FIRE INSPECTION INSTRUCTIONS

(TURN OFF POP-UP BLOCKER)

1. Go to https://aca-prod.accela.com/GWINNETT/Welcome.aspx.

2. Enter your Gwinnett County permit/ case number in the Search Box on the Home Screen at the top right of the screen.

3. Verify that your permit information is correct.

4. Click on the blue triangle tab to the right of "Record Info" and select "Inspections" from the drop-down menu.

5. Click on the blue "Schedule or Request an Inspection" hyperlink at the bottom of the page.

6. Select the appropriate inspection and click "Continue."
   **Fire Inspections start on page 9 and continue on page 10.

Fire 50%	Fire Hood (light test)	Fire Tenant Final CO
Fire 80%	Fire Suppression	
Fire 100%	Fire Racking System	
Fire Sprinkler	Fire Alarm	

7. Select the date you would like to schedule the inspection.
   ** Appointment times are not available.

8. Select the "All Day" button.

9. Verify the Contact Information; if incorrect, click "Change Contact" to update the information. Then click "Continue."

10. Click on "Include Additional Notes" to add any other pertinent information that would be helpful to the Inspector.

11. Click Finish. **<u>YOUR INSPECTION IS NOW SCHEDULED.</u>**

- For Problems or questions with fire inspections, please contact 678-518-4980 ext. 2.

- Inspections will be completed within 2 business days of the scheduled date.

- Requests made before 2 pm are tentatively scheduled for the next business day. However, depending on the workload, it could take 2 business days.

- Requests made after 2 pm will be scheduled for 2 business days out.

- All permit/inspection fees must be paid before the inspection.