# How to Schedule, Modify and Cancel an Inspection

By using the ACA (Accela Citizen Access aka. Accela)

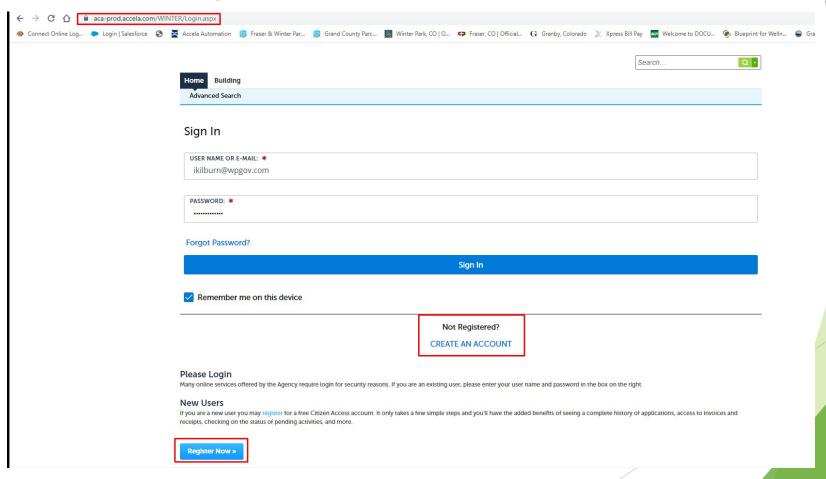


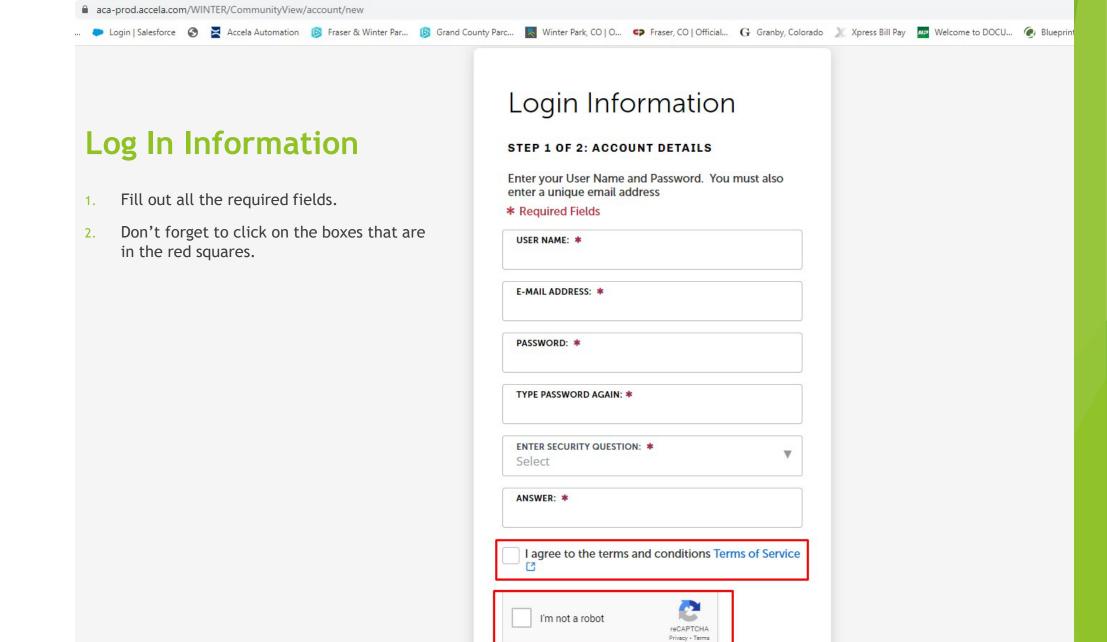




## Create A New Account in ACA

- 1. Go to <a href="https://aca-prod.accela.com/WINTER/Login.aspx">https://aca-prod.accela.com/WINTER/Login.aspx</a> If you send us an email to <a href="mailto:permits@wpgov.com">permits@wpgov.com</a>, we will send you the link to create your new ACA account.
- 2. Click on Create An Account or Register Now





CONTINUE

# Login Information

#### STEP 1 OF 2: ACCOUNT DETAILS

Enter your User Name and Password. You must also enter a unique email address

\* Required Fields

USER NAME: \*
Oliver Riedel

E-MAIL ADDRESS: \*
oriedel@wpgov.com

PASSWORD: \*

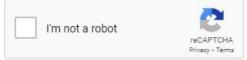
TYPE PASSWORD AGAIN: \*

ENTER SECURITY QUESTION: ★
To what city did you go the first time you flew ...×

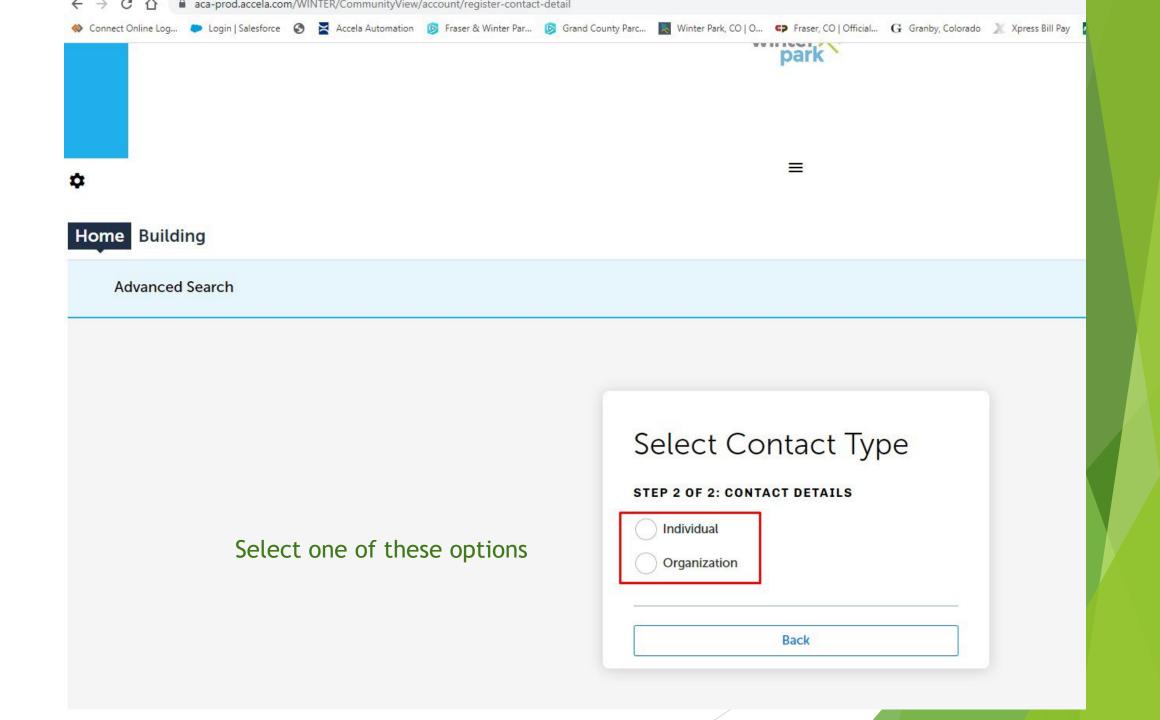
▼

ANSWER: \*
Atlanta

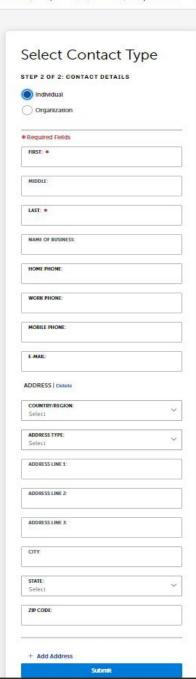
I agree to the terms and conditions Terms of Service

