

# SKIP THE TRIP CONTRACTOR CENTRAL APP

Charlotte County is pleased to offer the Contractor Central app! The app will empower contractors to easily schedule inspections, get real-time inspection results, and reschedule inspections, if needed – all by using just your phone!

Some of the benefits for contractors are:

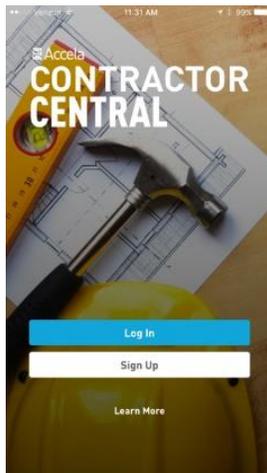
- Quick scheduling of inspection from any location
- Instant updates on inspections and projects
- Permit pages help to focus on the job with access to associated contacts, professionals and any monies due on the permit – all in one location.
- By creating just one Civic ID, the app may be used with all jurisdictions set up to use the Contractor Central app.

\*\*\*Payments are not accepted via the app at this time. New permits are not able to be created using this app\*\*\*

## Setting up an account...it's easy to do and it's free!!

1. Download the “Accela Contractor Central” app from the app store on your phone.
2. Select “Sign Up” to create your account.
3. Agree to the Terms of Use by selecting Accept & Continue.
4. Create a Civic ID. This ID can be used across municipalities giving you the ability to see projects across all of the jurisdictions you do business with. For example, if you do business in multiple cities and counties that use ACA, you will have one Civic ID for all (this ID allows you to access the app), and then you’ll be asked for your individual login (the one that you use to login to Accela Citizen Access). For more information on the Civic ID, please click [here](#).

