COBB COUNTY
COMMUNITY DEVELOPMENT AGENCY
DEVELOPMENT AND INSPECTIONS

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Steps to Online Inspections

Our online inspection results may be found by following the instructions below.

1. Cobbcounty.org
2. Select the "Doing Business" drop down box
    - *(or "Menu" if using a Smart Phone, then select "Doing Business")*
3. Select "Building Inspections"
4. Click on the "Online Inspections Portal" and it will take you to the Citizens Access Portal Page

You are prompted to login or register for a new account if you are a new customer.

1. **New user:** Register for an Account – Button is in the upper right-hand corner of page, underneath the search bar.
    a. *For instructions on how to set up an account, please refer to page three of this document.*
2. Once you are logged in, **Across the top, click 'Building Permits'**
3. In the General Search area, enter Permit Number with the dash:
    a. Example: **2009-0028156**
    b. You do ***not*** need to change the search dates.
4. Click Search Button at Bottom.

Reviewing Comments on Inspections:

Click on **"Record Info"** underneath the Building Permit

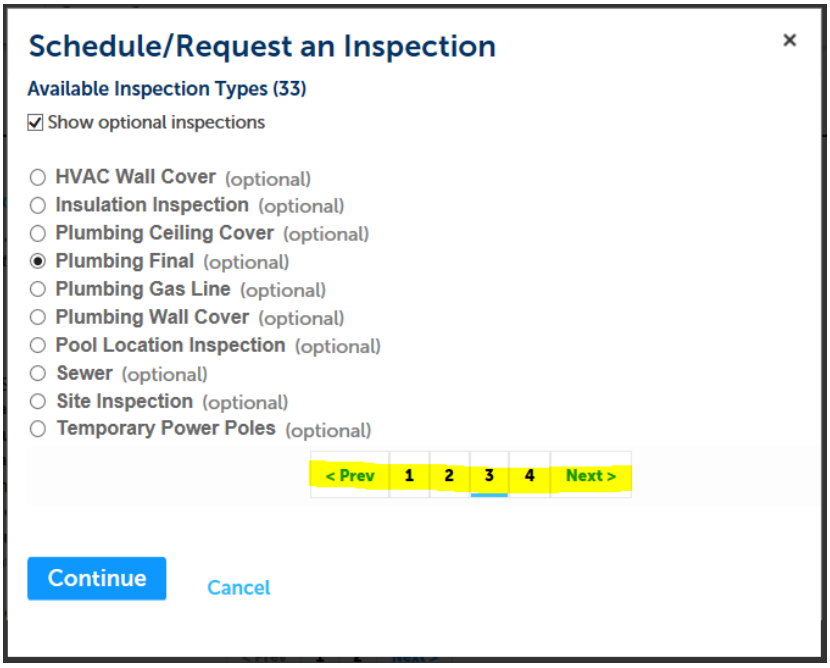
1. Click on Inspections
2. Choose desired inspection by Clicking on "View Details"
3. Click on "View Result Comments"

Scheduling Inspections on Permits:

Click on **"Record Info"** underneath the Building Permit – (***NOT*** the "*Schedule an Inspection*" located in the Blue Bar at the Top of Page)

1. Click on "Inspections"
2. Select "Schedule…. Inspection" (Shown below in Blue below)

3. The window to Schedule/Request and Inspection will appear *(see below)*
4. As highlighted by the **Yellow Bar**, you may advance to each page of inspections that are listed.
5. Click on your type of inspection, then hit "Continue"
   a. You can only select one inspection at a time.

