

Navigating Account Registration and Application Submission: A Step-by-Step Overview of ACA

40 Steps



STEP 1

Registering for an account

New applicants can navigate to the ACA page and register one of 2 ways. The first being the Register for an Account up at the top right of the home page.



OKLAHOMA STATE FIRE MARSHAL

OFFICE OF THE OKLAHOMA STATE FIRE MARSHAL

CITIZEN PORTAL

[Register for an Account](#) [Login](#)

Fire

[Search Applications](#) [Schedule an Inspection](#)

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.

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 »](#)

Sign In

USERNAME OR EMAIL: *

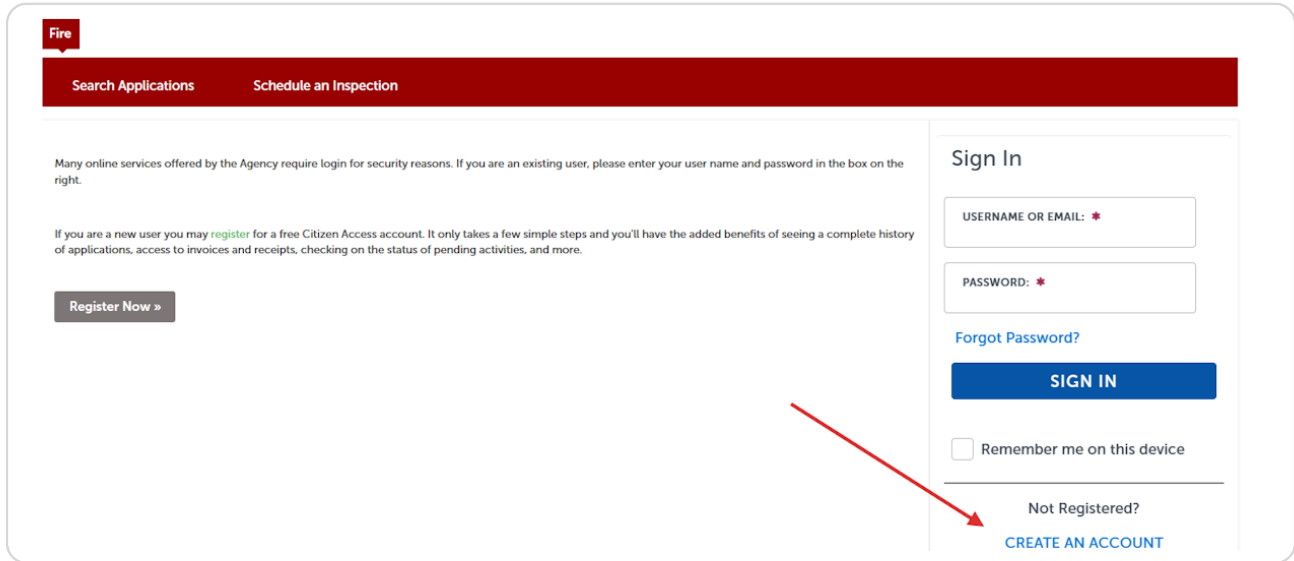
PASSWORD: *

[Forgot Password?](#)

STEP 2

2nd way to Register for an Account

Under the sign in boxes and selecting Create an Account

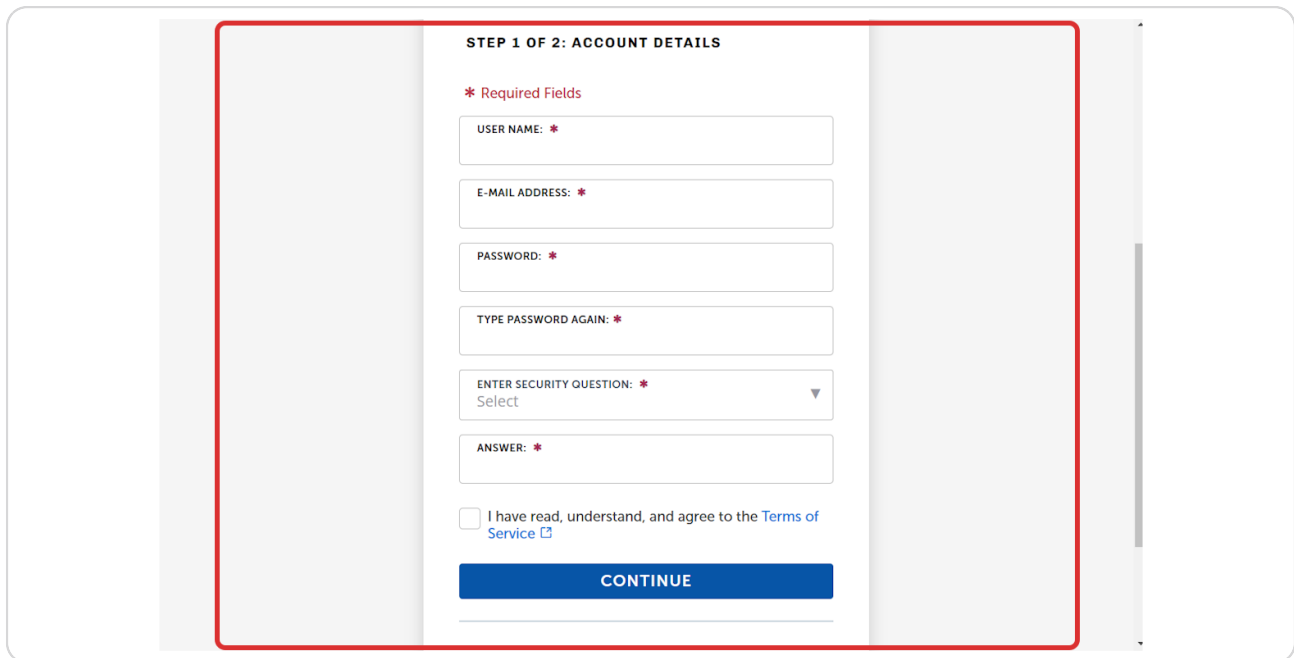


The screenshot shows a website interface with a dark red header containing 'Search Applications' and 'Schedule an Inspection'. Below the header, there is a 'Sign In' section. On the left, there is explanatory text about login requirements and a 'Register Now >' button. On the right, the 'Sign In' form includes fields for 'USERNAME OR EMAIL: *' and 'PASSWORD: *', a 'Forgot Password?' link, a blue 'SIGN IN' button, and a 'Remember me on this device' checkbox. At the bottom of the sign-in area, there is a link for 'Not Registered? CREATE AN ACCOUNT'. A red arrow points from the 'SIGN IN' button area down to the 'CREATE AN ACCOUNT' link.

STEP 3

Account Registration

The first screen will ask the applicant to create their login information and password.