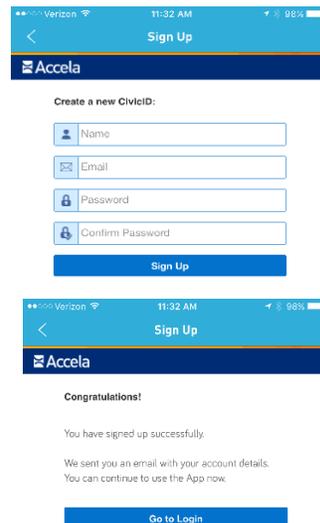
Steps 1 & 2



Step 3

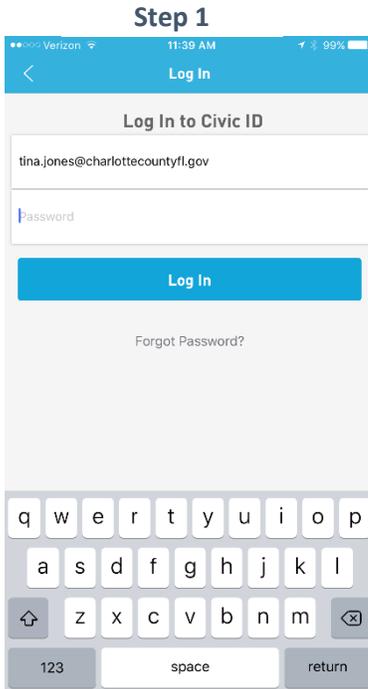


Step 4

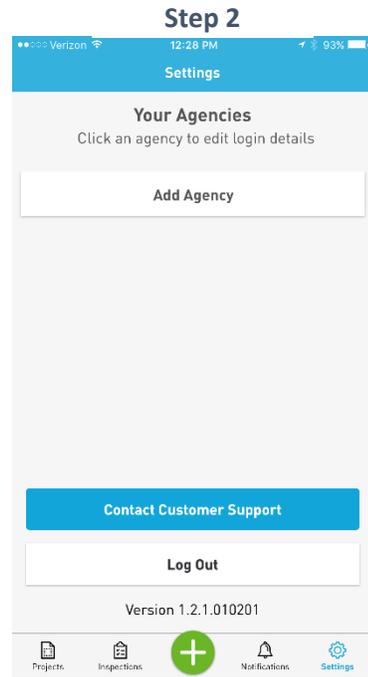


## Logging In

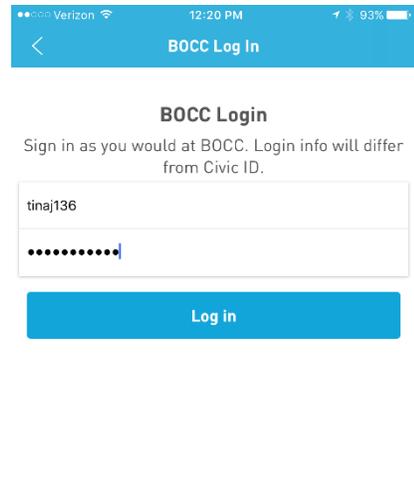
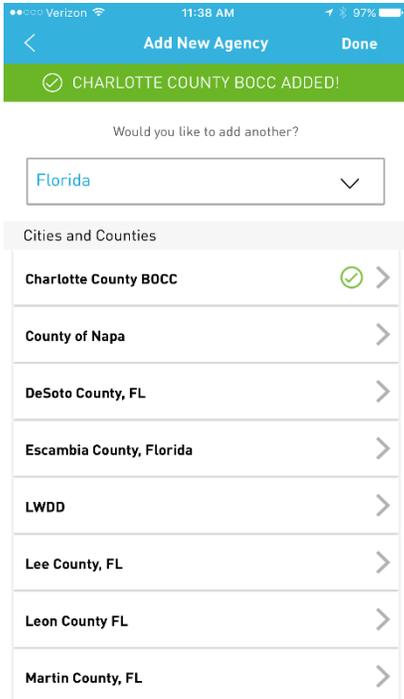
From the main app screen, select Log In. Log in using your newly created Civic ID. Once you're logged in, you will be prompted to add an Agency (jurisdiction). Choose Add Agency and select the jurisdictions you'd like to add. Remember, when you login to an "Agency", you will use the same login that you use for that jurisdiction's on-line permitting site – not your main Contractor Central login.