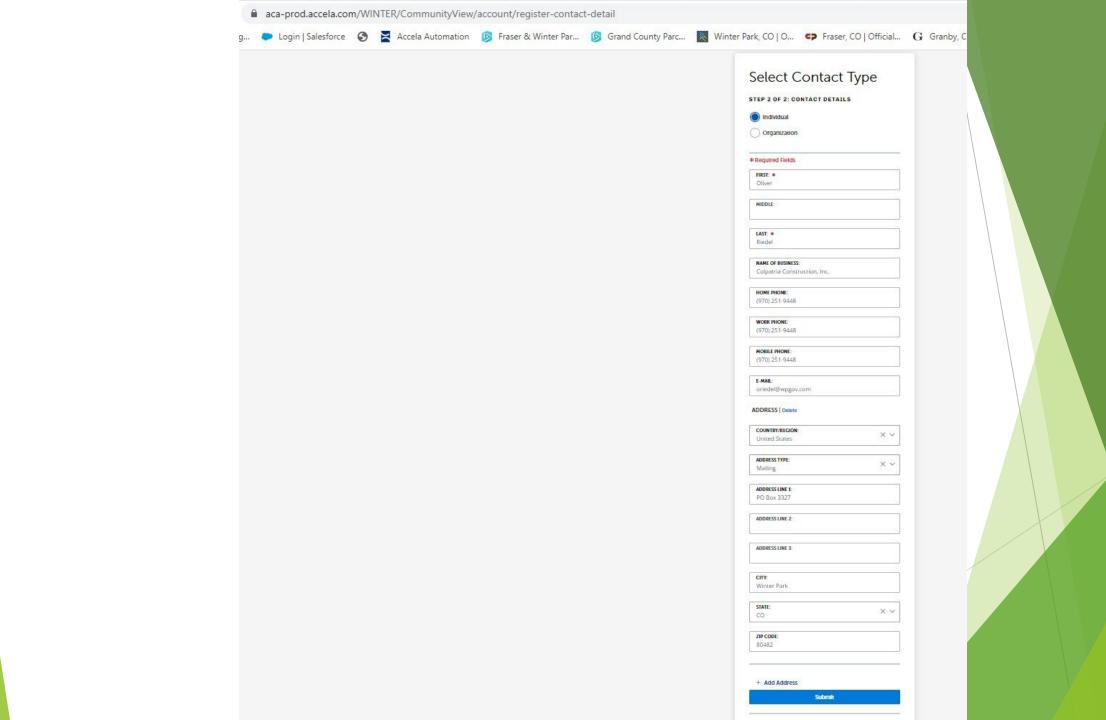


### CONTINUE

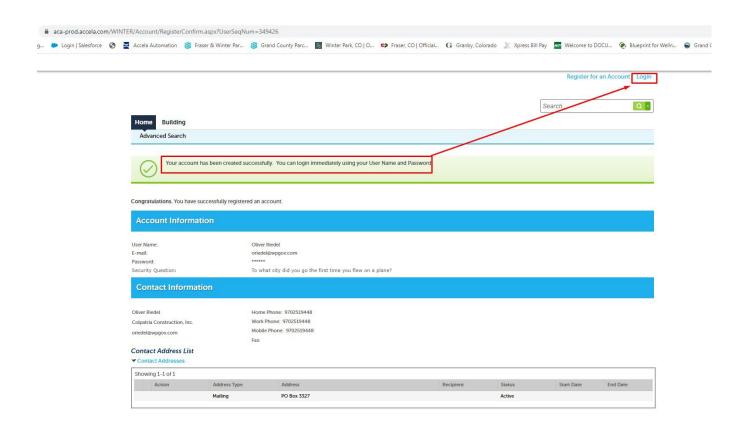


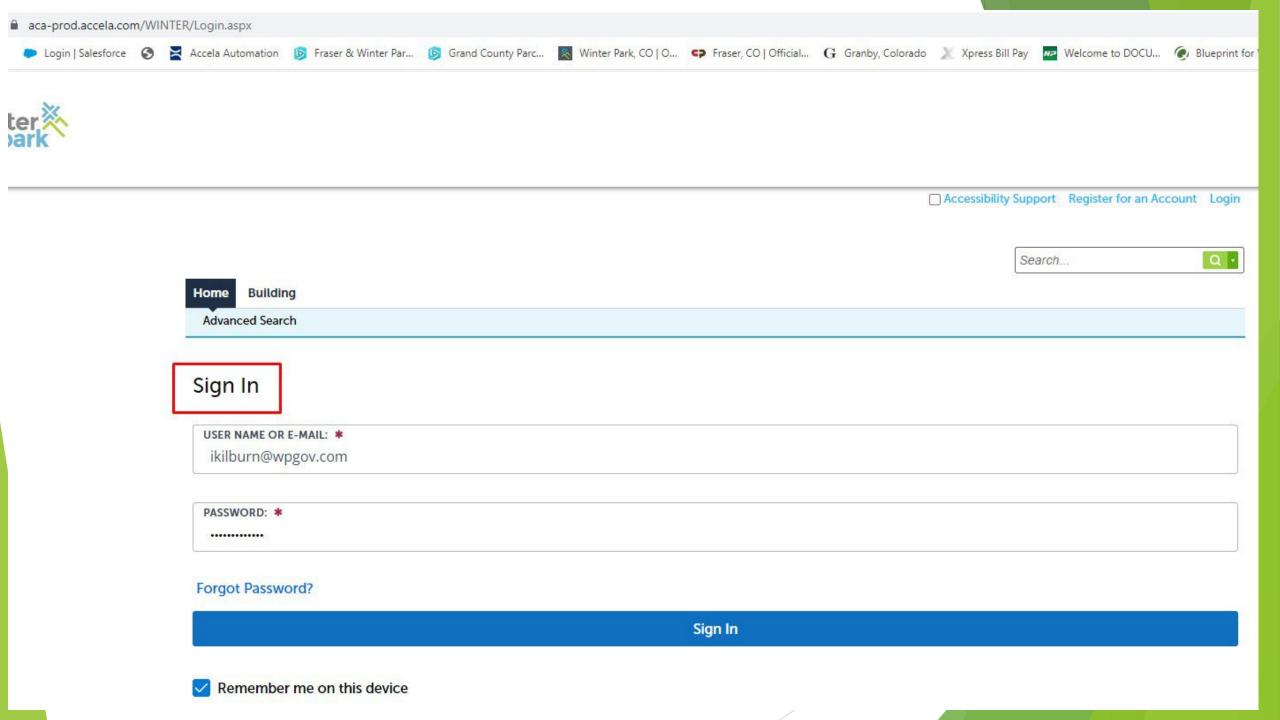
Fill out each one these fields, especially the required ones that have an asterisk (\*). Make sure that your contact information is up to date.