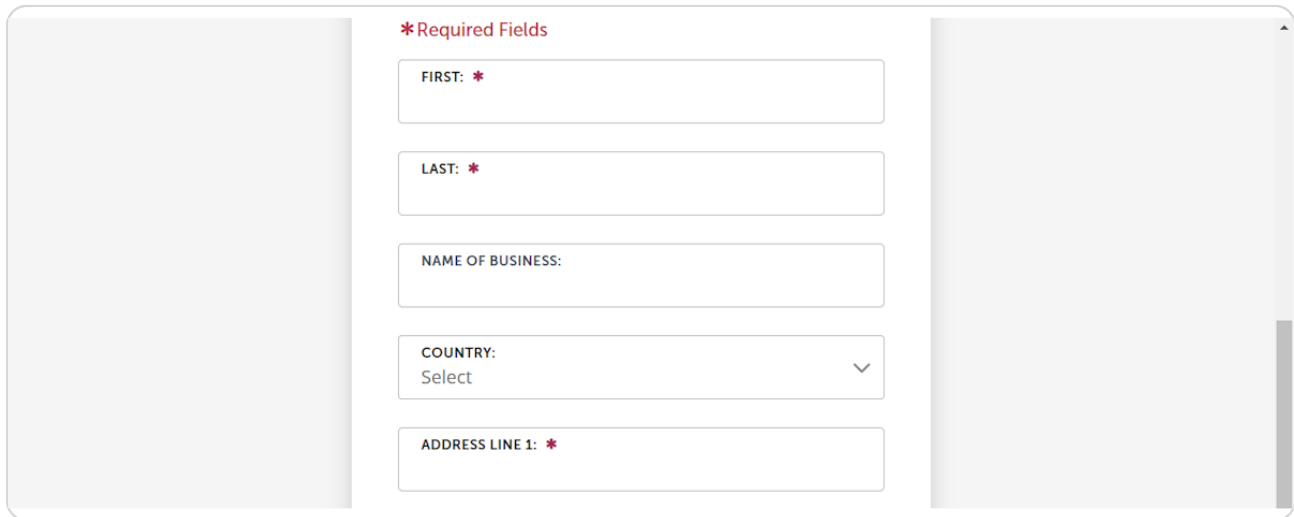


The screenshot displays the 'STEP 1 OF 2: ACCOUNT DETAILS' registration form. It features several input fields, all marked as required with a red asterisk: 'USER NAME: *', 'E-MAIL ADDRESS: *', 'PASSWORD: *', 'TYPE PASSWORD AGAIN: *', 'ENTER SECURITY QUESTION: *' (with a dropdown menu showing 'Select'), and 'ANSWER: *'. Below these fields is a checkbox for 'I have read, understand, and agree to the Terms of Service' with a link to the terms. A blue 'CONTINUE' button is positioned at the bottom of the form.

STEP 4

Account Registration - Contact Information

The next screen will gather that contact information such as e-mail, address, and phone. Fields with asterisks are required to register.



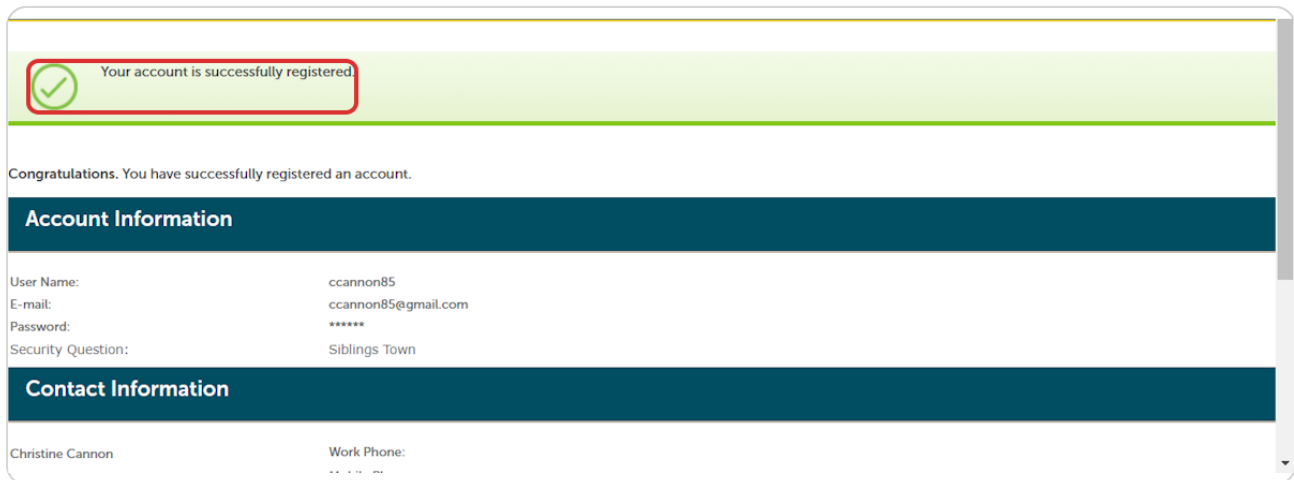
The screenshot shows a registration form with the following fields:

- *Required Fields** (header)
- FIRST: *** (text input)
- LAST: *** (text input)
- NAME OF BUSINESS:** (text input)
- COUNTRY:** (dropdown menu with "Select" and a downward arrow)
- ADDRESS LINE 1: *** (text input)

STEP 5

Account Registration Complete

The account will then be created and the applicant will be redirected to this screen.



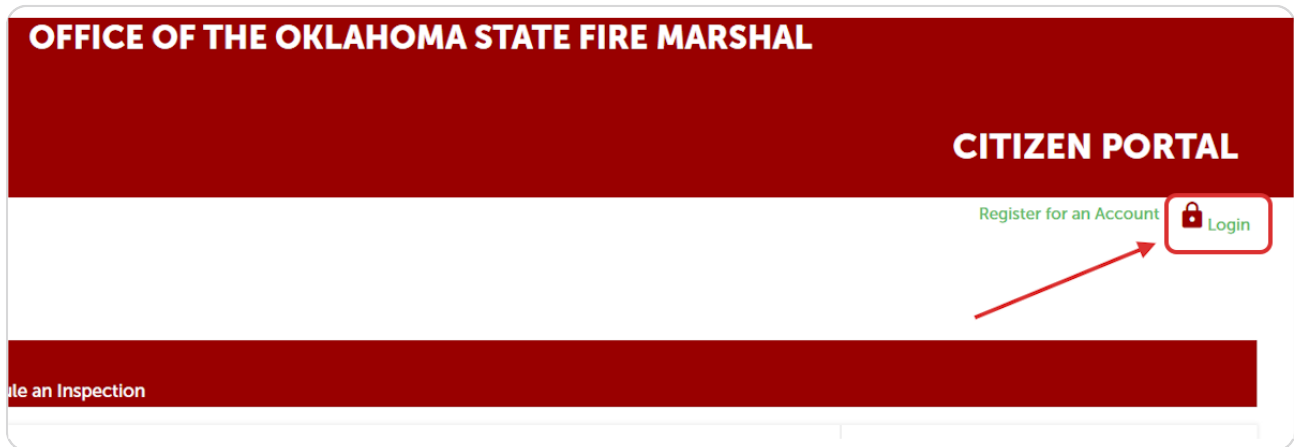
The screenshot shows the completion screen with the following content:

- A green banner with a checkmark icon and the text: "Your account is successfully registered."
- Text: "Congratulations. You have successfully registered an account."
- Account Information** (Section Header)
- User Name: ccannon85
- E-mail: ccannon85@gmail.com
- Password: *****
- Security Question: Siblings Town
- Contact Information** (Section Header)
- Christine Cannon
- Work Phone:

STEP 6

Click on Login

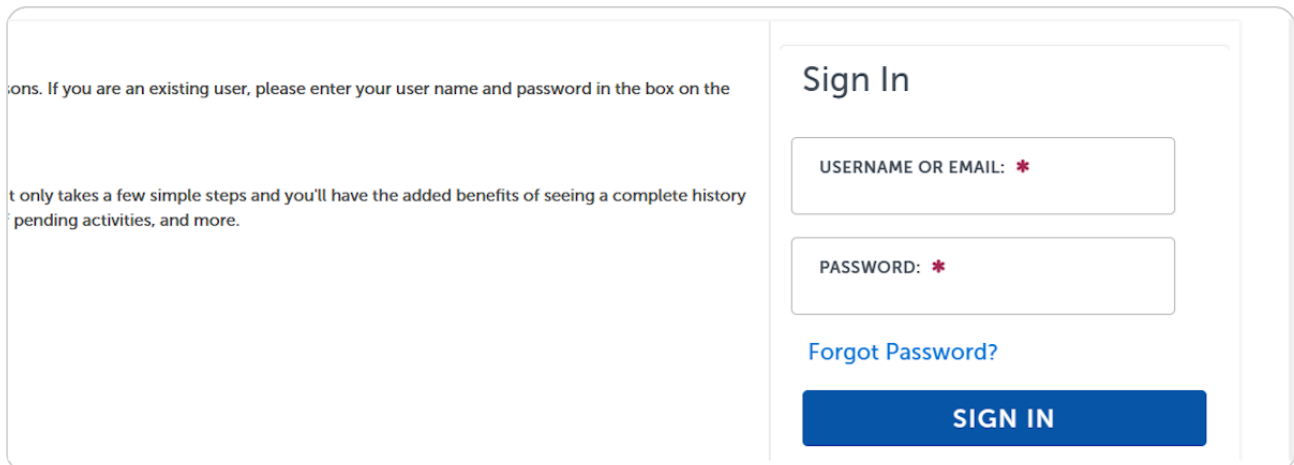
Once the account has been created the applicant will need to login in order to create an application.



STEP 7

Enter Login Information

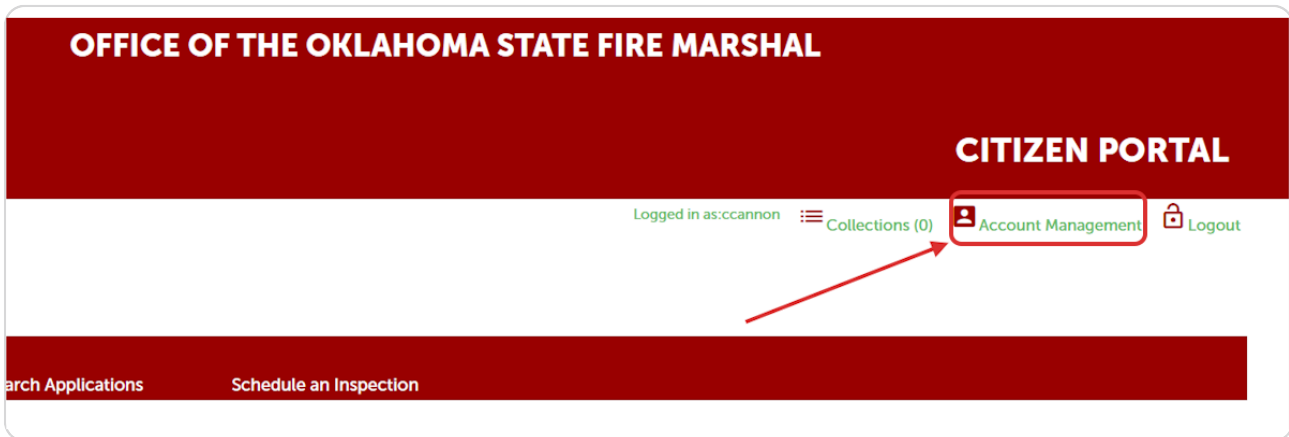
The user can login with either their username or e-mail

A screenshot of a 'Sign In' form. On the left side, there is instructional text: 'ons. If you are an existing user, please enter your user name and password in the box on the' and 't only takes a few simple steps and you'll have the added benefits of seeing a complete history pending activities, and more.' The form itself is on the right and has a title 'Sign In'. It contains two input fields: 'USERNAME OR EMAIL: *' and 'PASSWORD: *'. Below the password field is a blue link that says 'Forgot Password?'. At the bottom of the form is a blue button with the text 'SIGN IN' in white capital letters.

STEP 8

Editing Account Information

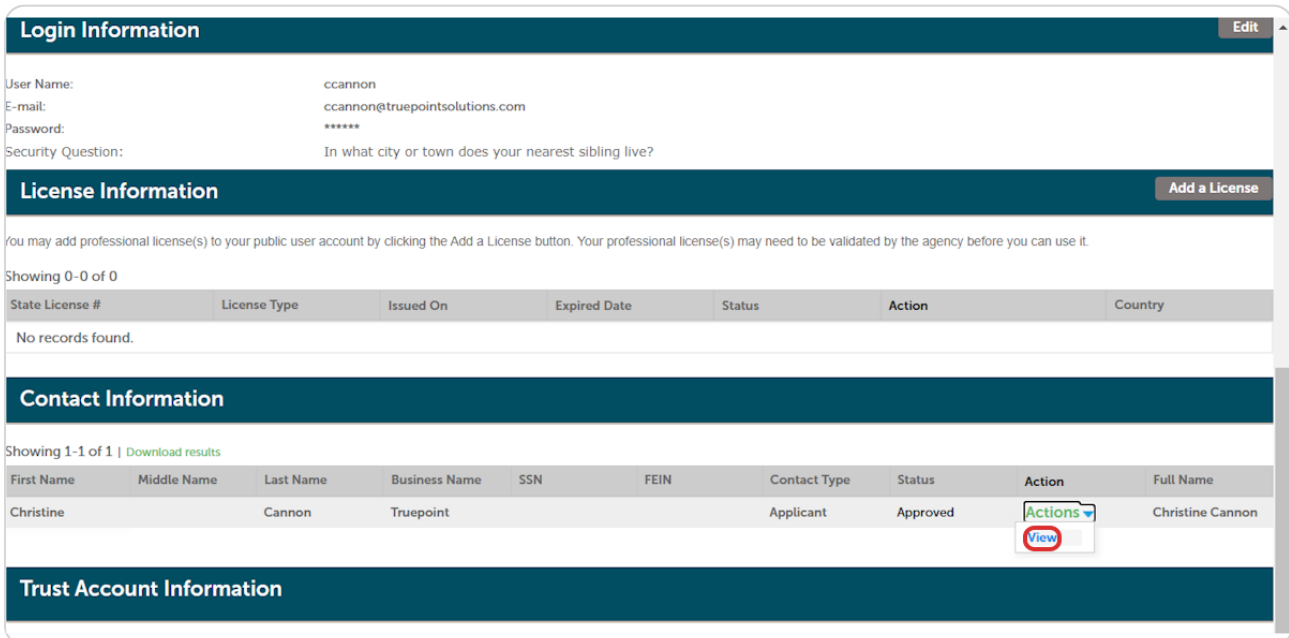
An applicant can edit the information entered at account creation by selecting Account Management.