**Step 3**

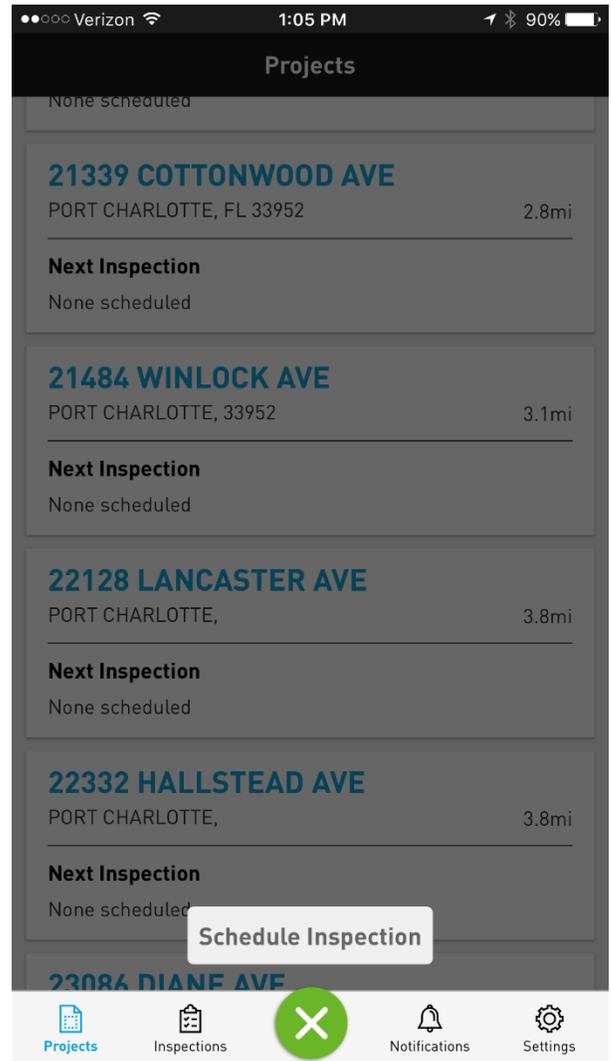
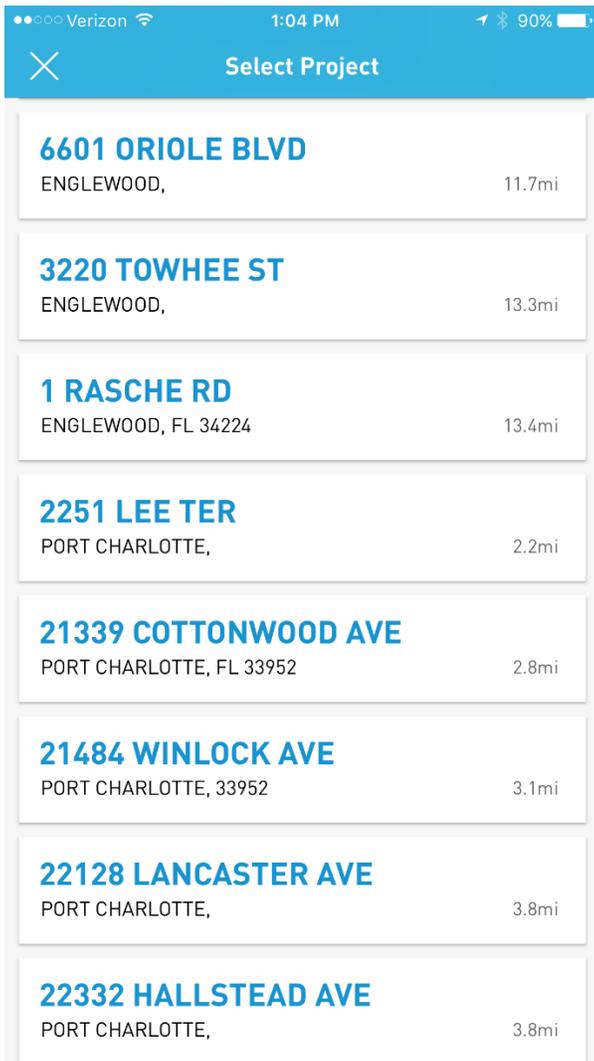


**Step 4**

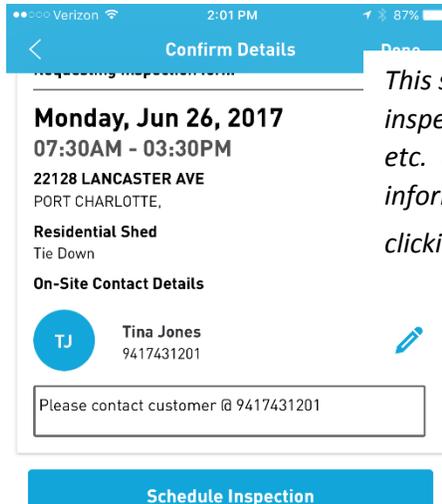
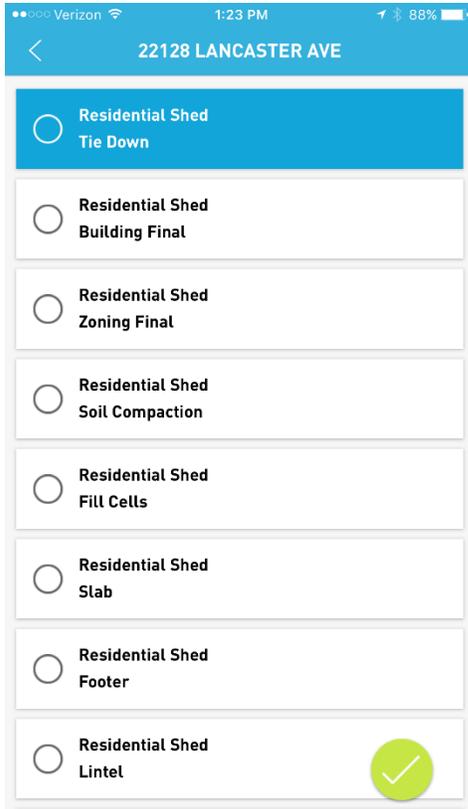