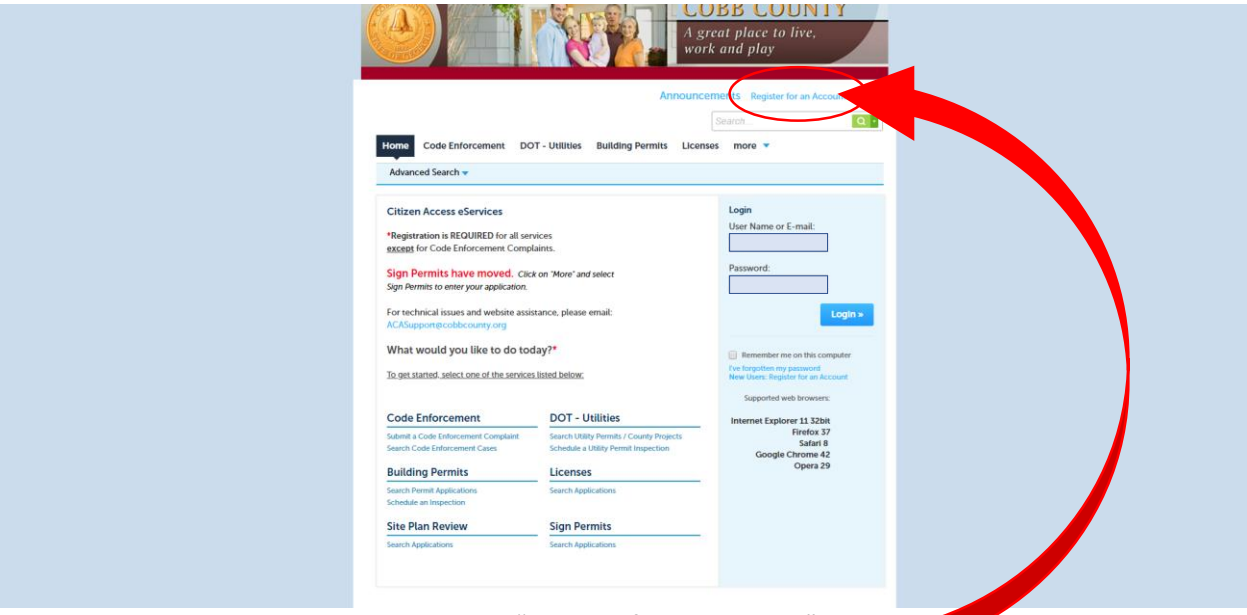


6. Confirm your contact info
7. Confirm your selection and select Finish

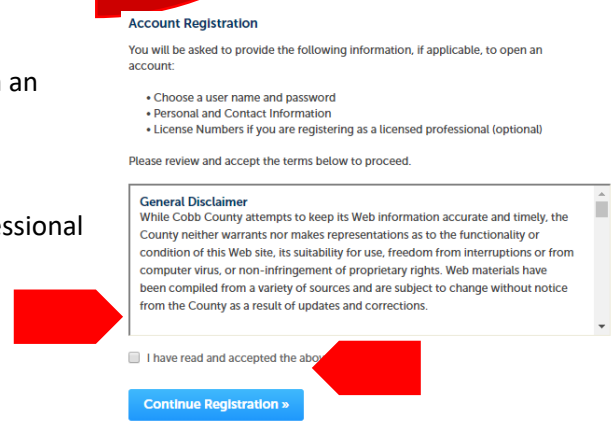
The inspection will show up underneath **"Upcoming"** on the Inspection page.

For further assistance, please contact the Development & Inspections division at 770-528-2060

Scheduling an Inspection Online: Register for a New Account



1. To register a new account, click on "Register for an Account".
2. An "Account Registration" page will appear.



You will be asked to provide the following information to open an account:

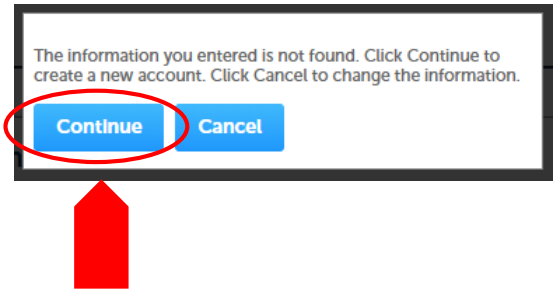
- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Review the Disclaimer and accept the terms to proceed.
Click on "Continue Registration."

3. Login Information: Fill in all fields.
   a. Username: Keep this easy to remember!!
   b. 4-32 characters. May contain numbers and these special characters: @_-.

   c. Password: Keep this easy to remember!!
   d. 8-20 characters.
4. Contact Information: Click "Add New"
   a. Select the Contact Type.

5. Fill in all fields. Click "Continue."
   a. A dialogue box will appear. Click "Continue."
   b. ✔ Contact added successfully. This will appear above your newly added contact. Click "Continue Registration."



Continue Registration »

Announcements Register for an Account Login

Search...

Home Code Enforcement DOT - Utilities Building Permits Licenses more

Advanced Search

Your account has been created successfully. You must now login with your newly created account. Click the appropriate tab above to perform your next step. For Dot Utilities click DOT - Utilities, for Building Permits click Building Permits, for Business License Renewal click Licenses, for Site Plan Review click more, for Sign Permits click more.

Your account has been successfully created.

Congratulations. You have successfully created an account with the Agency. An e-mail has been sent to show your information has been successfully submitted to the system.

If you have registered as a licensed professional, additional activation by the Agency may be required.

Account Information

User Name:	aca-user-test
E-mail:	[redacted]
Password:	******
Security Question:	what color is the sky

Contact Information

Test 1 Test 2

1150 Powder Springs Street, Suite 400

[redacted]

Work Phone: 770-528-2051

Mobile Phone: 770-528-2051

Fax:

Preferred Method of Contact: Mobile Phone

6. Your New Account has been created.
7. Login with the credentials you created.

Please Login

Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users

If you are a new user you may register for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

Register Now »

Login

User Name or E-mail: aca-user-test

Password: ••••••••••

Login »

Remember me on this computer

I've forgotten my password

New Users: Register for an Account