STEP 9

Editing Account Contact Information

Under Account Management select the actions dropdown next to contact and select view.



STEP 10

Contact Edit

Change or enter in new information and select Save.

Contact Information

* First: * Last: Name of Business:

* Address Line 1: * City: * State:

Country:

Work Phone: Mobile Phone: E-mail:

STEP 11

Dashboard Screen

The applicant will be redirected to the dashboard page. The My Collections can be ignored. At the bottom applications in progress will be displayed and can be resumed by selecting resume application.

Hello, ccannon

My Collection (0) [View Collections](#)

You do not have any collections right now.

Work in progress ⓘ [View All Records](#)

| Record Name | Record ID | Module | Creation Date | Action |
|--------------------------|--------------|--------|---------------|--------------------|
| Fire Alarm | 23TMP-000072 | Fire | 8/8/2023 | Resume Application |
| Smoke Control | 23TMP-000056 | Fire | 6/7/2023 | Resume Application |
| New or Existing Building | 23TMP-000058 | Fire | 6/7/2023 | Resume Application |
| Access Control | 23TMP-000014 | Fire | 5/27/2023 | Resume Application |

STEP 12

Click on View All Records

This will pull up the screen to display all the applicants records.

Hello, ccannon

My Collection (0) [View Collections](#)

You do not have any collections right now.

Work in progress ⓘ [View All Records](#)

| Record Name | Record ID | Module | Creation Date | Action |
|--------------------------|--------------|--------|---------------|------------------------------------|
| Fire Alarm | 23TMP-000072 | Fire | 8/8/2023 | Resume Application |
| Smoke Control | 23TMP-000056 | Fire | 6/7/2023 | Resume Application |
| New or Existing Building | 23TMP-000058 | Fire | 6/7/2023 | Resume Application |
| Access Control | 23TMP-000014 | Fire | 5/27/2023 | Resume Application |

STEP 13

Clicking on Fire

All an applicants records can be accessed by clicking on the Fire tab

Fire [Create Application](#) [Search Applications](#) [Schedule an Inspection](#)

Records

Showing 1 - 10 of 28 | [Download results](#) | [Add to collection](#)

| <input type="checkbox"/> | Date | Record Number | Record Type | Description | Project Name | Expiration Date | Status | Action | Short Notes |
|--------------------------|------------|---------------|--------------------------|-------------|---------------------|-----------------|----------------------|------------------------------------|-------------|
| <input type="checkbox"/> | 01/25/2024 | FB24-0005 | New or Existing Building | | TEST 12/11 | | Received | | |
| <input type="checkbox"/> | 01/18/2024 | FA24-0001 | Fire Alarm | | CC's Test | | Corrections Required | | |
| <input type="checkbox"/> | 01/18/2024 | FA24-0002 | Fire Alarm | | CC's Test 2 | | Issued | | |
| <input type="checkbox"/> | 12/11/2023 | FB23-0038 | New or Existing Building | | TEST 12/11 | | Issued | Pay Fees Due | |
| <input type="checkbox"/> | 12/07/2023 | AC23-0037 | Access Control | | DEMO | | In Review | | City/County |
| <input type="checkbox"/> | 12/07/2023 | AD23-0001 | Addendum | | undefined | | Received | | |
| <input type="checkbox"/> | 12/07/2023 | AD23-0002 | Addendum | | undefined | | Received | | |
| <input type="checkbox"/> | 12/06/2023 | AC23-0036 | Access Control | | Access Control Test | | Corrections Received | | Tuttle |
| <input type="checkbox"/> | 08/08/2023 | 23TMP-000072 | Fire Alarm | | | | | Resume Application | |
| <input type="checkbox"/> | 06/19/2023 | FB23-0032 | New or Existing Building | | DigEplan Test | | Corrections Required | | |

STEP 14

Create or Search Records

From within the Fire tab an applicant will see their records, be able to create an application, search records, and possibly request inspections.

Fire

Create Application Search Applications Schedule an Inspection

Records

Showing 1-10 of 28 | [Download results](#) | [Add to collection](#)

| <input type="checkbox"/> | Date | Record Number | Record Type | Description | Project Name | Expiration Date | Status | Action | Short Notes |
|--------------------------|------------|---------------|--------------------------|-------------|---------------------|-----------------|----------------------|------------------------------------|-------------|
| <input type="checkbox"/> | 01/25/2024 | FB24-0005 | New or Existing Building | | TEST 12/11 | | Received | | |
| <input type="checkbox"/> | 01/18/2024 | FA24-0001 | Fire Alarm | | CC's Test | | Corrections Required | | |
| <input type="checkbox"/> | 01/18/2024 | FA24-0002 | Fire Alarm | | CC's Test 2 | | Issued | | |
| <input type="checkbox"/> | 12/11/2023 | FB23-0038 | New or Existing Building | | TEST 12/11 | | Issued | Pay Fees Due | |
| <input type="checkbox"/> | 12/07/2023 | AC23-0037 | Access Control | | DEMO | | In Review | | City/County |
| <input type="checkbox"/> | 12/07/2023 | AD23-0001 | Addendum | | undefined | | Received | | |
| <input type="checkbox"/> | 12/07/2023 | AD23-0002 | Addendum | | undefined | | Received | | |
| <input type="checkbox"/> | 12/06/2023 | AC23-0036 | Access Control | | Access Control Test | | Corrections Received | | Tuttle |
| <input type="checkbox"/> | 08/08/2023 | 23TMP-000072 | Fire Alarm | | | | | Resume Application | |
| <input type="checkbox"/> | 06/19/2023 | FB23-0032 | New or Existing Building | | DigEplan Test | | Corrections Required | | |

STEP 15

Creating an Application

This will only be visible if a user is logged in otherwise they will only see Search Applications.

