



CITY OF INGLEWOOD

ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT

Building Safety Division

Christopher E. Jackson, Sr.
Director

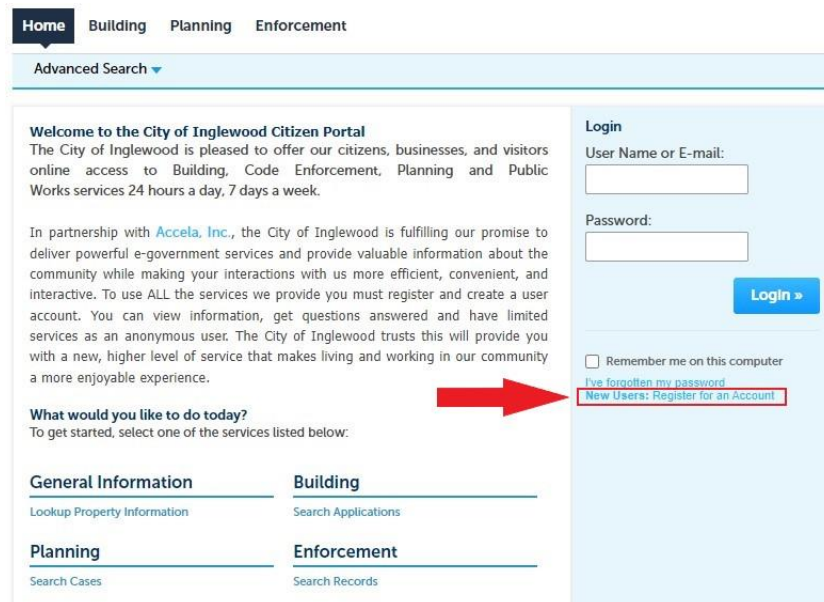
Mandhir Singh
Building Official

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

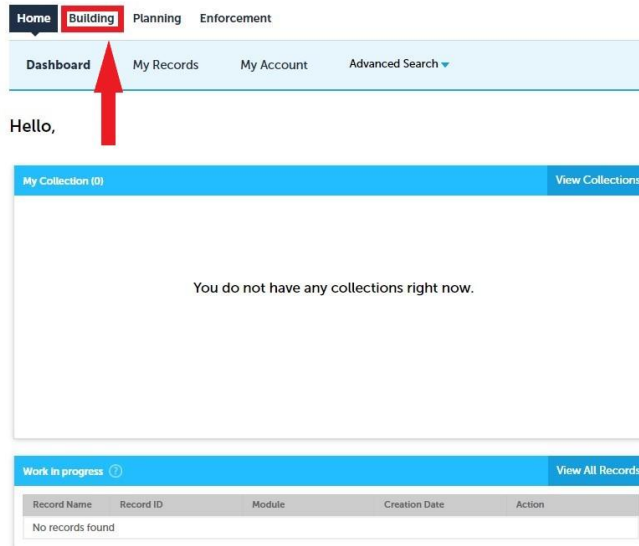
Pre-Sale Application Submittal

All Pre-Sale application submittals will now be **only accepted online**. The following are five (5) 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 submit your Pre-Sale application, you will receive an email with instructions on how to submit payment along with two attachments: A) Invoice & B) Credit Card Authorization Form.
- 4) You will need to email the Invoice and Credit Card Authorization form to Jessica Campos at jcampos@cityofinglewood.org (City of Inglewood Finance Department). The email should read: 'Pre-Sale Invoice & CC authorization – [insert property address]'.
- 5) Once the payment has been made, you will receive a receipt from the City's Finance Department. Building Safety will then begin processing the Pre-Sale Report.

Processing Time

Your application will be processed in approximately 30 days, however, there may be unforeseen delays due to COVID-19. 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 (**needs to be completed**) 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**'.