### Using the Contractor Central app

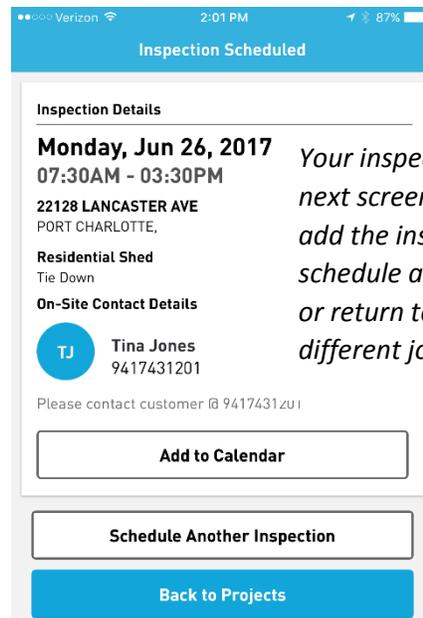
The first screen displays your current job addresses or “Projects”. From this screen, you can schedule an inspection by selecting the job address and the green **X** at the bottom of the page. In this example, the job address is 22128 Lancaster Avenue. When the green plus sign is selected, a new screen is displayed showing the Schedule Inspection button. A new screen will be displayed and will allow you to choose which job you’re scheduling. If there is more than one open permit at the address, you will be given the option to select your permit and then schedule the inspection.



If there is only one active permit at the address, you will be presented with a list of the inspections applicable for that permit type to select and schedule. In this case, there is only one active permit for a shed. Select the inspection you want to schedule – in this case we’re scheduling the Tie Down – and click on the green check mark.

