

# How to Schedule an Inspection on Citizen Access

1

Navigate to

<https://access.cityofwestsacramento.org/CitizenAccess/default.aspx>

2

Click "Sign In"

USER NAME OR E-MAIL: \*

m \_ n

PASSWORD: \*

.....

[Forgot Password?](#)

Sign In

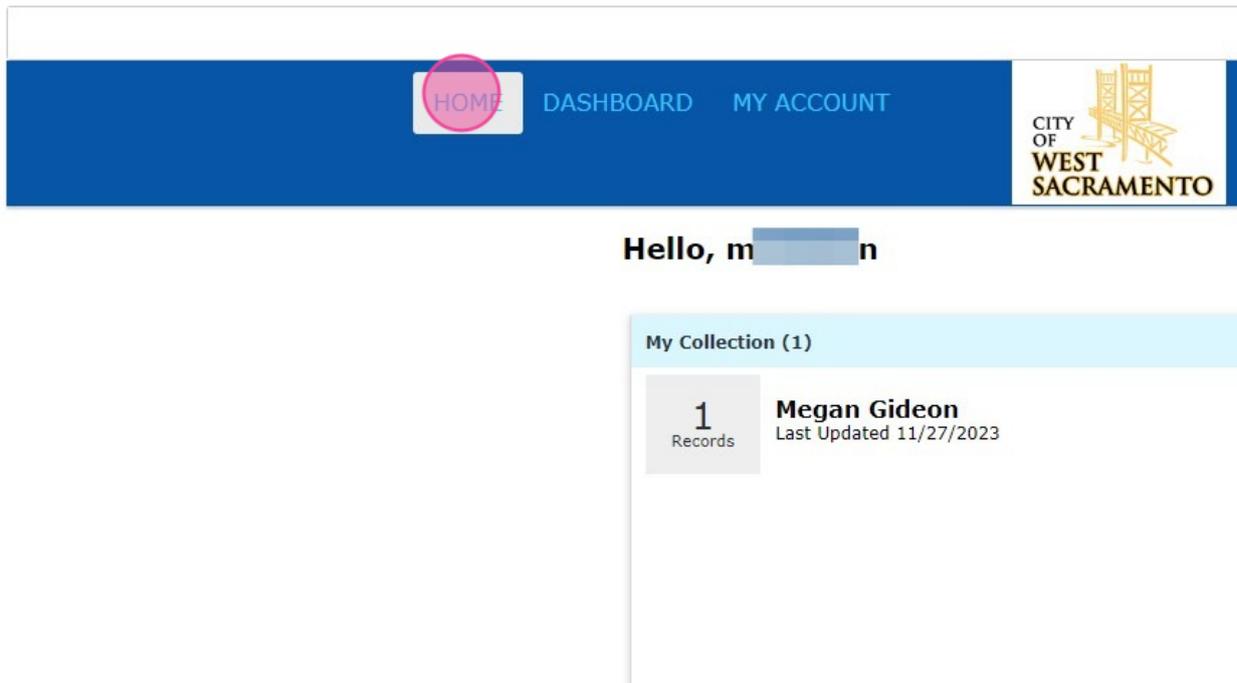
Remember me on this device

Not Registered?