Fire

Create Application Search Applications

Records

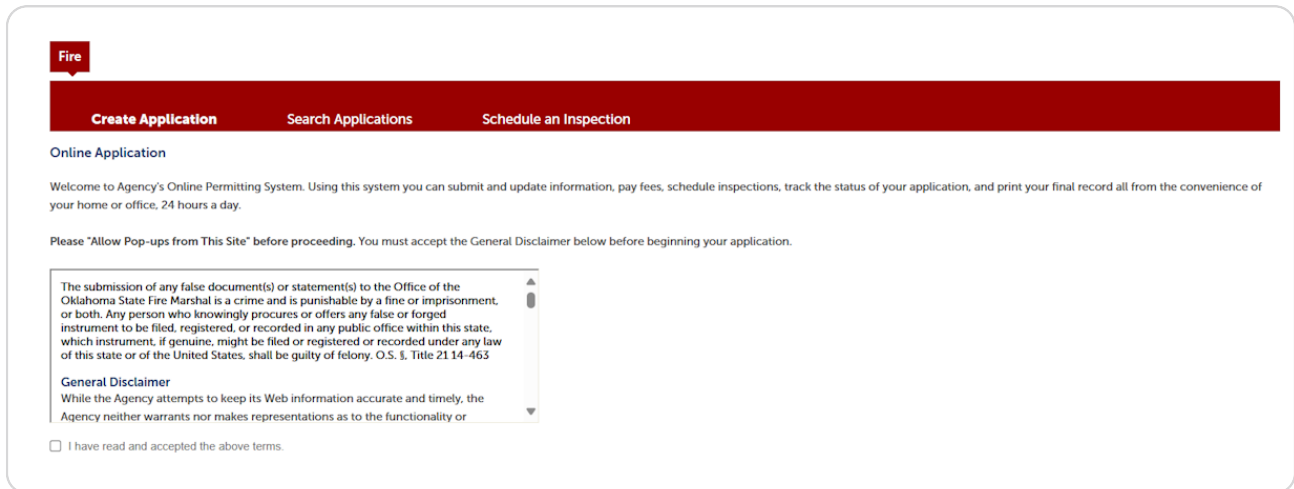
Showing 1-10 of 28 | [Download results](#) | [Add to collection](#)

| <input type="checkbox"/> | Date | Record Number | Record Type | De |
|--------------------------|------|---------------|-------------|----|
|--------------------------|------|---------------|-------------|----|

STEP 16

General Disclaimer

At the start of every application the applicant will need to accept the disclaimer to move forward.

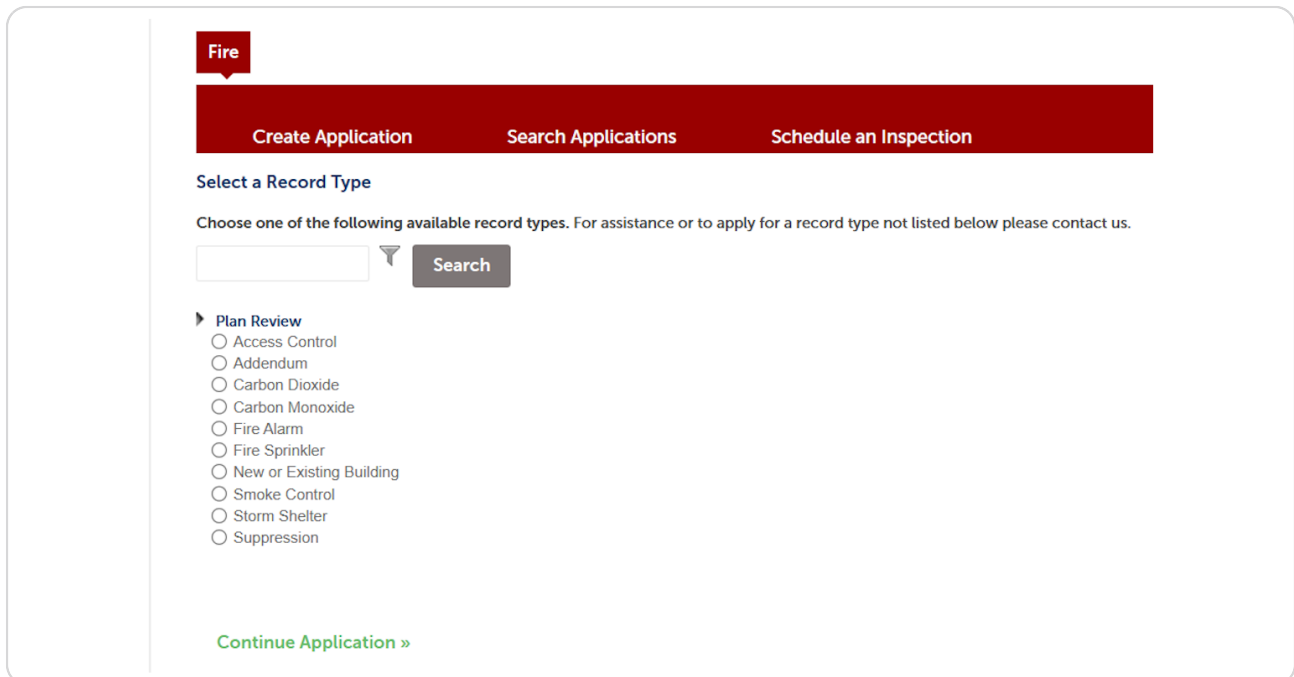


The screenshot shows a web interface for the 'Fire' department. At the top, there is a red navigation bar with three buttons: 'Create Application', 'Search Applications', and 'Schedule an Inspection'. Below the navigation bar, the page is titled 'Online Application'. A welcome message states: 'Welcome to Agency's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.' Below this, a note says: 'Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.' A scrollable text box contains the following disclaimer: 'The submission of any false document(s) or statement(s) to the Office of the Oklahoma State Fire Marshal is a crime and is punishable by a fine or imprisonment, or both. Any person who knowingly procures or offers any false or forged instrument to be filed, registered, or recorded in any public office within this state, which instrument, if genuine, might be filed or registered or recorded under any law of this state or of the United States, shall be guilty of felony, O.S. §. Title 21 14-463'. Below the scrollable box is a section titled 'General Disclaimer' with the text: 'While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or'. At the bottom of the disclaimer section, there is a checkbox labeled 'I have read and accepted the above terms.' which is currently unchecked.

