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](http://www.brevardFL.gov/BASS) or [https://acaweb.brevardcounty.us/CitizenAccess/](https://acaweb.brevardcounty.us/CitizenAccess/)

2. Click **Record Info**

![Figure 1](image1.png)

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

3. Click **Inspections**

![Figure 2](image2.png)

**Figure 2.** This is a screenshot of BASS with an arrow pointing to the word Inspections
3. Click **Schedule an Inspection**.

![Figure 3](image3.png)

*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](image4.png)

*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.
6. The Inspection Calendars will be displayed.

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**.
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.

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

14. Click Finish.

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

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.
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](image1.png)

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](image2.png)

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

6. Click Search
7. Enter the **Record Id** (Permit Number) or the **Address**. Then click the magnifying glass to begin the search.
8. The **Record Number** (Permit) will display.

![Figure 18](image18.png)

**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](image19.png)

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

10. Click **Inspections**.
11. Click **Schedule an Inspection**.

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

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**.
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**.

21. **Schedule Confirmation** will be displayed.
21. Return to the **Record Details** screen and click **Inspections**.

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