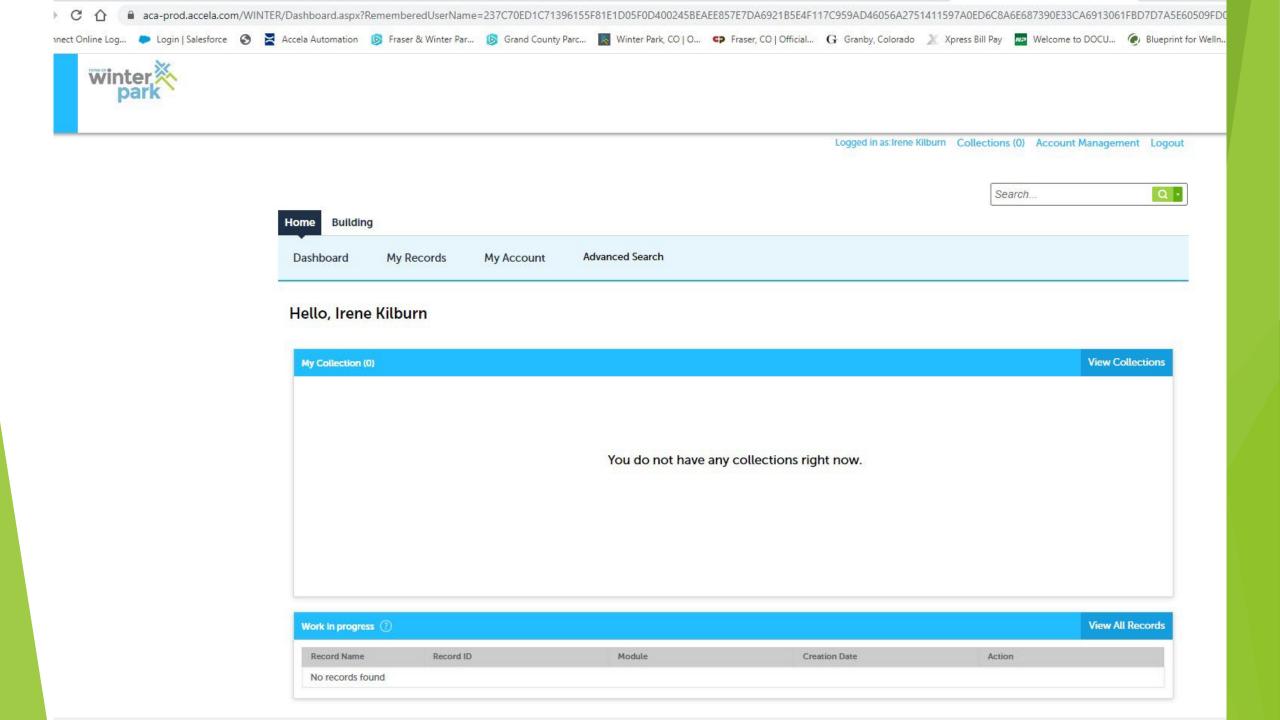


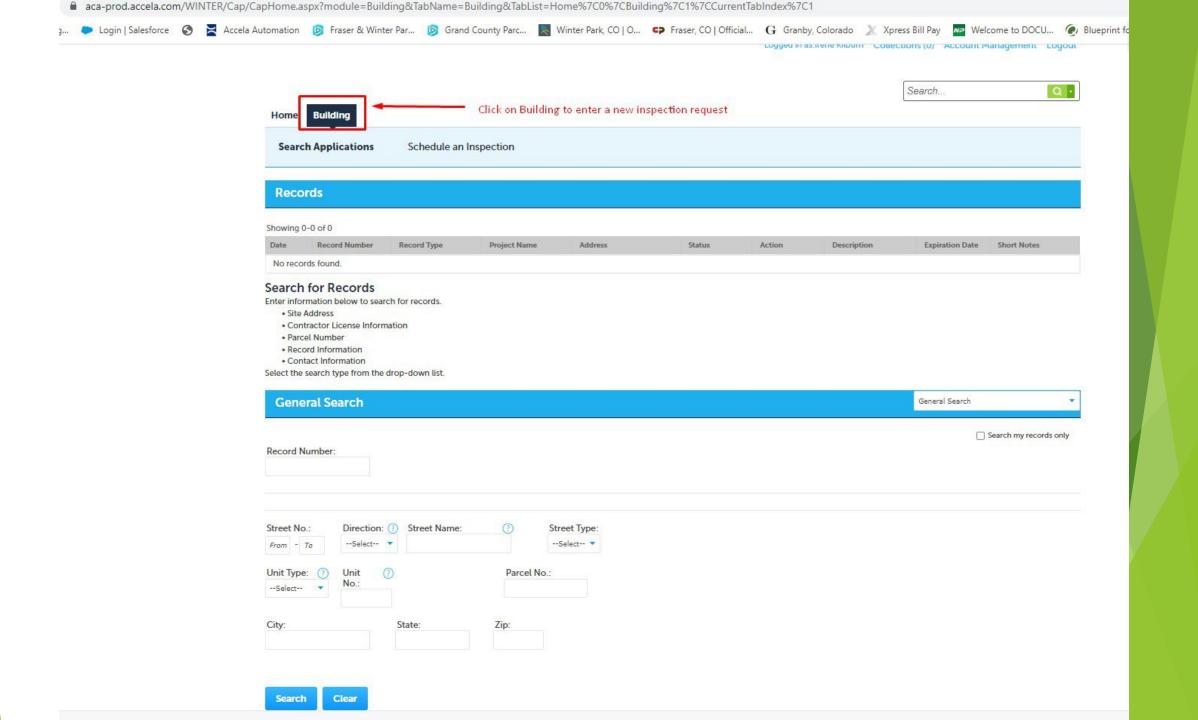


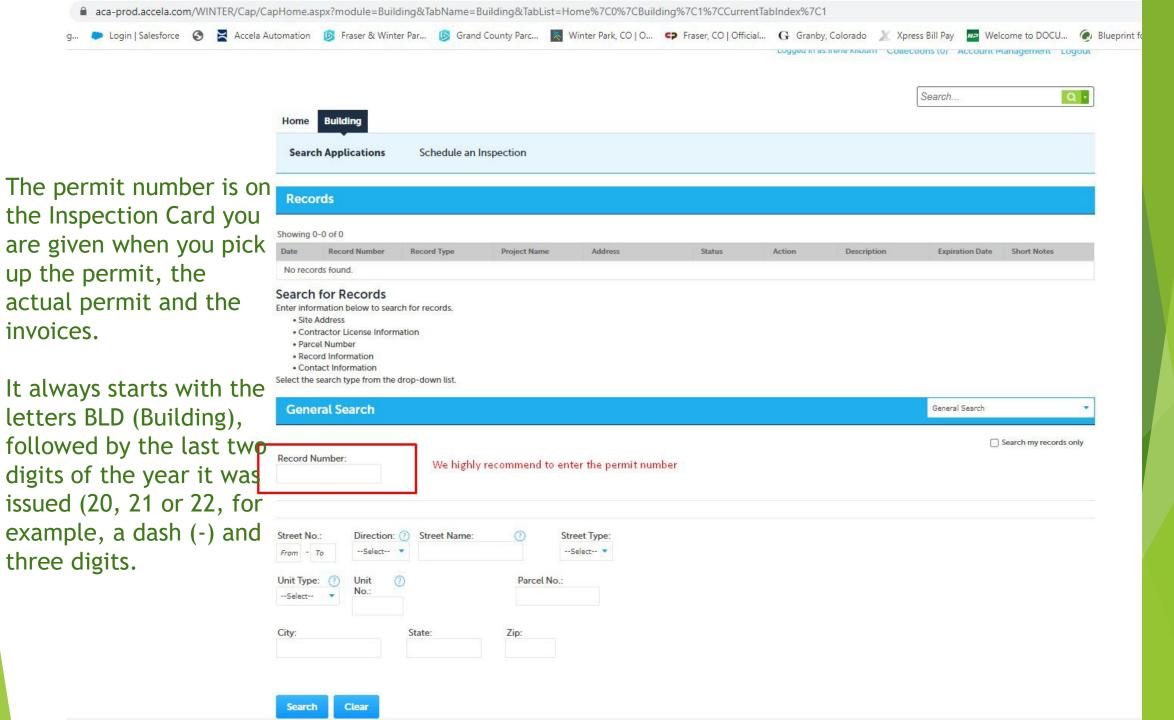
Once you have created your ACA Account, you will be prompted to this screen. On the upper right corner, you will see the Login link to enter your account:

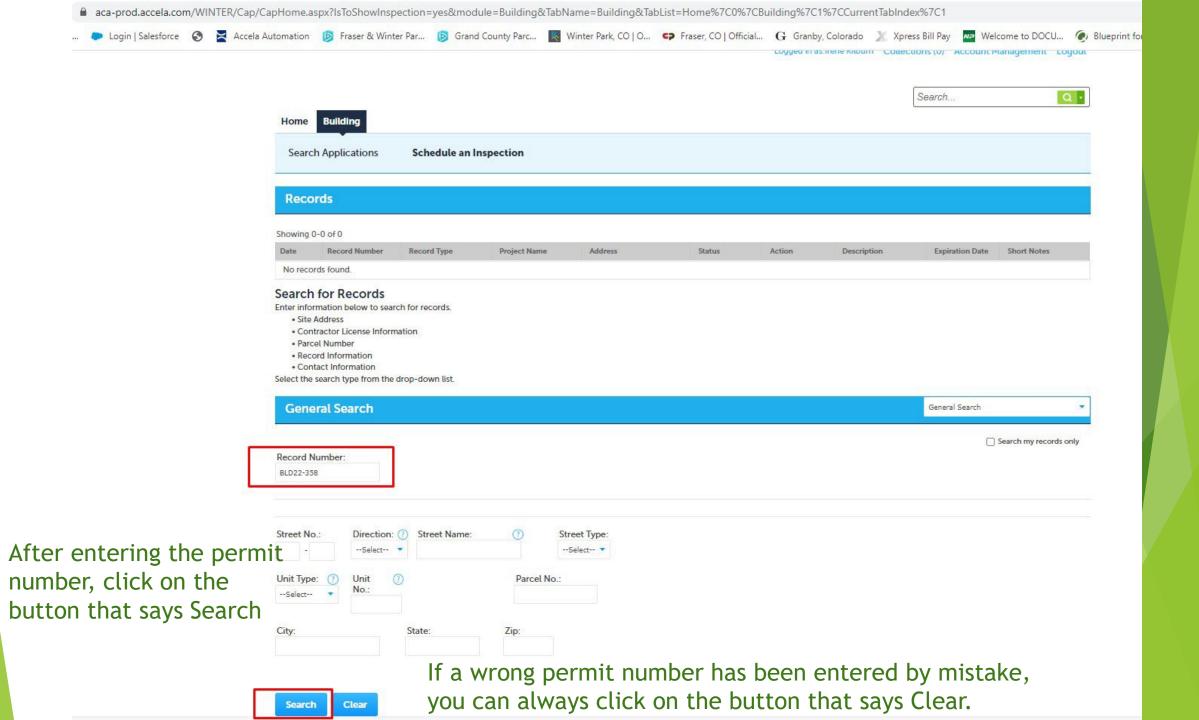




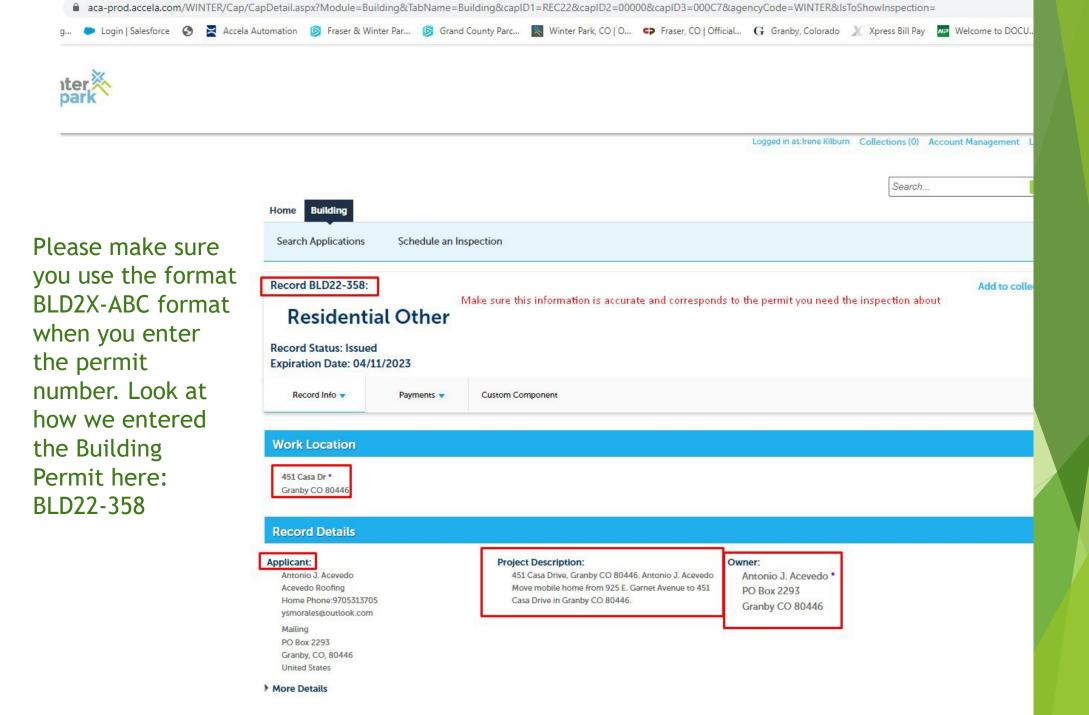








Login   Salesforce 🔞 🚆	Accela Automation 🌀 Fra	ser of winter Par	Grand County	vinter Park,	CO   O Priaser, Co	o Joindai	r Granby, Colorad	o Apress bill Pa	y welcome	to DOCU
	From - To  Unit Type: ⑦Select ▼  City:  City:  23 Record results r  Click any of the res	Unit (7) No.:  State	e: Zi	③ Street Type:Select ▼ Parcel No.: p:	street name. That is	why we encou	urage to have th	e permit number	handy	
	Showing 1-10 of 23	Download results   A   Record Number	dd to collection  Record Type	Project Name	Address	Status	Action	Description	Expiration Date	Short Notes
	11/07/2022	BLD22-579	Residential Alteration	551 Vasquez Road, Unit 1, Winter Park CO 80482. Samantha Jean and Jan Albicki	551 Vasquez Rd, Unit 1, Winter Park CO 80482	Issued	Action	Replace nine (9) windows like for like. U factor will be 0.30 or better.	01/31/2022	Silvicitotes
	11/07/2022	BLD22-582	Residential Alteration	335 Vasquez Road, Winter Park CO 80482. The Condominiums Homeowners Association-Vestal Creek, LLC	335 Vasquez Rd, Winter Park CO 80482	Issued		Boiler replacement. It sounds that there are two units and a common area. One boiler serves the common area, garages and snowmelt, and the other two boilers serve both units; however there are meters. The condominium has been gutted and is undergoing remodel.	01/31/2022	
	10/03/2022	BLD22-532	Residential Alteration	998 Vasquez Road, Winter Park CO 80482. Clifford Edward Anderson	998 Vasquez Rd, Winter Park CO 80482	Issued		Repair sections and areas of damaged	01/31/2022	
	10/03/2022	BLD22-533	Residential Alteration	240 Vasquez Road, Unit 1-C, Winter Park CO 80482. Ryan Weier (Owner)/Wintermoor Townhouses (Jill Kohwey-Agent)	240 Vasquez Rd, Unit 1-C, Winter Park CO 80482	Issued		roof.  Re-roof.	01/31/2022	
	10/03/2022	BLD22-534	Residential Alteration	240 Vasquez Road, Unit 2-C, Winter Park CO 80482. Coorsen Campbell Blair Family Trust(Owner)/Wintermoor Townhouses (Jill	240 Vasquez Rd, Unit 2- C, Winter Park CO 80482	Issued		Repair only using panels from other roof. Color is unknown. No new materials being used.	01/31/2022	





Home Building

Search Applications

Schedule an Inspection

#### Record BLD22-358:

#### Add to collection

### **Residential Other**

Record Status: Issued Expiration Date: 04/11/2023

Payments -

Make sure the information shown does correspond to the permit you are working on. Check the address, applicant, description of the job being done and the owner.

Custom Component

#### Work Location

Record Info -

451 Casa Dr \* Granby CO 80446

### **Record Details**

#### Applicant:

Antonio J. Acevedo Acevedo Roofing Home Phone:9705313705 ysmorales@outlook.com

Mailing

PO Box 2293

Granby, CO, 80446

United States

#### **▼**More Details

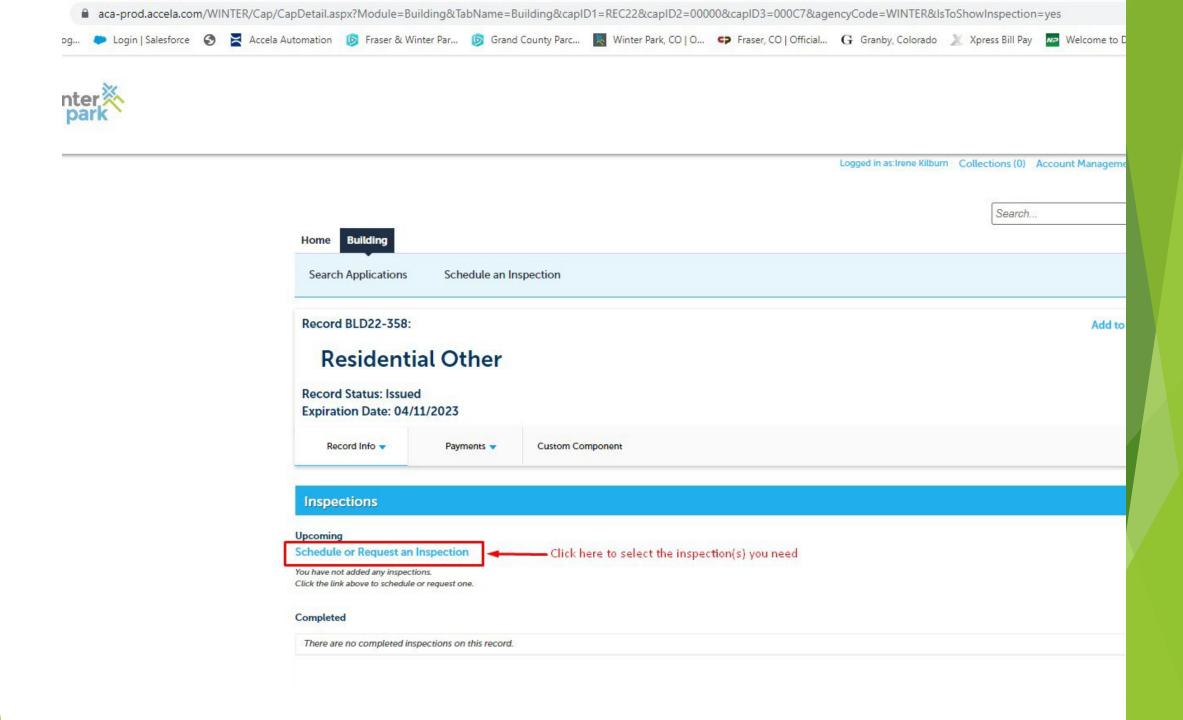
- Application Information
- Application Information Table
- Parcel Information

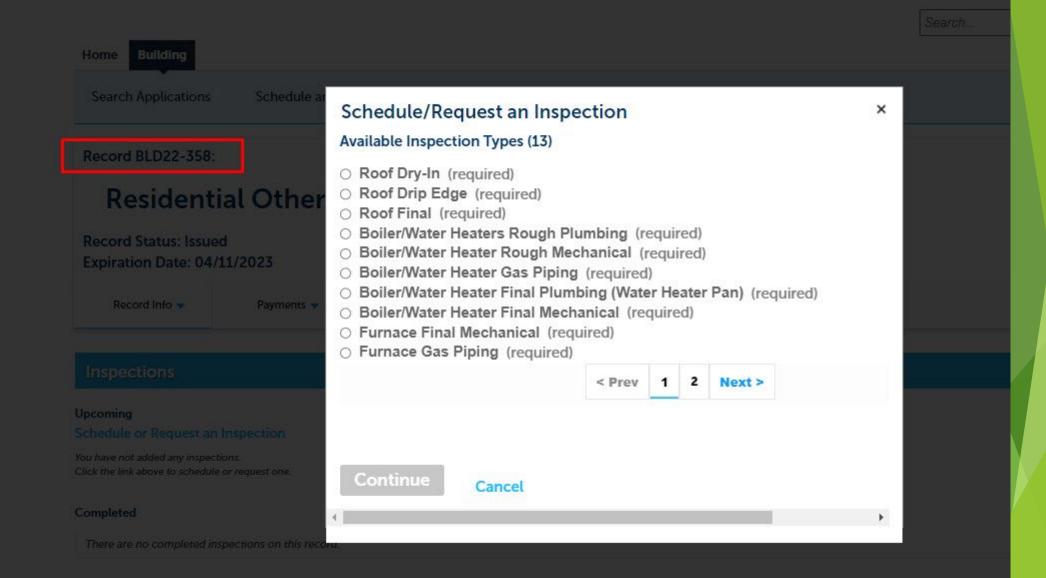
#### Project Description:

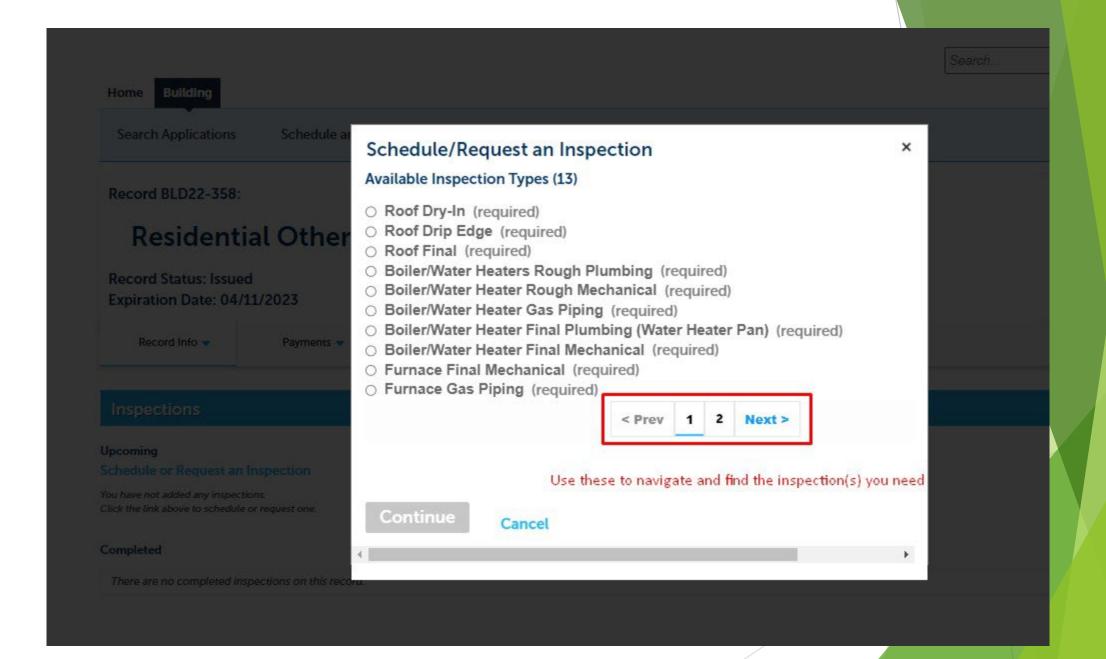
451 Casa Drive, Granby CO 80446. Antonio J. Acevedo Move mobile home from 925 E. Garnet Avenue to 451 Casa Drive in Granby CO 80446.