STEP 17

Selecting Record Type

All the record types available for online submission will be listed



The screenshot shows the 'Fire' application page at the 'Select a Record Type' step. The red navigation bar at the top contains the same three buttons: 'Create Application', 'Search Applications', and 'Schedule an Inspection'. Below the navigation bar, the page is titled 'Select a Record Type'. A message reads: 'Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.' Below this message is a search input field with a dropdown arrow and a 'Search' button. Underneath the search field, there is a section titled 'Plan Review' with a right-pointing arrow. This section contains a list of record types, each with a radio button: 'Access Control', 'Addendum', 'Carbon Dioxide', 'Carbon Monoxide', 'Fire Alarm', 'Fire Sprinkler', 'New or Existing Building', 'Smoke Control', 'Storm Shelter', and 'Suppression'. At the bottom of the page, there is a green link that says 'Continue Application »'.

STEP 18

Step 1: Location Information

Preferably the applicant will have an address to input but if not they can choose to enter coordinates. There is no address database to pull from as the jurisdiction covers the whole state

Step 1: Location >>

Address

Enter the project address or if no address exists provide the coordinates.

| | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| Street No.: | Direction: | Street Name: | Street Type: | Unit No.: |
| <input type="text"/> | --Select-- | <input type="text"/> | --Select-- | <input type="text"/> |
| City: | County: | State: | Zip: | |
| <input type="text"/> | <input type="text"/> | --Select-- | <input type="text"/> | |
| X Coordinator: | Y Coordinator: | | | |
| 1245 | 3545 | | | |

STEP 19

Application Steps Bar

As the application is being filled out the applicant can see the different steps of the process and can even jump back to previous steps by selecting that tab in the bar.

Fire Alarm

1 Location 2 **Contacts** 3 Project Information 4 Documents 5 Review 6 7

Step 2: Contacts >>
The Applicant and Owner are required contacts. If no mailing contact select Continue Application after entering Applicant and Owner information. * indicates a required field.

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Christine Cannon
TruePoint
ccannon@truepointsolutions.com
Home phone:
Mobile Phone:
Work Phone:
Fax:
[Edit](#) [Remove](#)

STEP 20

Application Steps - Continue

At each step the applicant has the option to continue the application or save and resume later.

The screenshot shows a form titled "Owner" with a dark teal header. Below the header are several input fields: "Owner Name:" with a help icon, "Street Address", "City:", "State:" (a dropdown menu with "--Select--"), and "Zip:". There are also "Search" and "Clear" buttons. At the bottom of the form, there are two buttons: "Save and resume later" (orange) and "Continue Application »" (green with a red border).

STEP 21

Save and resume later

This will save all the previous information the applicant entered and allow them to resume where they left off.

The screenshot shows a section titled "Mailing Contact" with a dark teal header. Below the header is a light gray area with the text: "To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link." Below this text are two buttons: "Select from Account" and "Add New". At the bottom of the section, there is an orange button labeled "Save and resume later".

STEP 22

Resuming an Application

To resume an application select resume application either from My Records like below or the Work in Progress section of the dashboard.

| Records | | | | | | | | | |
|---|------------|---------------|--------------------------|-------------|---------------------|-----------------|----------------------|--------------------|-------------|
| Showing 1-10 of 28 Download results Add to collection | | | | | | | | | |
| <input type="checkbox"/> | Date | Record Number | Record Type | Description | Project Name | Expiration Date | Status | Action | Short Notes |
| <input type="checkbox"/> | 01/25/2024 | FB24-0005 | New or Existing Building | | TEST 12/11 | | Received | | |
| <input type="checkbox"/> | 01/18/2024 | FA24-0001 | Fire Alarm | | CC's Test | | Corrections Required | | |
| <input type="checkbox"/> | 01/18/2024 | FA24-0002 | Fire Alarm | | CC's Test 2 | | Issued | | |
| <input type="checkbox"/> | 12/11/2023 | FB23-0038 | New or Existing Building | | TEST 12/11 | | Issued | Pay Fees Due | |
| <input type="checkbox"/> | 12/07/2023 | AC23-0037 | Access Control | | DEMO | | In Review | | City/County |
| <input type="checkbox"/> | 12/07/2023 | AD23-0001 | Addendum | | undefined | | Received | | |
| <input type="checkbox"/> | 12/07/2023 | AD23-0002 | Addendum | | undefined | | Received | | |
| <input type="checkbox"/> | 12/06/2023 | AC23-0036 | Access Control | | Access Control Test | | Corrections Received | | Tuttle |
| <input type="checkbox"/> | 08/08/2023 | 23TMP-000072 | Fire Alarm | | | | | Resume Application | |
| <input type="checkbox"/> | 06/19/2023 | FB23-0032 | New or Existing Building | | DigEplan Test | | Corrections Required | | |

< Prev 1 2 3 Next >

STEP 23

Resuming Application from Dashboard Window

| Creation Date | | Action |
|---------------|--------------------|--------|
| 7/10/2023 | Resume Application | |

[View All Records](#)

STEP 24

Filtering Records Search

If an applicant is having trouble locating a specific record of theirs they can use the General Search and check the Search my records only box.

• Contact Information
Select the search type from the drop-down list.

General Search General Search

Search my records only

Record Number: Project Name: Record Type:

PLR --Select--

First: Last: Name of Business:

Street No.: Direction: Street Name: Street Type: Unit No.: Zip:

From - To --Select-- --Select--

Parcel No.:

STEP 25

Step 2: Contact Information

An applicant can either choose to complete this field by selecting from account or add new.

1 Location 2 **Contacts** 3 Project Details 4 Documents 5 Review 6

Step 2: Contacts > Applicant * indicates a required field.

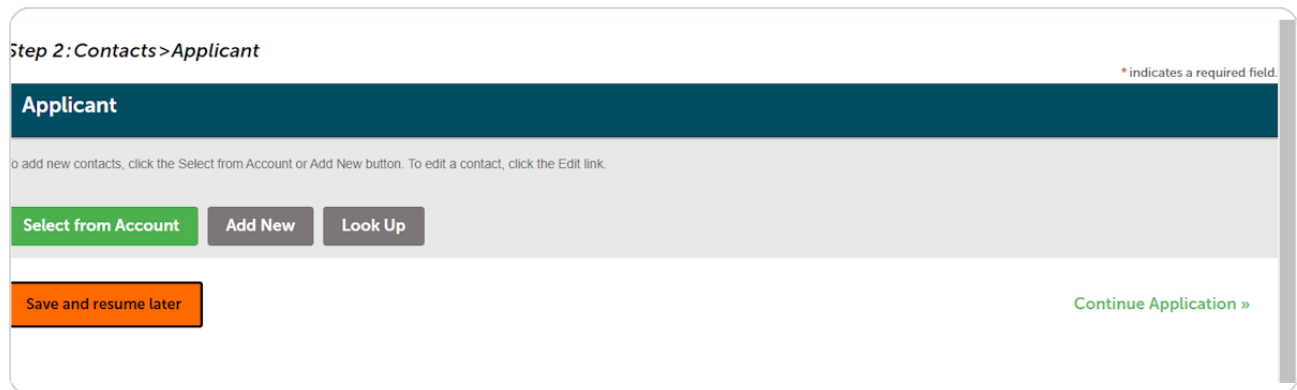
Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

STEP 26

Clicking on Select from Account

Select from Account will pull in the information that was entered into the contact at account creation.