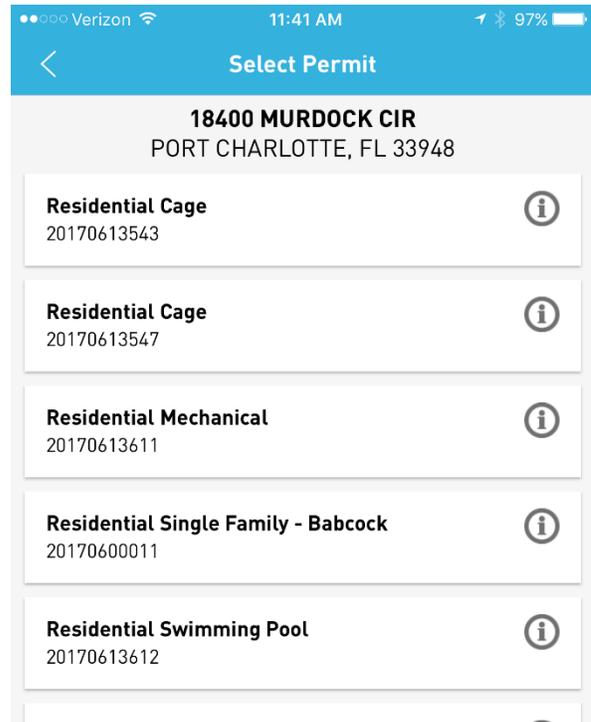
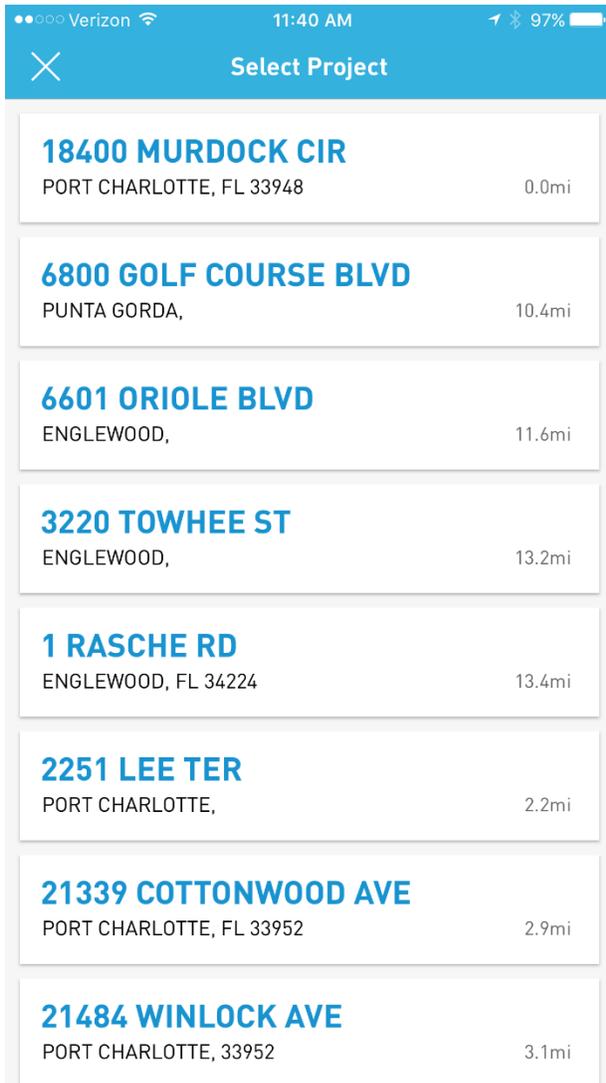


*This screen allows you to add inspector notes, contact information, etc. Updates for your own contact information can also be made by clicking on the  icon.*

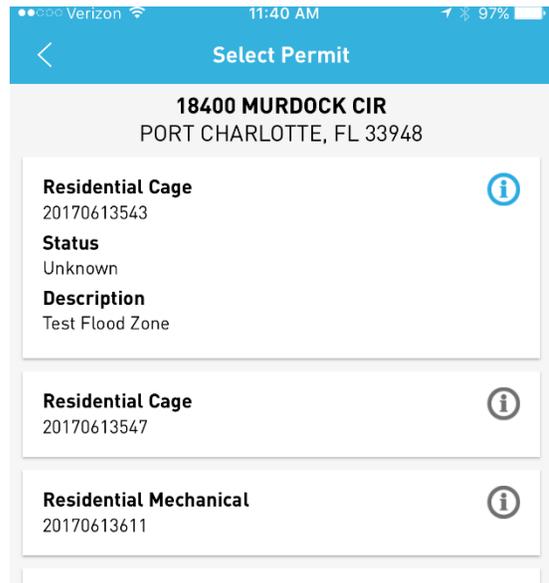


*Your inspection details are displayed on the next screen. From here you may choose to add the inspection to your calendar, schedule another inspection at this address or return to your Projects screen to select a different job address and permit.*

To schedule an inspection at a job location with several open permits, return to your Projects screen. Select the job address and then the permit you'd like to schedule. In this case, we're going to schedule an inspection at 18400 Murdock Circle. When you select the address, a list of all open permits at the address will be displayed.