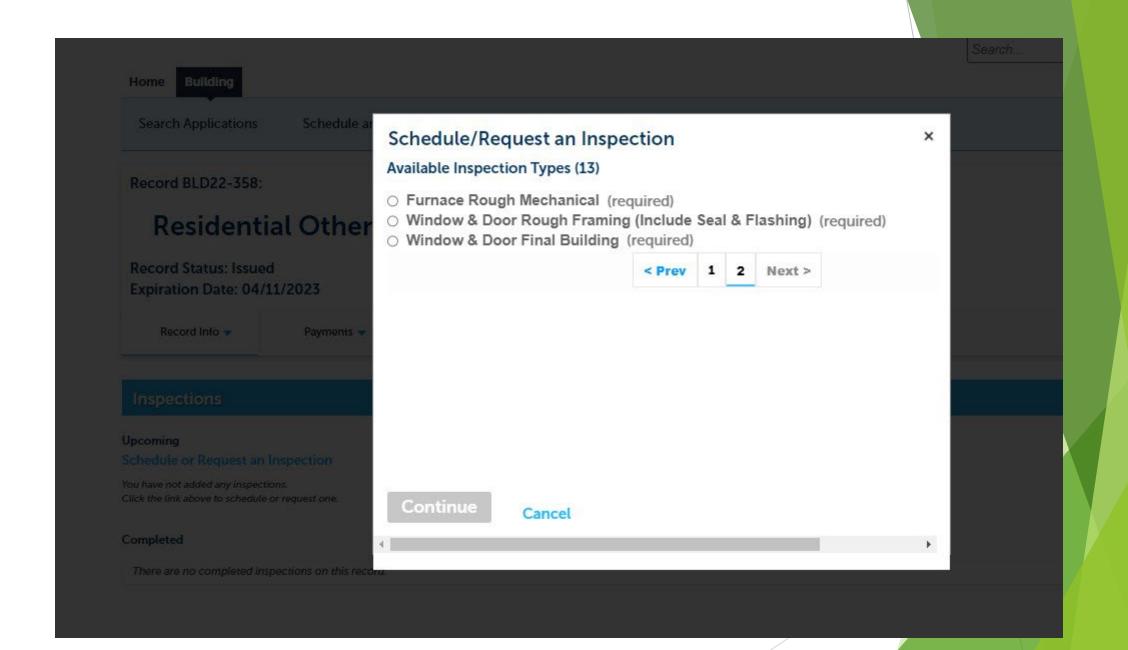
#### Owner:

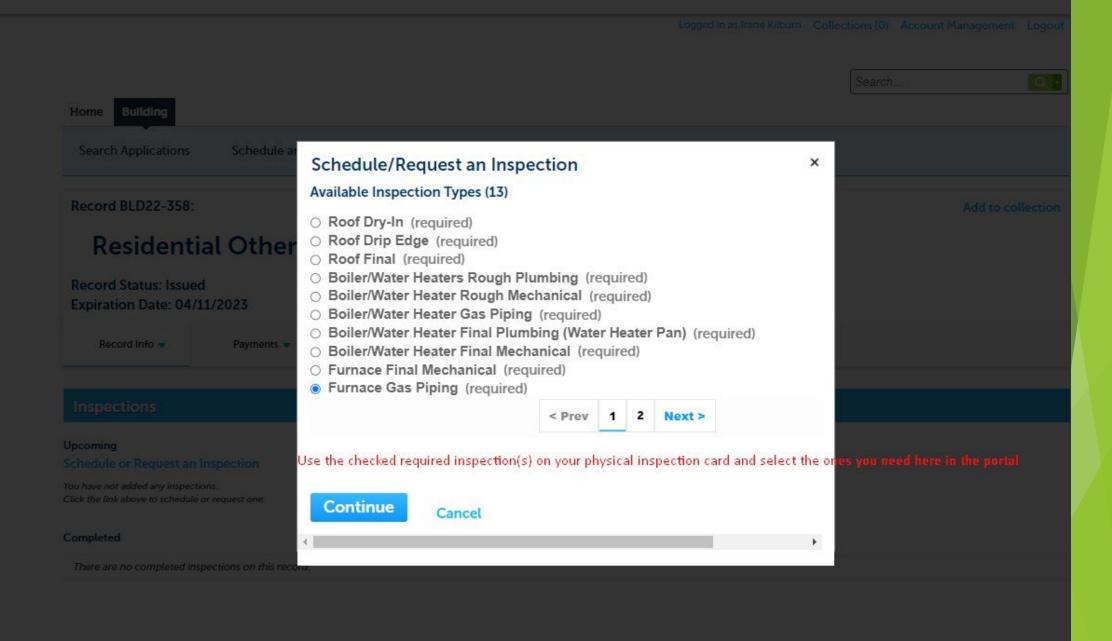
Antonio J. Acevedo \*
PO Box 2293
Granby CO 80446

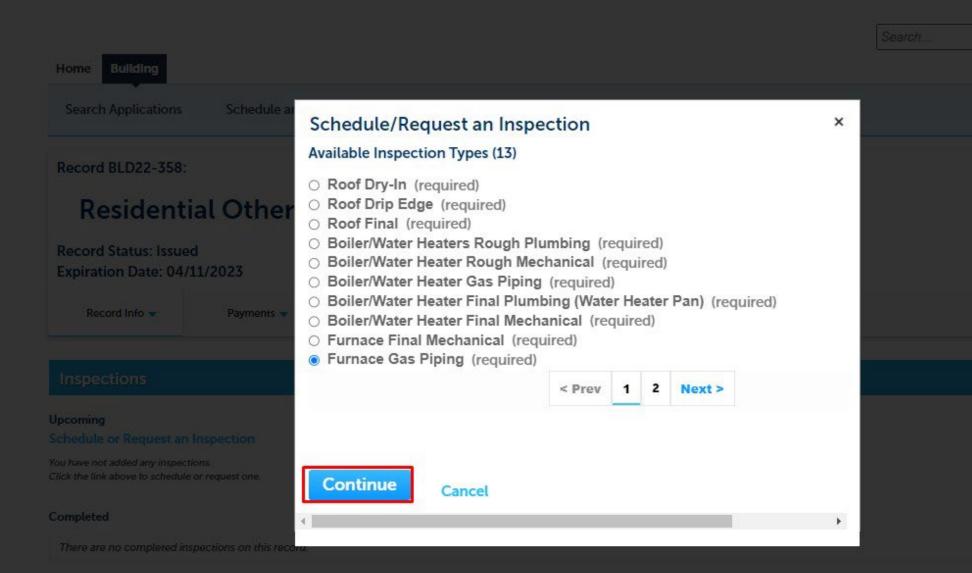












### **Residential Other**

Record Status: Issued Expiration Date: 04/11/2023

Record Info -

### Schedule/Request an Inspection

Inspection type: Furnace Gas Piping

To continue, select an appointment date and time range by clicking a link on the calendar below:

Nov 2022				Dec 2022							Jan 2023								
Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	
		1	2	3	4	5					1	2	3	1	2	3	4	5	
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	
27	28	29	30				25	26	27	28	29	30	31	29	30	31			

We are using the date of 12/06/2022 as an example

Continue

« Prev

Back Cancel

×



Home Building

Search Applications

Schedule a

Record BLD22-358:

### **Residential Other**

Record Status: Issued Expiration Date: 04/11/2023

Record Info

Payments

### Inspections

#### Upcoming

Schedule or Request an Inspection

You have not added any inspections.

Click the link above to schedule or request one

### Completed

There are no completed inspections on this reco

### Schedule/Request an Inspection

Inspection type: Furnace Gas Piping

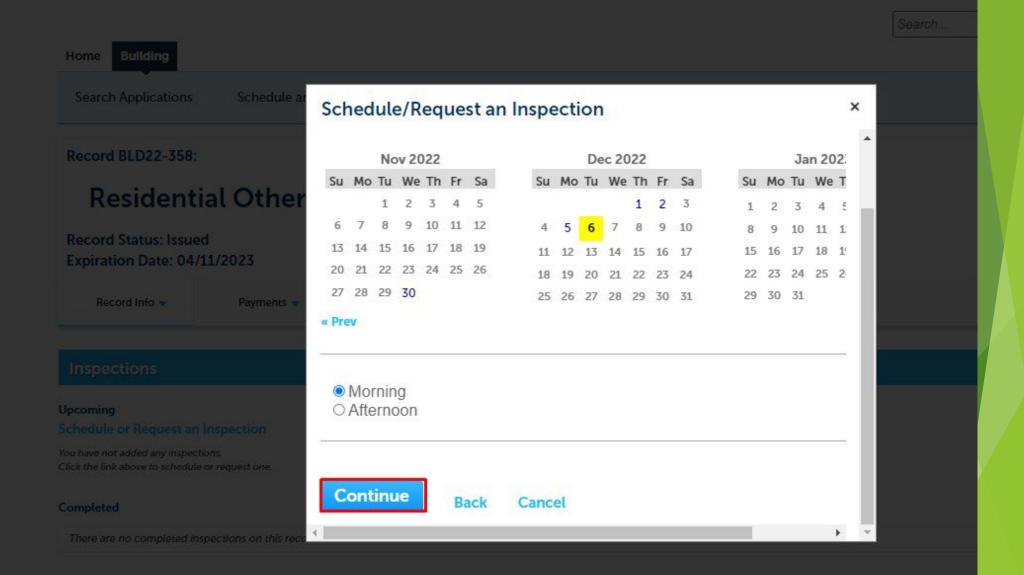
To continue, select an appointment date and time range by clicking a link on the calendar below:

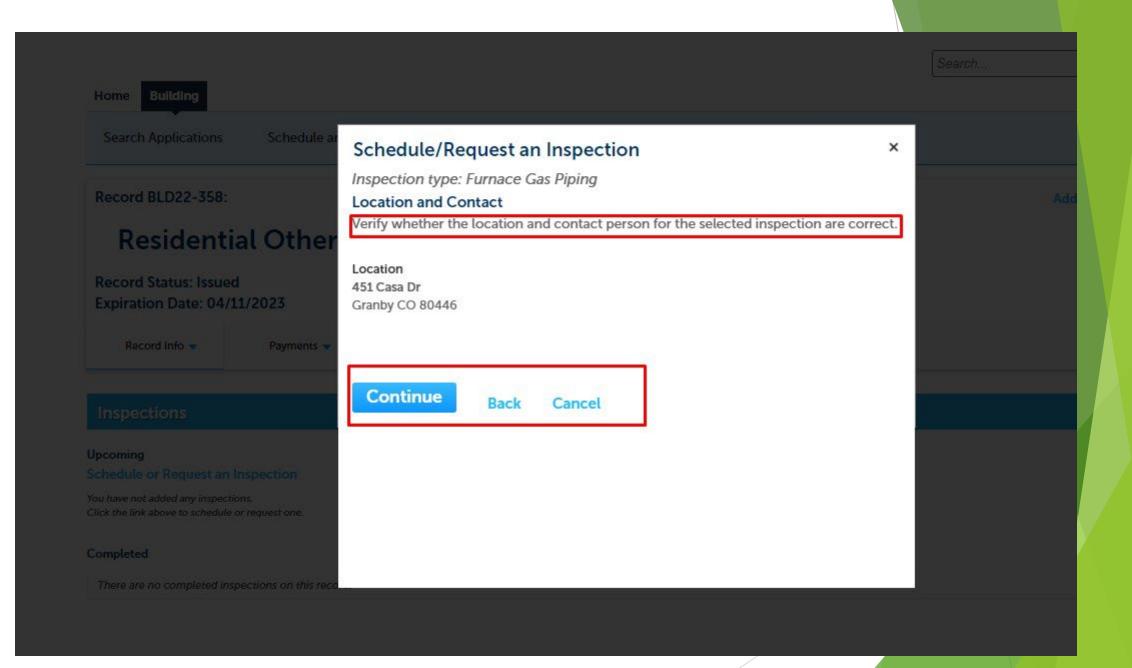
	No	v 20	)22					De	c 20	22					Ja	n 20	2.
Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Т
	1	2	3	4	5					1	2	3	1	2	3	4	E
7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	1
14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	1
21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	2
28	29	30				25	26	27	28	29	30	31	29	30	31		
	7 14 21	Mo Tu 1 7 8 14 15 21 22	Mo Tu We	1 2 3 7 8 9 10 14 15 16 17 21 22 23 24	Mo         Tu         We         Th         Fr           1         2         3         4           7         8         9         10         11           14         15         16         17         18           21         22         23         24         25	Mo Tu         We Th         Fr         Sa           1         2         3         4         5           7         8         9         10         11         12           14         15         16         17         18         19           21         22         23         24         25         26	Mo Tu We Th Fr Sa Su  1 2 3 4 5 7 8 9 10 11 12 4 14 15 16 17 18 19 11 21 22 23 24 25 26 18	Mo Tu We Th Fr Sa Su Mo  1 2 3 4 5  7 8 9 10 11 12 4 5  14 15 16 17 18 19 11 12  21 22 23 24 25 26 18 19	Mo Tu We Th Fr Sa Su Mo Tu  1 2 3 4 5  7 8 9 10 11 12 4 5 6  14 15 16 17 18 19 11 12 13  21 22 23 24 25 26 18 19 20	Mo Tu We Th Fr Sa Su Mo Tu We  1 2 3 4 5  7 8 9 10 11 12 4 5 6 7  14 15 16 17 18 19 11 12 13 14  21 22 23 24 25 26 18 19 20 21	Mo Tu We Th Fr Sa Su Mo Tu We Th  1 2 3 4 5 1 7 8 9 10 11 12 4 5 6 7 8 14 15 16 17 18 19 11 12 13 14 15 21 22 23 24 25 26 18 19 20 21 22	Mo Tu We Th Fr Sa Su Mo Tu We Th Fr 1 2 3 4 5 1 2 2 3 4 5 1 2 3 4 5 6 7 8 9 14 15 16 17 18 19 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 18 19 20 21 22 23	Mo Tu We Th Fr Sa  1 2 3 4 5  7 8 9 10 11 12  4 5 6 7 8 9 10  14 15 16 17 18 19  11 12 13 14 15 16 17  21 22 23 24 25 26  18 19 20 21 22 23 24	Mo Tu     We Th     Fr     Sa     Su     Mo Tu     We Th     Fr     Sa     Su       1     2     3     4     5     1     2     3     1       7     8     9     10     11     12     4     5     6     7     8     9     10     8       14     15     16     17     18     19     11     12     13     14     15     16     17     15       21     22     23     24     25     26     18     19     20     21     22     23     24     22	Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo  1 2 3 4 5 1 2 3 1 2  7 8 9 10 11 12 4 5 6 7 8 9 10 8 9  14 15 16 17 18 19 11 12 13 14 15 16 17 15 16  21 22 23 24 25 26 18 19 20 21 22 23 24 22 23	Mo Tu         We Th         Fr         Sa         Su         Mo Tu         We Th         Fr         Sa         Su         Mo Tu           1         2         3         4         5         1         2         3         1         2         3           7         8         9         10         11         12         4         5         6         7         8         9         10         8         9         10           14         15         16         17         18         19         11         12         13         14         15         16         17         15         16         17           21         22         23         24         25         26         18         19         20         21         22         23         24         22         23         24	Mo Tu       We Th       Fr       Sa       Su       Mo Tu       We Th       Fr       Sa       Su       Mo Tu       We         1       2       3       4       5       1       2       3       1       2       3       4         7       8       9       10       11       12       4       5       6       7       8       9       10       8       9       10       11         14       15       16       17       18       19       11       12       13       14       15       16       17       15       16       17       18         21       22       23       24       25       26       18       19       20       21       22       23       24       22       23       24       25