Step 2: Contacts > Applicant * indicates a required field.

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

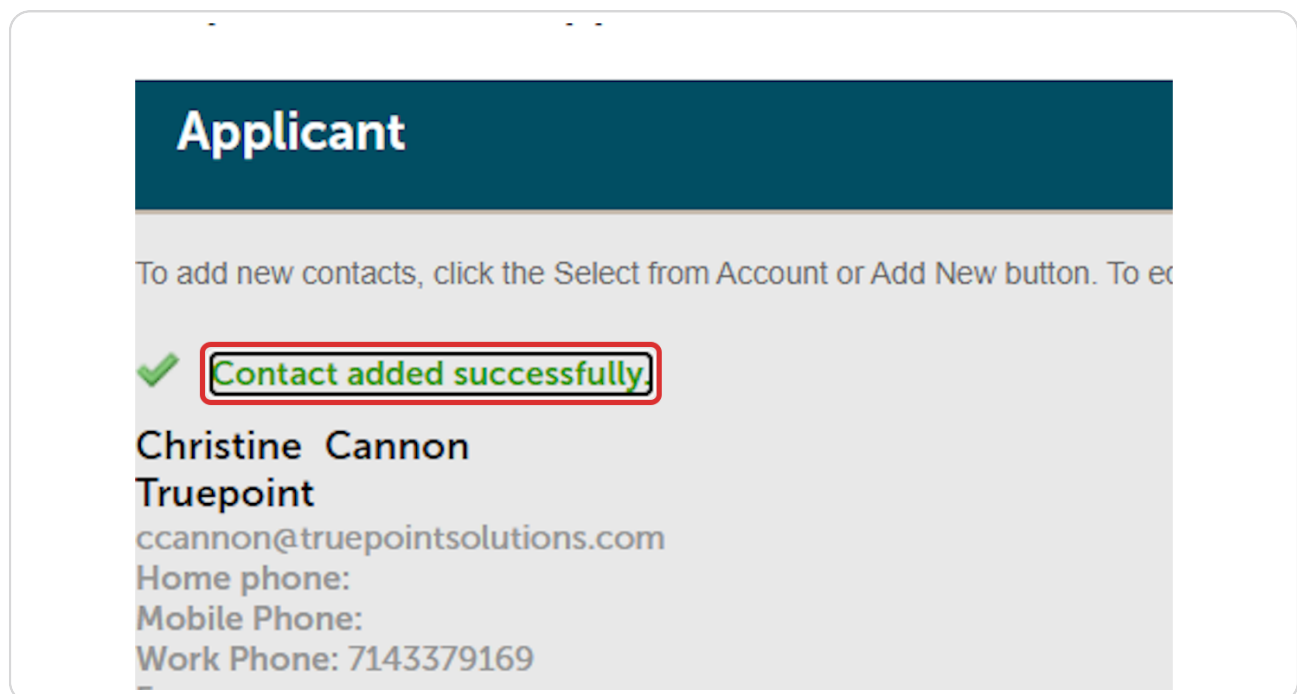
Select from Account Add New Look Up

Save and resume later Continue Application >

STEP 27

Contact Display

The account contact information will now display in this box.



Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

✔ **Contact added successfully**

Christine Cannon
Truepoint
ccannon@truepointsolutions.com
Home phone:
Mobile Phone:
Work Phone: 7143379169

STEP 28

Editing Selected Contact

The information pulled in to the contact can be edited or an applicant can choose to select remove and add the information manually.

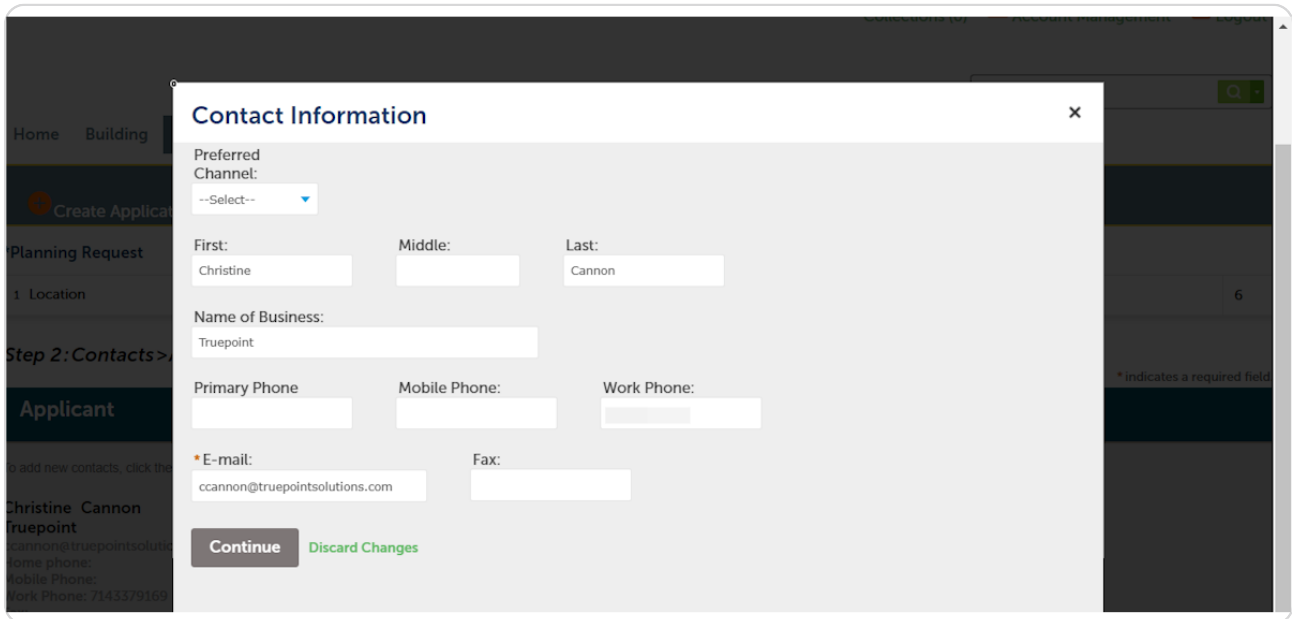


The screenshot shows a web interface for editing a contact. At the top, there is a dark teal header with the word "Applicant" in white. Below the header, a small note reads: "To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link." The main content area displays the contact information for "Christine Cannon" at "Truepoint", with the email address "ccannon@truepointsolutions.com". Fields for "Home phone:", "Mobile Phone:", "Work Phone:", and "Fax:" are present, with the "Work Phone" field containing a redacted number. At the bottom left, there is an orange button labeled "Save and resume later". At the bottom right, there is a green link labeled "Continue Application »". A small asterisk in the top right corner indicates a required field.