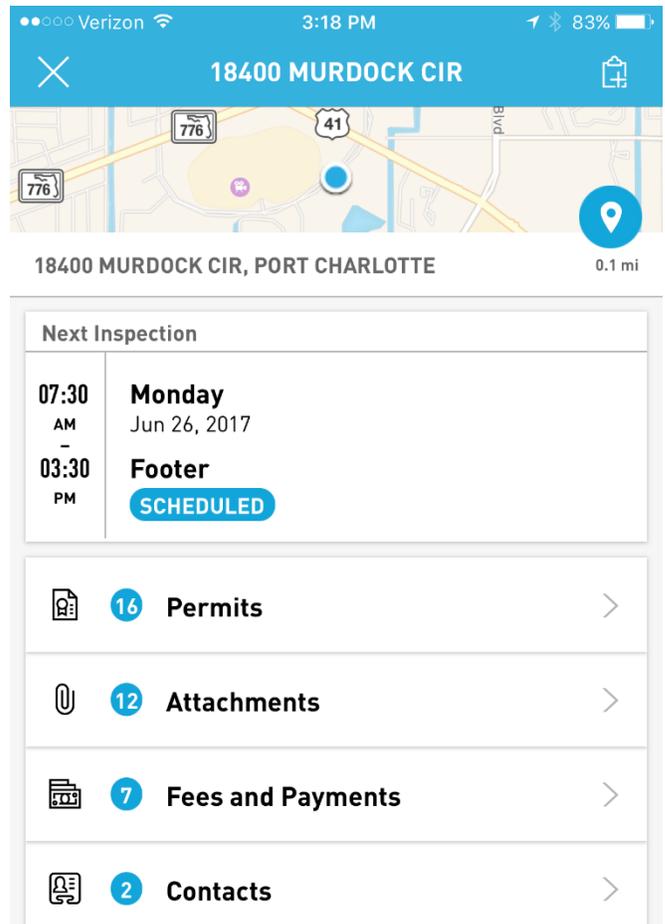
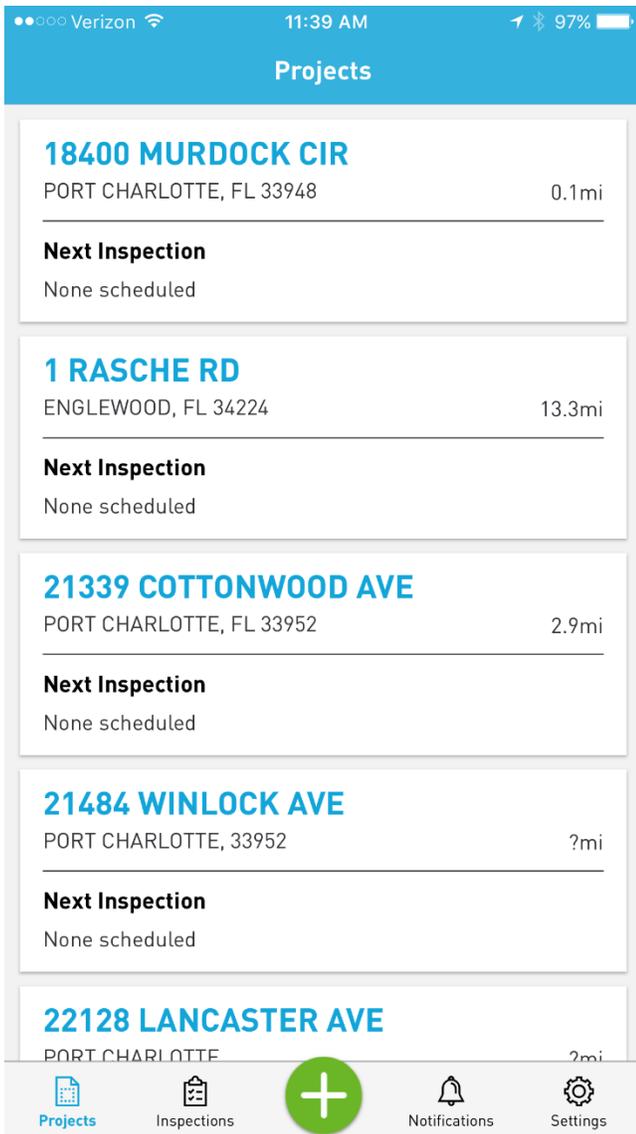


Select the permit you want to schedule by clicking the ⓘ button and proceed with scheduling your inspection.

