



CITY OF INGLEWOOD

DEVELOPMENT SERVICES DEPARTMENT

Building Safety Division

Christopher E. Jackson, Sr.
Director

Mandhir Singh
Building Official

*****NOTE: CITY HALL WILL BE CLOSED 12/18/2023 – 01/01/2024.**

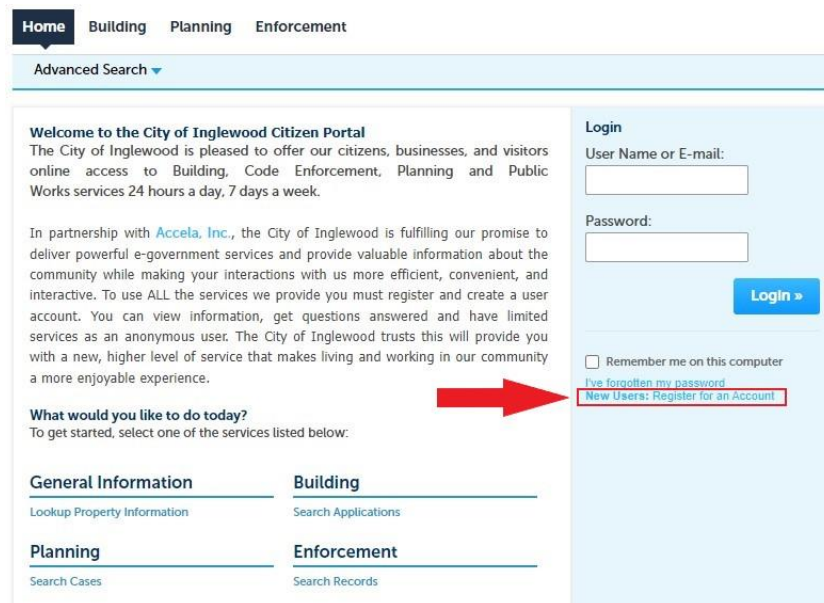
IF YOU ARE PLANNING TO SUBMIT A PRESALE APPLICATION, PLEASE DO SO BY 11/20/2023 SO THAT WE CAN RETURN THE COMPLETED PRESALE REPORT TO YOU BY 12/15 2023. FOR ALL APPLICATIONS RECEIVED AFTER 11/20/2023, YOUR PRESALE INSPECTION AND REPORT WILL BE COMPLETED AFTER 01/02/2024.

REPORT OF BUILDING RECORDS AND CODE VIOLATIONS (PRE-SALE) APPLICATION ONLINE SUBMITTAL PROCESS

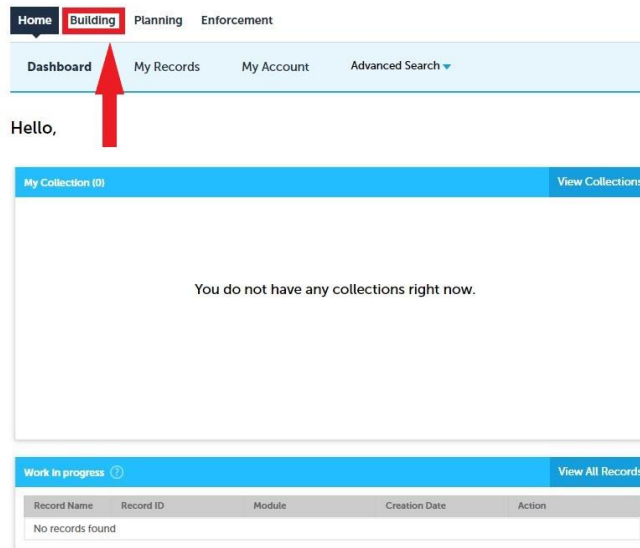
Pre-Sale Application Submittal

All Pre-Sale application submittals are **accepted online only**. The following are the three (3) steps to submit your application:

- 1) As a new user, you will first need to register and create a user account via the City's **Accela Citizen Access (ACA)** portal at: [**CLICK HERE**](#)



- 2) Once you set up your account, log in and select Building on the Dashboard



REPORT OF BUILDING RECORDS AND CODE VIOLATIONS (PRE-SALE) APPLICATION ONLINE SUBMITTAL PROCESS (CONTINUED)

- 3) Once you pay online, you will receive a merchant email receipt. Attached to this email is the invoice for your online payment. Please keep this invoice for your records.

Processing Time

Your application will be processed in approximately 30 days, however, there may be delays due to unforeseen circumstances. If you have any questions, please call Building Safety at (310) 412-5294.

Steps to Check Status of Your Pre-Sale Report, Download, and Upload Signed Report

- 1) Once complete, the report will be available on your **Accela Citizen Access (ACA)** account. Download the report with the following steps:
 - a) Log in to **ACA**, then go to **'My Records'** and select your **'Record Number'**
 - b) Under **'Record Info'** select **'Attachments'** where you can click on your pdf report to download/save it on your computer.
- 2) The final step (**this is REQUIRED to complete the Pre-Sale process**) is to have the buyer/transferee sign the report and then **you** as the registered user will need to upload the signed report to ACA with the following steps:
 - a) Log in to **ACA**, then go to **'My Records'** and select your **'Record Number'**
 - b) Under **'Record Info'** select **'Attachments'** where you click the **'Add'** button which will take you to the **'File Upload'** screen where you upload the signed report by clicking **'Add'**, then **'Continue'** and finally **'Save'**. You will get a confirmation on the screen with a green check mark saying **'Your attachment(s) has/have been successfully uploaded'**.