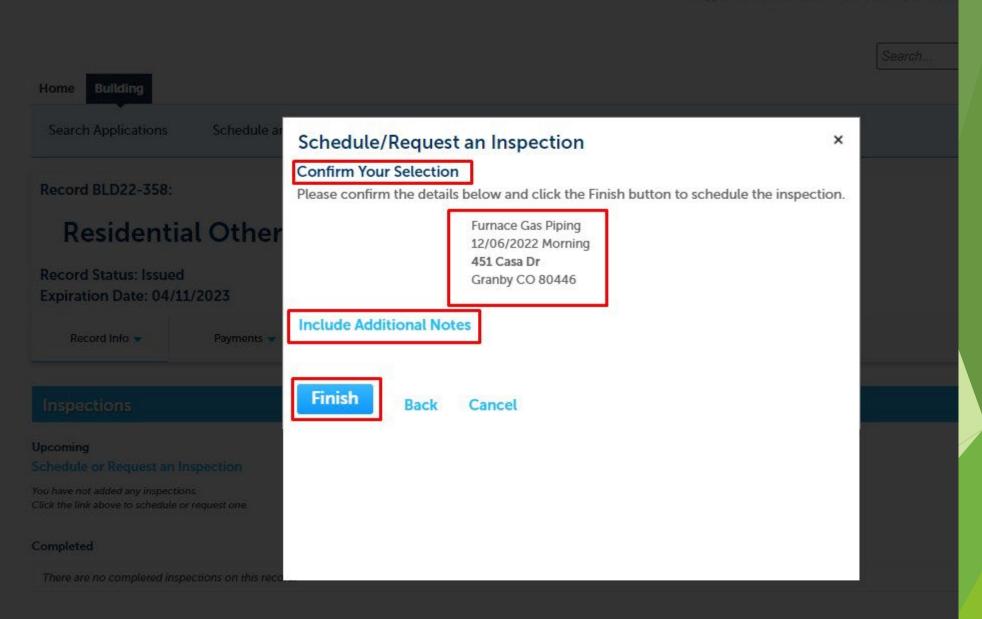
« Prev

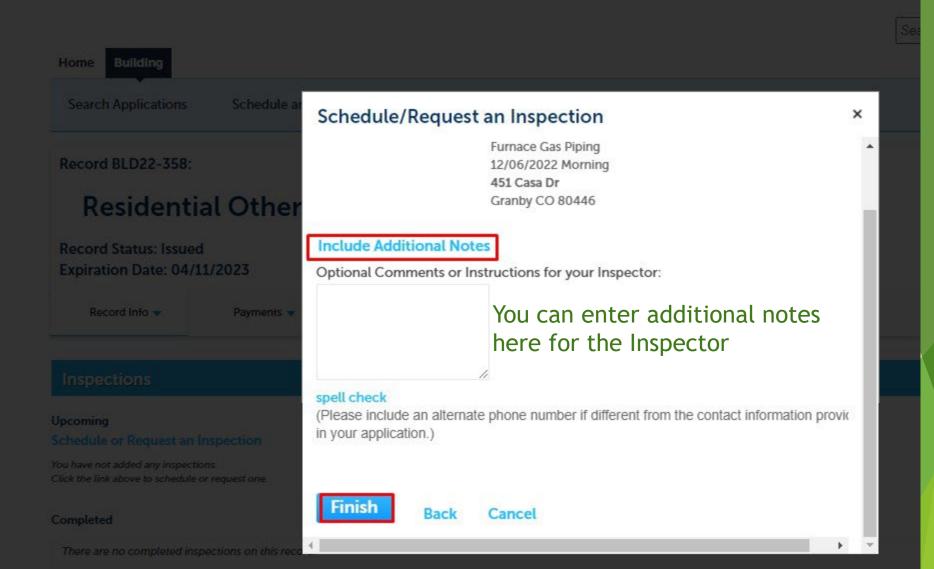
O Morning
O Afternoon

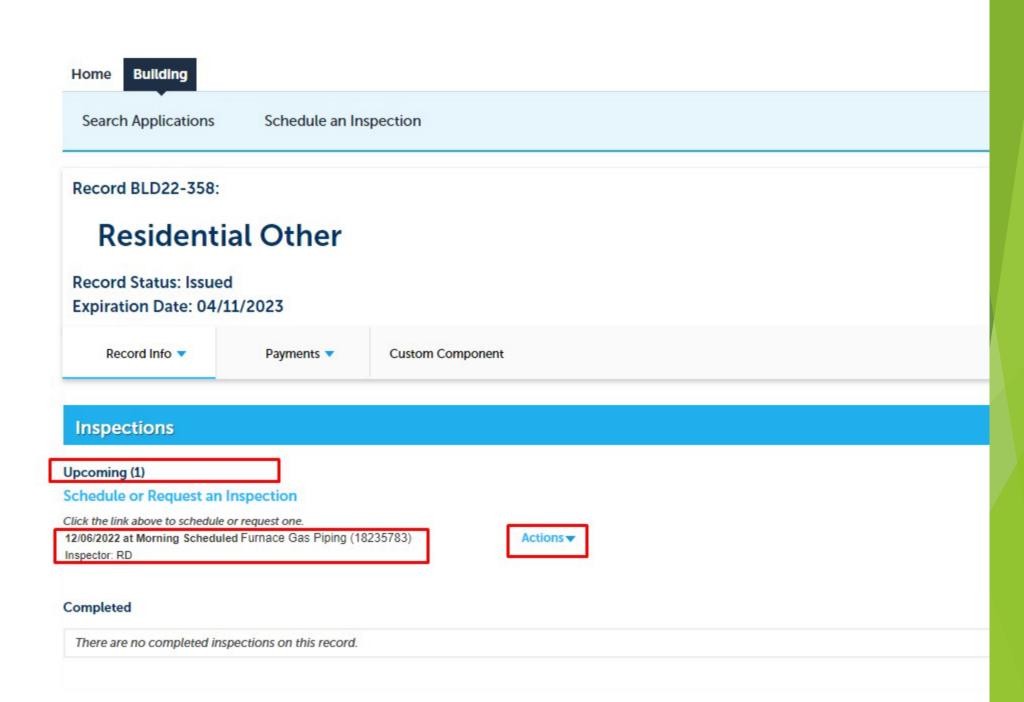
Please select one













### Inspections

Upcoming (1) You can use this Action menu to make changes or to cancel the inspection

Actions v

View Details Reschedule Cancel

Schedule or Request an Inspection

Click the link above to schedule or request one.

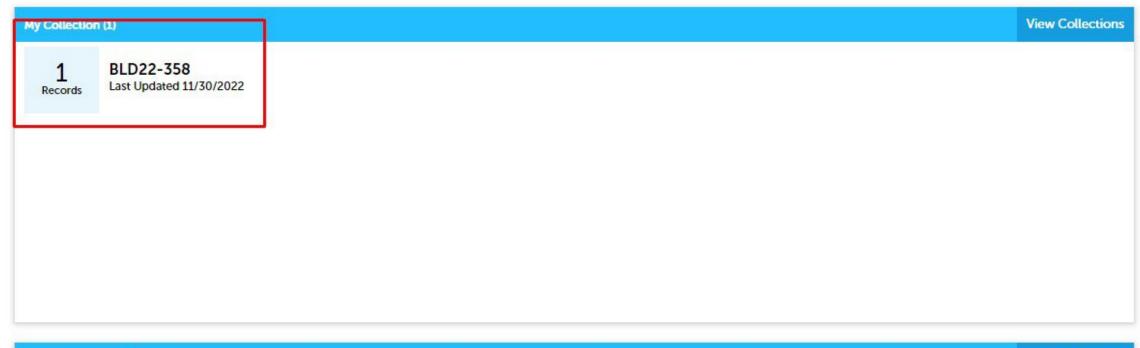
12/06/2022 at Morning Scheduled Furnace Gas Piping (18235783)
Inspector: RD

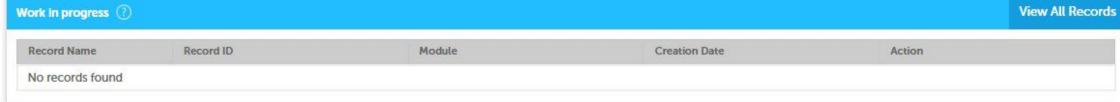
### Completed

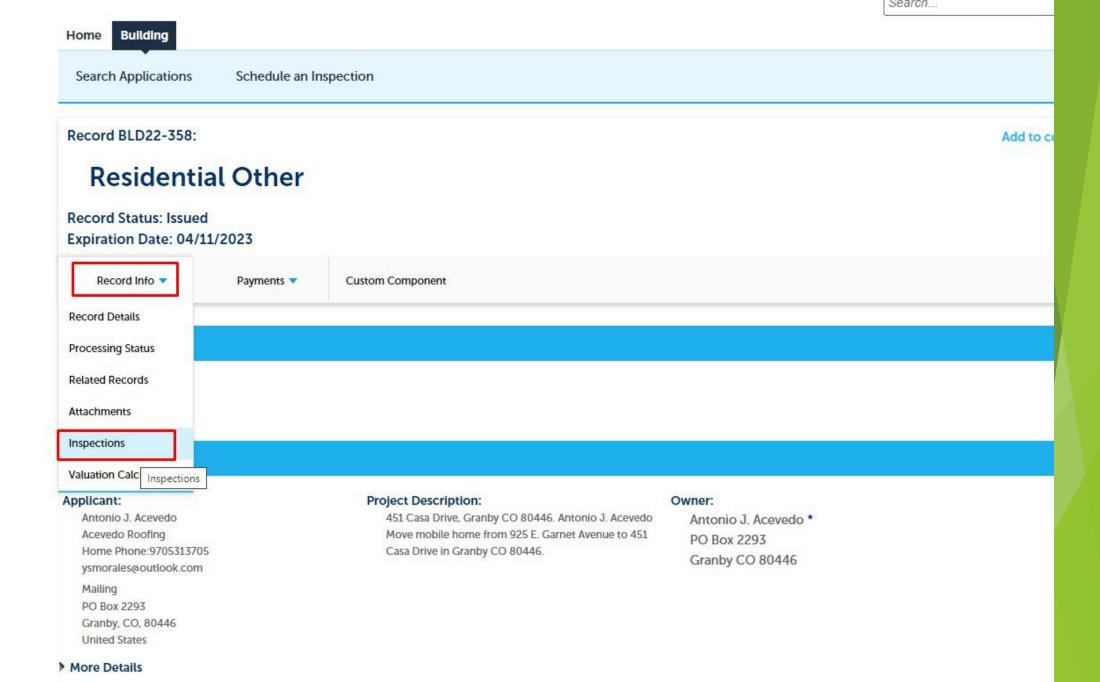
There are no completed inspections on this record.

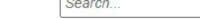


### Hello, Irene Kilburn









Home Building

Search Applications

Schedule an Inspection

Record BLD22-358:

Add to collect

### **Residential Other**

Record Status: Issued

Expiration Date: 04/11/2023

Record Info v

Payments >

Custom Component

### Inspections

### Upcoming (2)

### Schedule or Request an Inspection

Click the link above to schedule or request one.

12/02/2022 at Morning Scheduled Roof Dry-In (18235967)

Inspector: RD

12/06/2022 at Morning Scheduled Furnace Gas Piping (18235783)

Inspector: RD



### Completed

There are no completed inspections on this record.

### Schedule/Request an Inspection

×

Inspection type: Roof Dry-In

To continue, select an appointment date and time range by clicking a link on the calendar below:

Nov 2022												
Su	u Mo Tu We Th Fr											
		1	2	3	4	5						
6	7	8	9	10	11	12						
13	14	15	16	17	18	19						
20	21	22	23	24	25	26						
27	28	29	30									

Dec 2022 Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 22 23 24 25 26 25 26 27 28 29 30 31 29 30 31