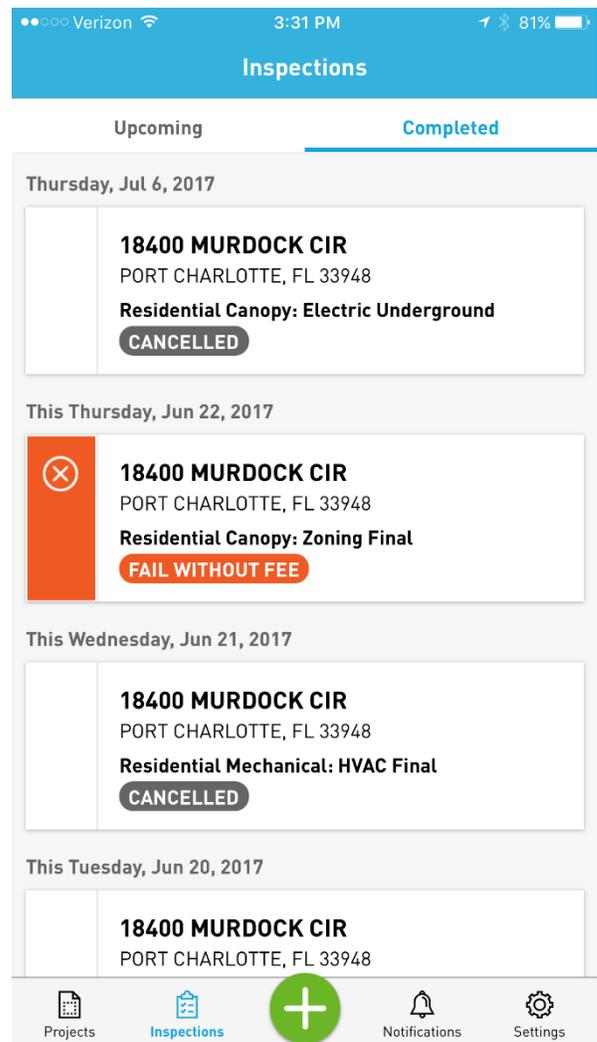
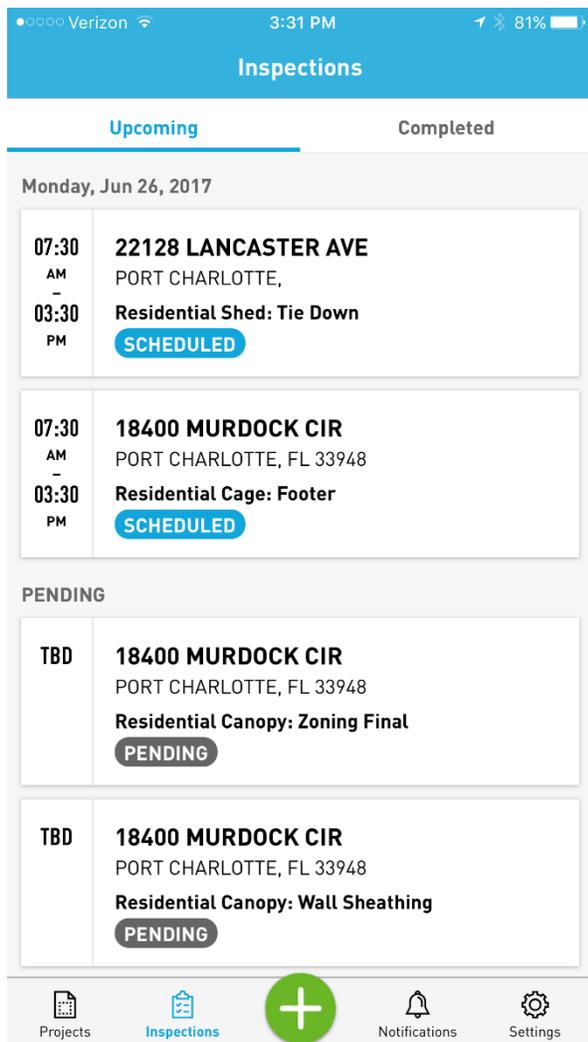