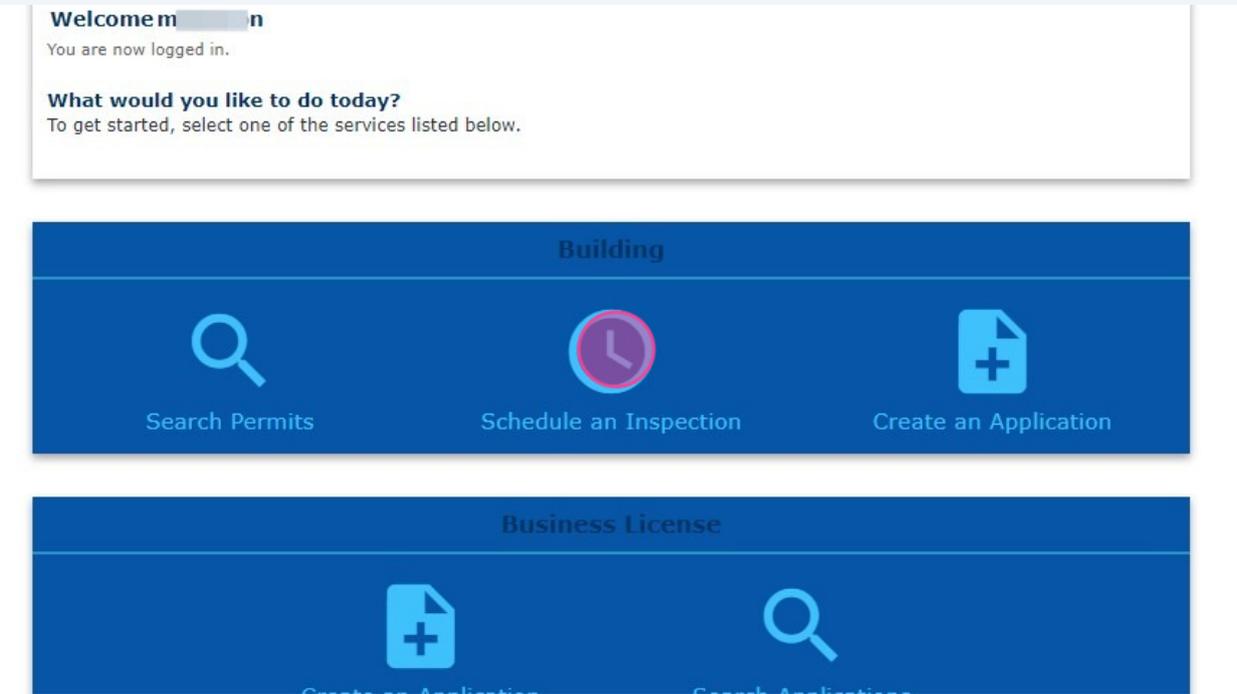
[CREATE AN ACCOUNT](#)

Welcome to the City of West Sacramento Citizen Portal

3 Click "HOME"



4 Click "Schedule an Inspection"



5

Choose the applicable permit number from the list of your linked permits. NOTE: if you do not see the permit number you are looking for in this list, your citizen account may not be linked to the permit. Please call the office at 916-617-4645 option 1 or email [buildingpermits@cityofwestsacramento.org](mailto:buildingpermits@cityofwestsacramento.org) to request to have your account linked with the permit.

<input type="checkbox"/>	011E	09/07/2023	General	SACRAMENTO CA 95605	PV SYSTEM - WITH BATTERY PROPOSED	Issued
<input type="checkbox"/>	23-09-007E	09/05/2023	Residential General	3038 CARMEL BAY RD, WEST SACRAMENTO CA 95691	SOLAR APP - ROOF MOUNT SOLAR 6.75 PV SYSTEM WITH MAIN PANEL UPGRADE - NO BATTERY PROPOSED	Finalized
<input type="checkbox"/>	23-09-008E	09/05/2023	Residential General	520 TODHUNTER AVE, WEST SACRAMENTO CA 95605	ROOF MOUNT SOLAR 3.21 PV SYSTEM - WITH BATTERY PROPOSED	In Review
<input type="checkbox"/>	23-09-009E	09/05/2023	Residential General	800 HARDY DR, WEST SACRAMENTO CA 95605	SOLAR APP - ROOF MOUNT SOLAR 6.75 PV SYSTEM WITH MAIN PANEL UPGRADE - NO BATTERY PROPOSED	Issued
<input type="checkbox"/>	23-08-035E	08/29/2023	Residential General	3179 MAUI ST, WEST SACRAMENTO CA 95691	ROOF MOUNT SOLAR 9.31 PV SYSTEM WITH MAIN PANEL UPGRADE - NO BATTERY PROPOSED	Applied
<input type="checkbox"/>	23-08-004E	08/25/2023	Residential General	517 BRYTE AVE, WEST SACRAMENTO CA 95605	SOLAR APP - ROOF MOUNT SOLAR 9.31 PV SYSTEM WITH MAIN PANEL UPGRADE - WITH BATTERY PROPOSED	Issued
<input type="checkbox"/>	23-08-003E	08/22/2023	Residential General	520 TODHUNTER AVE, WEST SACRAMENTO CA 95605	ROOF MOUNT SOLAR 9.31 PV SYSTEM WITH MAIN PANEL UPGRADE - WITH BATTERY PROPOSED	Issued

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Click "Schedule or Request an Inspection"

