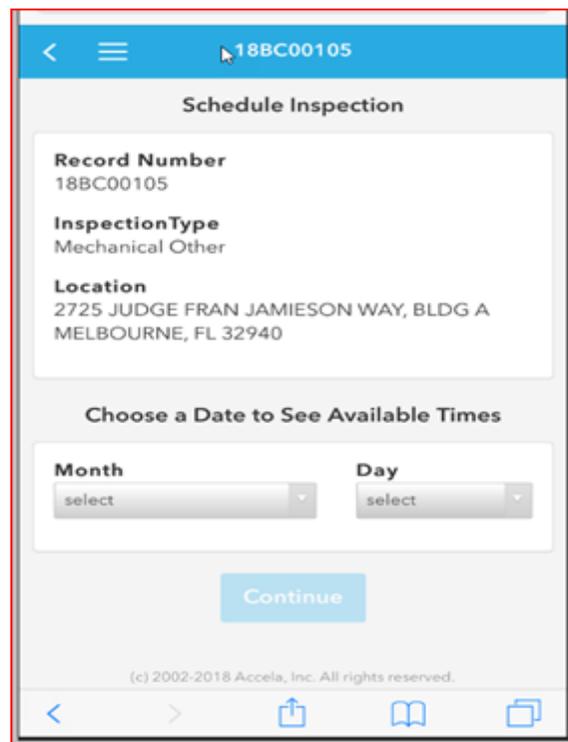


Figure 23. This is a screenshot of BASS mobile showing the inspection details

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**.

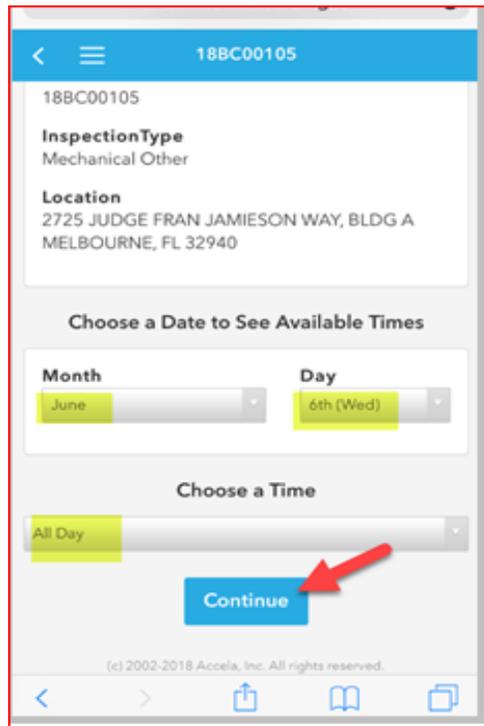


Figure 24. This is a screenshot of BASS mobile with Month, Day, All Day highlighted with an arrow pointing to the Continue button

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**.



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.

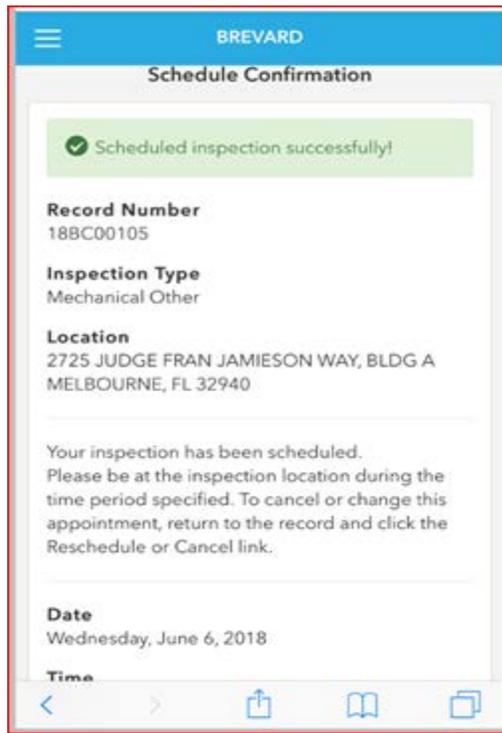


Figure 26. This is a screenshot of BASS mobile view displaying the scheduled confirmation

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

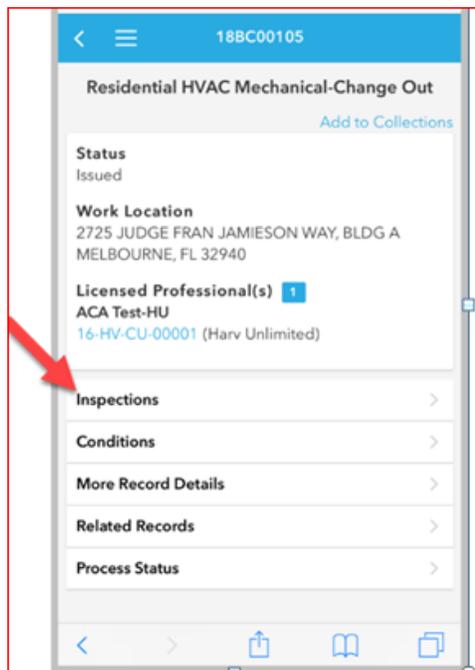


Figure 27. This is a screenshot of BASS mobile view with an arrow pointing to the inspections link

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

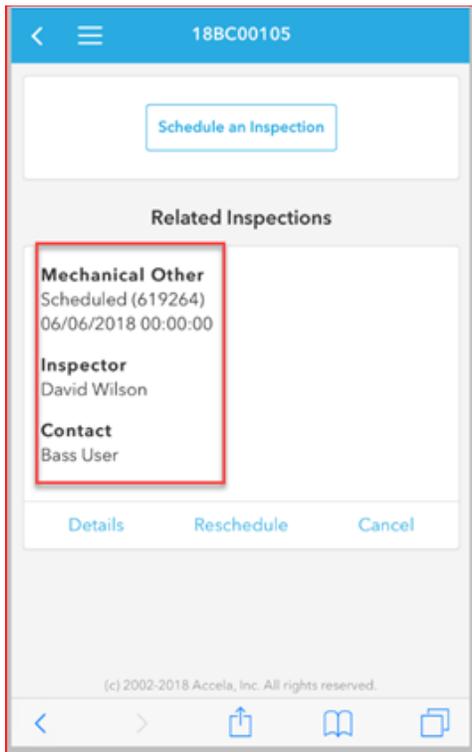


Figure 28. This is a screenshot of BASS mobile view with a border around the scheduled inspection