### Viewing Inspection Details

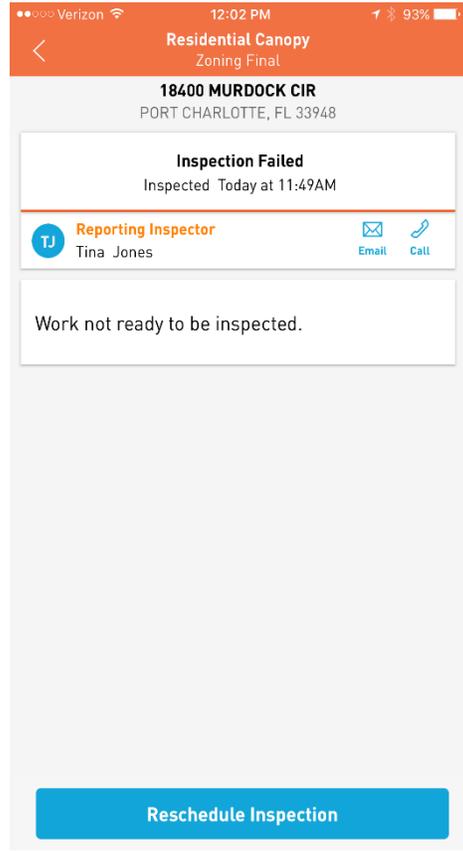
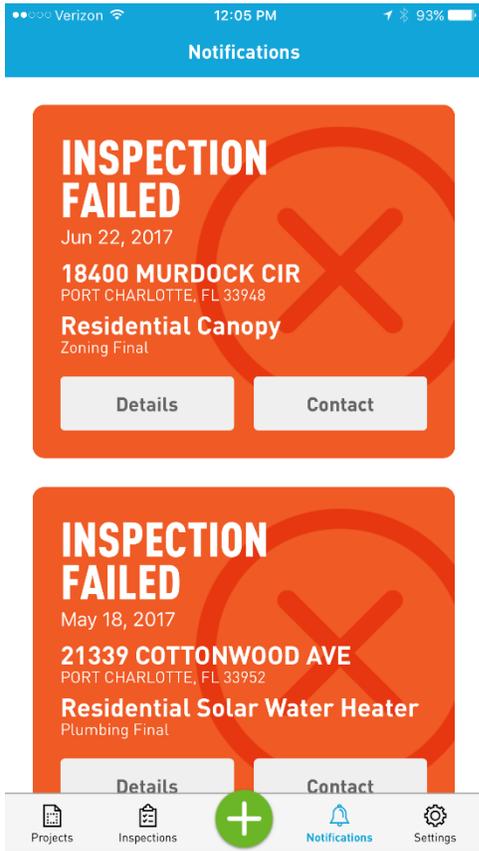
From the Projects screen, you are provided an overview of your projects and inspections. From here, select a job address to view more specific details – additional permits at the address, any permit attachments, what fees are due or have been paid and your contact information.



To drill down for more specific inspection information, select the Inspections icon at the bottom of your screen. This page displays Upcoming Inspections as well as Completed Inspections. Clicking on the inspection will give you more details such as the reason for a failed inspection.



And there's still one more way to check your inspection detail. Select the Notifications button at the bottom of your screen. You will be provided with the job address, permit type and type of inspection. From here you can get more details and see the inspector's contact information. You may also reschedule the inspection from this screen.



If you forget your Civic ID Password...

Civic ID user names and passwords are administered by Accela, not Charlotte County. If you forget your Civic ID or password, please go to <https://user.accela.com/> Click on Sign In at the top of the page and then Forgot your password.



Sign In

## Sign In

Email:

Password:

[Forgot your password?](#)

Sign In