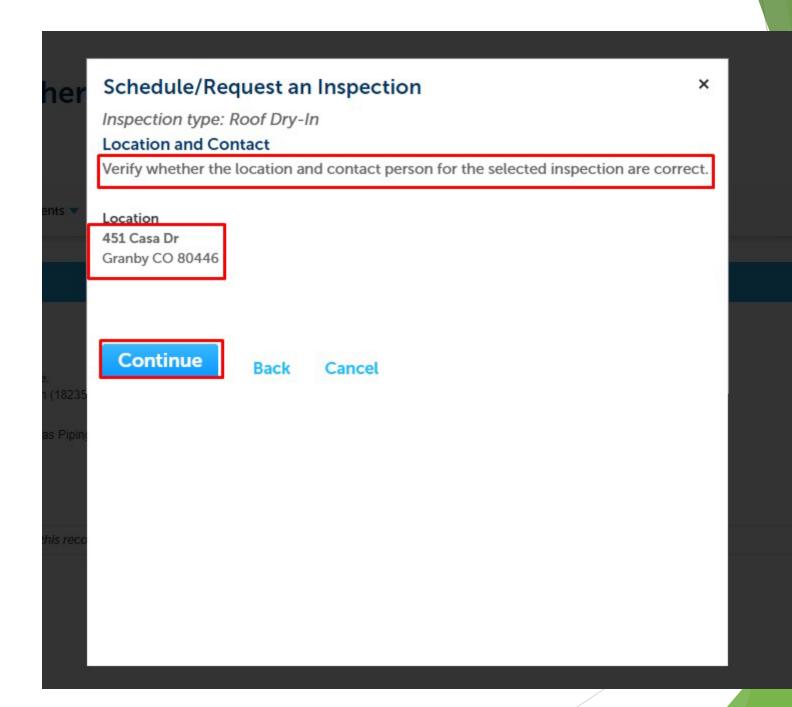
« Prev

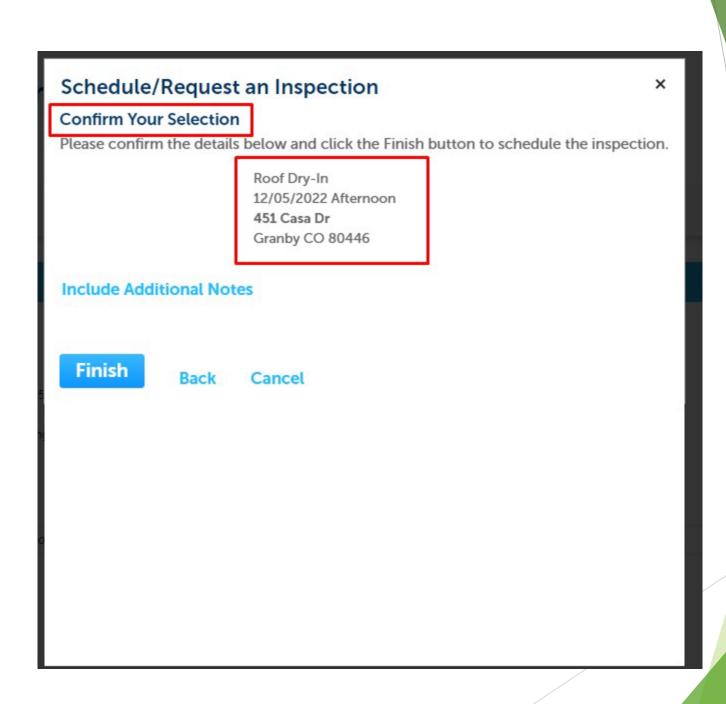
Repeat the same steps you did to schedule the inspection the first time

- Morning
- Afternoon

Continue

Cancel











Search Applications

Schedule an Inspection

Record BLD22-358:

Add to collection

### **Residential Other**

**Record Status: Issued** 

Expiration Date: 04/11/2023

Record Info v

Payments •

**Custom Component** 

### Inspections

### Upcoming (1)

### Schedule or Request an Inspection

Click the link above to schedule or request one.

12/06/2022 at Morning Scheduled Furnace Gas Piping (18235783)
Inspector: RD

### Completed (2)

Cancelled - 1; Rescheduled - 1

Rescheduled Roof Dry-In (18235967)
Rescheduled by: Irene Kilburn on 11/30/2022 at 03:47 PM

Cancelled Roof Dry-In (18235948)

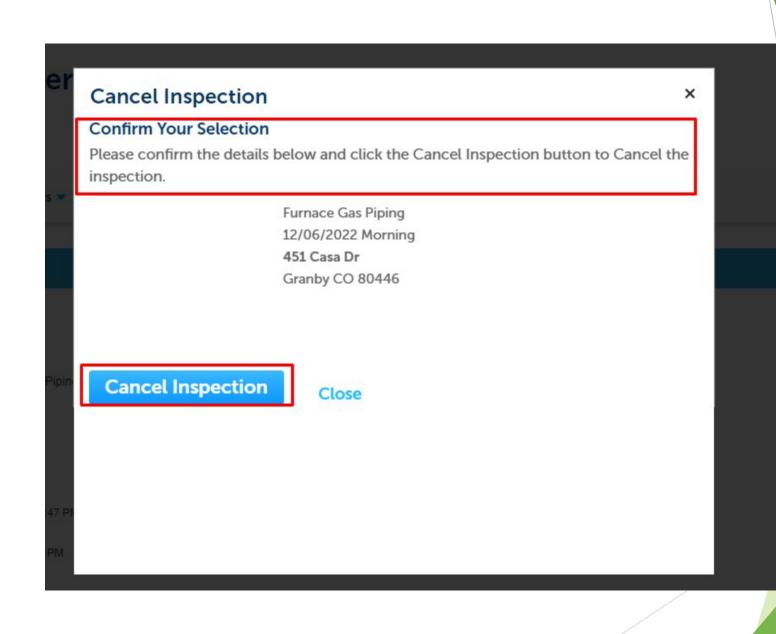
Cancelled by: Irene Kilburn on 11/30/2022 at 03:47 PM

Actions ▼

View Details Reschedule Cancel

**View Details** 

**View Details** 



Home Building

Search Applications

Schedule an Inspection

Record BLD22-358: Add t

### **Residential Other**

**Record Status: Issued** 

Expiration Date: 04/11/2023

Record Info v

Payments <

**Custom Component** 

### Inspections

### Upcoming

Schedule or Request an Inspection

You have not added any inspections. Click the link above to schedule or request one.

### Completed (3)

Cancelled - 2; Rescheduled - 1

Rescheduled Roof Dry-In (18235967)

Rescheduled by: Irene Kilburn on 11/30/2022 at 03:47 PM

Cancelled Roof Dry-In (18235948)

Cancelled by: Irene Kilburn on 11/30/2022 at 03:47 PM

Cancelled Furnace Gas Piping (18235783)

Cancelled by: Irene Kilburn on 11/30/2022 at 03:48 PM

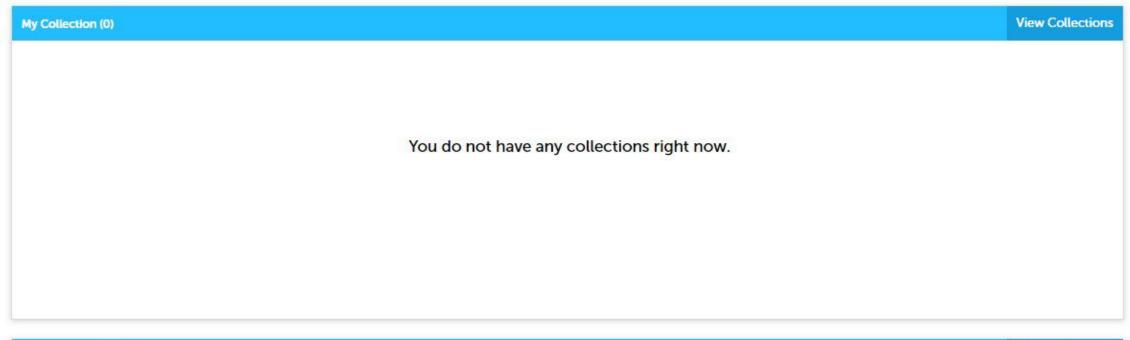
View Details

View Details

View Details

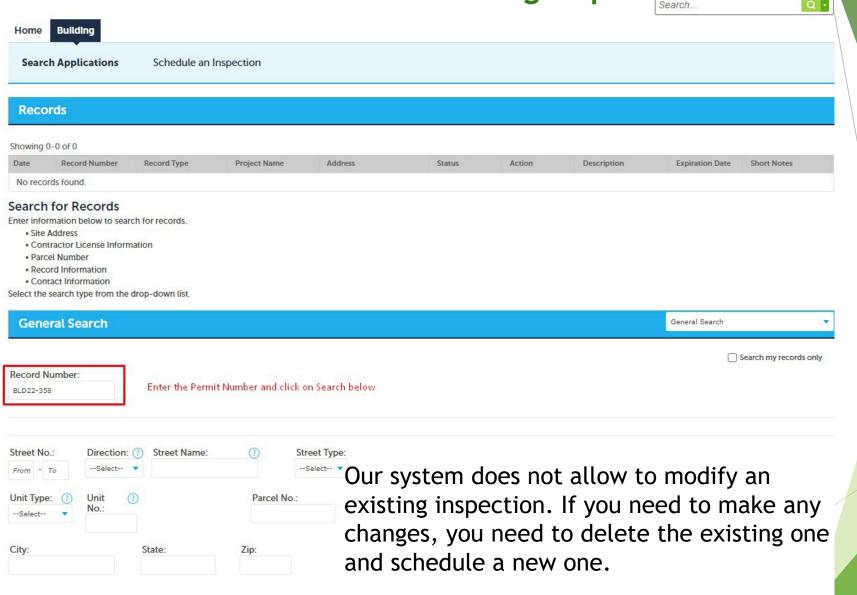


### Hello, Irene Kilburn





# How to Cancel An Existing Inspection.





Home

Building

Search Applications

Schedule an Inspection

Record BLD22-358:

### **Residential Other**

Make sure this is the correct information for the permit you are working on

**Record Status: Issued** 

Expiration Date: 04/11/2023

Record Info v

Payments \*

**Custom Component** 

### **Work Location**

451 Casa Dr \* Granby CO 80446

### Record Details

#### Applicant:

Antonio J. Acevedo Acevedo Roofing Home Phone:9705313705 ysmorales@outlook.com

Mailing PO Box 2293

Granby, CO, 80446

**United States** 

### **Project Description:**

451 Casa Drive, Granby CO 80446. Antonio J. Acevedo Move mobile home from 925 E. Garnet Avenue to 451 Casa Drive in Granby CO 80446.

#### Owner:

Antonio J. Acevedo \* PO Box 2293 Granby CO 80446

#### More Details