## Residential General

**Record Status: Issued**

Record Info ▼
Payments ▼

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### Inspections

**Upcoming**

**Schedule or Request an Inspection**

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

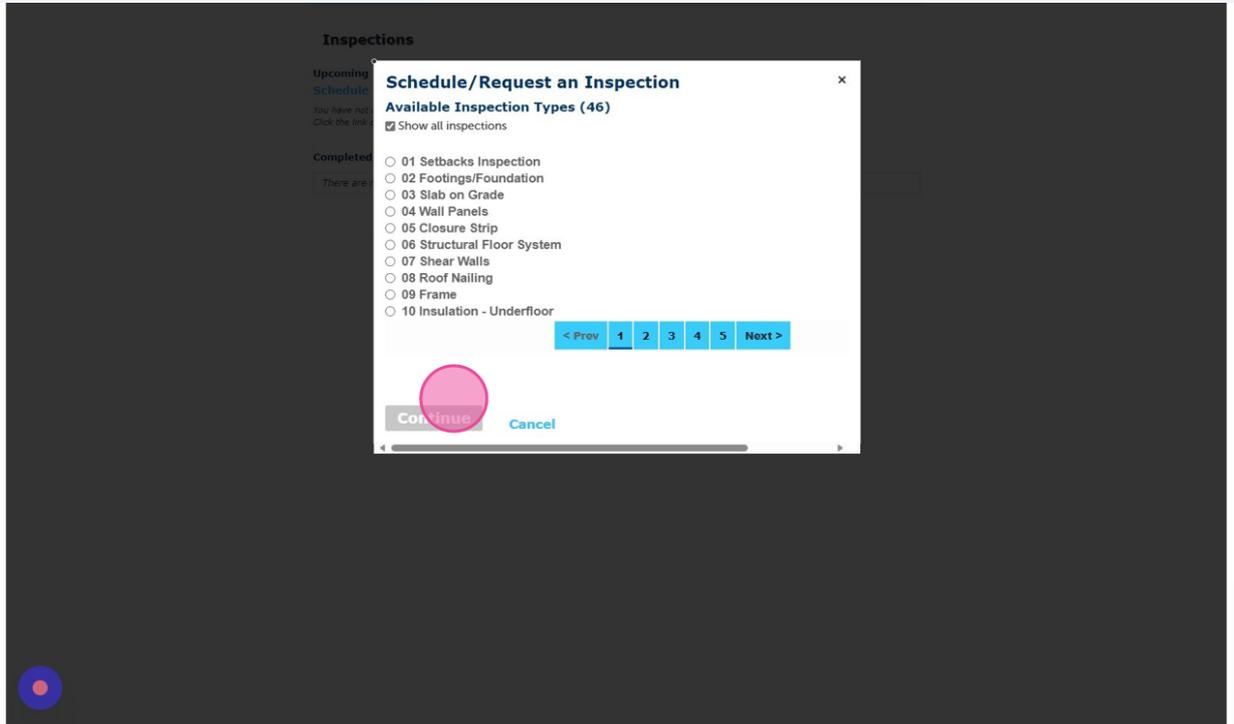
**Completed**

*There are no completed inspections on this record.*

7

Select the desired inspection (999 FINAL is on page 5) and click "Continue"

NOTE: Only one inspection can be chosen at a time. Please repeat this process if you need to request multiple inspections.



8

Click your requested date of inspection and if you would prefer an AM or PM. Click "Continue"

NOTE: If a date is greyed out, the inspection schedule is no longer available for that day or time frame, please choose a different date/time.

**Residential General**

Record Status: Issued

Record Info ▾ Payments ▾

**Inspection**

Upcoming Schedule  
You have not Click the link

Completed  
There are

### Schedule/Request an Inspection

Inspection type: 999 Final Structure/Building

To continue, select an appointment date and time range by clicking a link on the calendar below. AM or PM is not guaranteed due to days with high workload, however we will do our best to accommodate.

Jan 2024							Feb 2024							Mar 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th		
1	2	3	4	5	6				1	2	3									
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7		
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14		
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21		
28	29	30	31				25	26	27	28	29			24	25	26	27	28		
														31						

« Prev

**Available Times for Wednesday, Jan 17 2024**

Morning (09:00 AM - 12:00 PM)

