



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)

Inspections

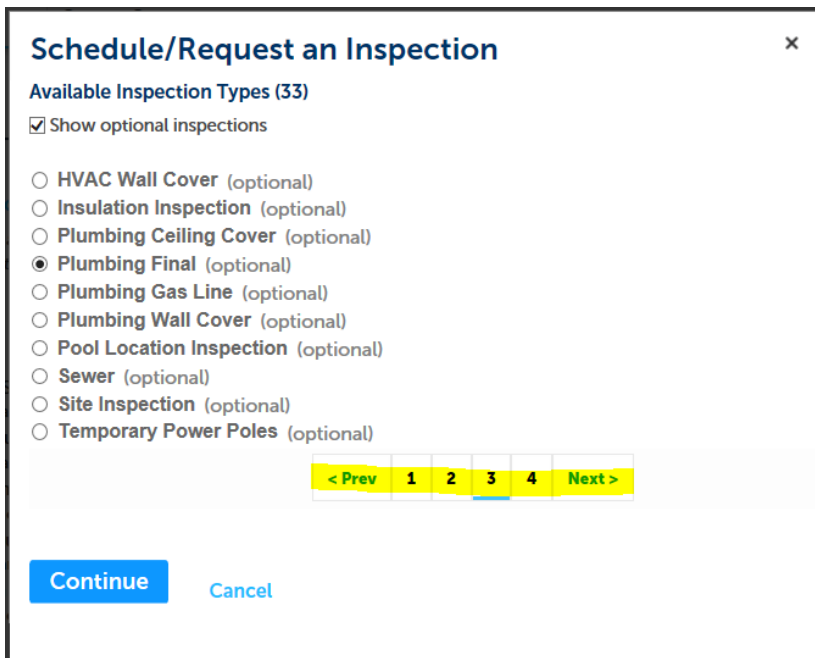
Upcoming

[Schedule or Request an Inspection](#)

You have not added any inspections.

Click the link above to schedule or request one.

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.*



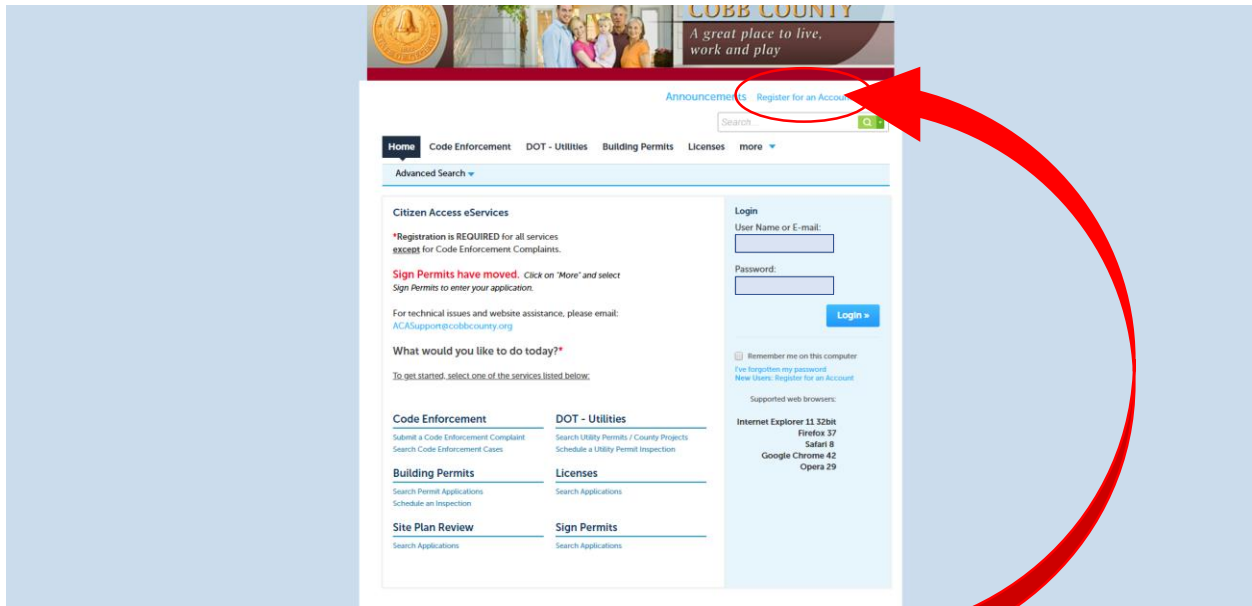
The screenshot shows a window titled "Schedule/Request an Inspection" with a close button (X) in the top right corner. Below the title, it says "Available Inspection Types (33)". There is a checkbox labeled "Show optional inspections" which is checked. Below this, there is a list of inspection types, each with a radio button and the word "(optional)" in parentheses. The types are: HVAC Wall Cover, Insulation Inspection, Plumbing Ceiling Cover, Plumbing Final (which is selected with a filled radio button), Plumbing Gas Line, Plumbing Wall Cover, Pool Location Inspection, Sewer, Site Inspection, and Temporary Power Poles. Below the list is a pagination bar with a yellow background. It contains the text "< Prev", followed by four numbered boxes (1, 2, 3, 4), and "Next >". The number 3 is highlighted in blue, indicating the current page. At the bottom left of the window, there are two buttons: a blue "Continue" button and a light blue "Cancel" button.

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 770-528-2051

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.

Account Registration

You will be asked to provide the following information, if applicable, 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)

Please review and accept the terms below to proceed.

General Disclaimer

While Cobb County attempts to keep its Web information accurate and timely, the County neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the County as a result of updates and corrections.


I have read and accepted the above terms.

[Continue Registration »](#)

Contact Information

Choose how to fill in your contact information.

[Add New](#)

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.”

The information you entered is not found. Click Continue to create a new account. Click Cancel to change the information.

[Continue](#) [Cancel](#)

[Continue Registration »](#)

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Search...



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[Building Permits](#)

[Licenses](#)

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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

- Your New Account has been created.
- 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](#)