STEP 29

Contact Information Pop-Up

The contact information will display and additional fields can be entered or edited. This is the same screen that will display if Add New is selected at the contact screen.



The screenshot shows a "Contact Information" pop-up form overlaid on a dark background. The form has a white background and a close button (X) in the top right corner. It contains the following fields: "Preferred Channel:" with a dropdown menu showing "--Select--"; "First:" (Christine), "Middle:" (empty), and "Last:" (Cannon); "Name of Business:" (Truepoint); "Primary Phone:", "Mobile Phone:", and "Work Phone:" (all empty); "E-mail:" (ccannon@truepointsolutions.com) with an asterisk indicating it is a required field; and "Fax:" (empty). At the bottom, there are two buttons: "Continue" and "Discard Changes". A small asterisk in the bottom right corner indicates a required field.

STEP 30

Add New Contact

Step 2: Contacts > Applicant * indicates a required field.

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

[Select from Account](#) [Add New](#) [Look Up](#)

✔ Contact removed successfully

[Save and resume later](#) [Continue Application »](#)

STEP 31

Contact Information Form

All fields with asterisks must be completed to save contact information.

Home Building

Create Application

Planning Request

1 Location

Step 2: Contacts >

Applicant

To add new contacts, click the

Select from Account

✔ Contact removed su

Contact Information

Preferred Channel:
--Select--

First: Middle: Last:

Name of Business:

Primary Phone Mobile Phone: Work Phone:

* E-mail: Fax:

[Continue](#) [Clear](#) [Discard Changes](#)

STEP 32

Step 3: Project Details

This is where the applicant will describe the requested project for staff to review and answer questions related to that record type. Selecting yes to some questions may prompt additional questions to appear.

Step 3: Project Information >>

* indicates a required field.

Project Details

GENERAL INFORMATION

* Project Name:

* Phased Project: Yes No

* Is there an OSFM Building Permit issued for this project?: Yes No

* Tribal Trust Land: Yes No ?

* Within City Limits: Yes No

* Permit Type:

STEP 33

Step 3: Project Details

Some questions will include help information that can be found by clicking on the blue question mark

* Is there an OSFM Building Permit issued for this project?: Yes No

* Tribal Trust Land: ?

* Within City Limits:

* Permit Type:

Help x

If project is located on tribal trust land or a state beneficiary public trust please contact our office before proceeding to applying.

STEP 34

Step 4: Documents

The DigEplan screen will load within the Accela window for documents to be uploaded. See DigEplan help for further information on this step.

Fire Alarm

1 2 Contacts 3 Project Information 4 Documents 5 Review 6 Pay Fees 7

Step 4: Documents >>

Digital Projects Uploads

Submission Package Files Comments Approved Plans / Documents Help

Status: NOSTATUS

Upload files. The following Document Types must be uploaded for this permit application: • Calculations, • Fire Alarm Submittal Brochure, • Plans

Submission Package Description*
Submission Package 1

Drag files here to upload or click to select files
Cannot exceed 250Mb. Allowed file extensions:
XLS,XLSX,DOC,DOCX,DWG,JPG,JPEG,PDF,PDFA,PNG

* indicates a required field.

STEP 35

Step 5: Review

The final step will ask the applicant to review the information entered and agree to the certification. The information in each section can be edited by selecting Edit.

1 2 Contacts 3 Project Details 4 Documents 5 Review 6 Record Issuance

Step 5: Review

Save and resume later Continue Application >

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

*Planning Request

Address

123 test
97045

Parcel

Parcel Number: 027979

Owner

Applicant

Christine Cannon
Truepoint
Work Phone: [redacted]
E-mail: ccannon@truepointsolutions.com
Preferred Channel:

Applicant

STEP 36

Certification

Any fuel burning appliance/fireplace/fuel burning forced air furnace being installed? No
Is a separate CO system being installed? No
Is a fire alarm/CO system being installed? No
Is a separate CO2 system being installed? No
Is a combined fire alarm/CO2 system being installed? No
Is a carbonated beverage system being installed? No
Is a carbon dioxide detection system being installed? No
Is access controlled egress being installed? No
Is an active shooter/intruder system being installed? No

I certify that I have personally reviewed all information and documents entered and or uploaded to this program. I hereby state that the information filled out and or submitted is correct and complete to the best of my knowledge and will comply with the provisions of the Oklahoma Building and Fire Code and or any requirement of the Oklahoma State Fire Marshal. I understand that falsification of any statement or document submitted is punishable by a fine or imprisonment, or both.

I understand and agree that by personally clicking on the box at the left, I am electronically signing this application and submittal. I understand that this electronic signature shall have the same validity and effect as any signature by hand.

Date:

Save and resume later

Continue Application »

STEP 37

Step 6: Application Successfully Submitted

Fire Alarm

1 2 3 4 5 Review 6 Record Issuance



Your application has been successfully submitted. Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is FA24-0006.

You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work area.

Your record type requires a review before you may begin work. You will be notified once the review is completed. Once approved you may schedule your inspections. Choose "View Record Details" to Schedule Inspections, check status, or make other updates.

View Record Details » (You must post the record in the work area.)


STEP 38

Record Number

Once the application is successfully submitted the applicant will be given their project record number.

Fire Alarm

| | | | | | |
|---|---|---|---|----------|-------------------|
| 1 | 2 | 3 | 4 | 5 Review | 6 Record Issuance |
|---|---|---|---|----------|-------------------|

 Your application has been successfully submitted. Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is **FA24-0006**.

You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work area.

Your record type requires a review before you may begin work. You will be notified once the review is completed. Once approved you may schedule your inspections. Choose "View Record Details" to Schedule Inspections, check status, or make other updates.

[View Record Details >](#) (You must post the record in the work area.)


STEP 39

Viewing Record Details

From this same page the applicant can access the record by selecting view record details.

Fire Alarm

| | | | | | |
|---|---|---|---|----------|-------------------|
| 1 | 2 | 3 | 4 | 5 Review | 6 Record Issuance |
|---|---|---|---|----------|-------------------|

 Your application has been successfully submitted. Please print your record and retain a copy for your records.

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[View Record Details >](#) (You must post the record in the work area.)

STEP 40

General Search

Applications can be searched using any of the fields below. To prevent missing records that may have been entered slightly different it is recommended to avoid entering fields such as direction and street type.

Enter information below to search for records.

- Site Address
- Contractor License Information
- Parcel Number
- Record Information
- Contact Information

Select the search type from the drop-down list.

General Search General Search ▾

Search my records only

Record Number: Project Name: Record Type:

First: Last: Name of Business:

Street No.: Direction: Street Name: Street Type: Unit No.: Zip:

Parcel No.:

[▶ Search Additional Criteria](#)