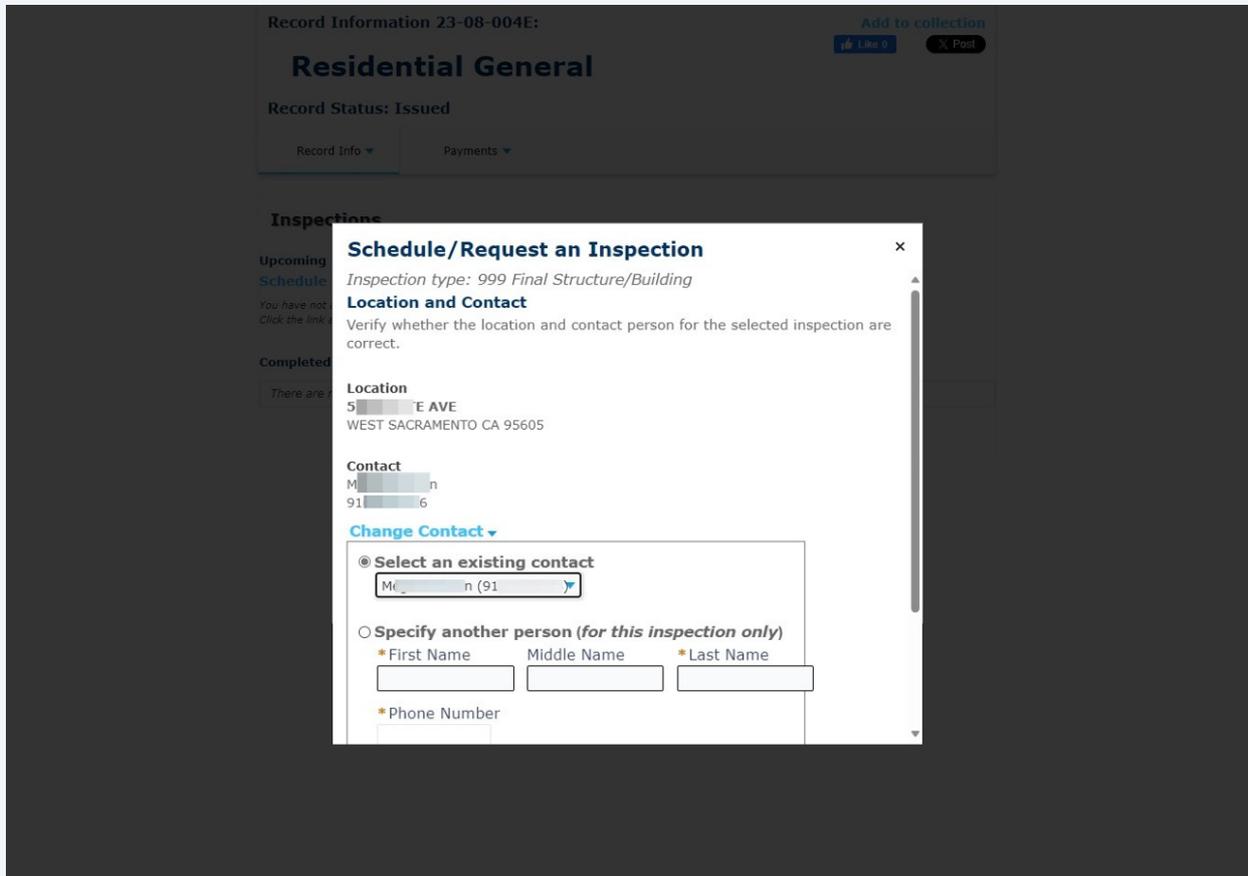
Afternoon (01:00 PM - 04:00 PM)

9

Verify the contact information for the person who will be on-site for inspections. If the contact is different than what is listed, please click "Change Contact" and click the "Specify another person (for this inspection only)" field.

Click "Continue"

Click "Finish"



10

Your inspection is now scheduled. Click "actions" if you need to reschedule or cancel the inspection.

You can cancel, request, or reschedule an inspection online up to 4:30 the day prior.

Repeat this process if you need to schedule multiple inspection on the same permit. (i.e. Frame, Rough Mechanical, Rough plumbing, etc.)

Should you have any questions, please call the office 916-617-4645 option 1 to speak with a permit technician.

The screenshot displays the City of West Sacramento permit portal interface. At the top, a blue navigation bar contains links for 'HOME', 'DASHBOARD', 'MY ACCOUNT', 'SEARCH', 'REPORTS', 'SIGN UP', and 'LOG OUT'. The City of West Sacramento logo is centered in the navigation bar. Below the navigation bar, the main content area shows 'Record Information 23-08-004E:' and 'Residential General' in large blue text. To the right of the title are 'Add to collection', 'Like 0', and 'Post' buttons. Below the title, the 'Record Status: Issued' is displayed. A horizontal menu with 'Record Info' and 'Payments' is visible. The 'Inspections' section is highlighted with a pink circle. Under 'Inspections', there is a sub-section for 'Upcoming (1)' with a link to 'Schedule or Request an Inspection'. Below this link, a specific inspection is listed: '01/17/2024 at Morning Scheduled 999 Final Structure/Building' with an 'Inspector: unassigned'. An 'Actions' dropdown menu is located to the right of this inspection entry. Below the 'Upcoming' section is a 'Completed' section with a message: 'There are no completed inspections on this record.'