



REQUEST (Choose One)

Self On-Behalf Request by _____ Request date _____

New User Existing User Reactivate Existing user Remove Access

First		Mi		Last	
Department					Job Title
Contact Number					Email Address
Employee Status	<input type="radio"/> Permanent	<input type="radio"/> ELDE		<input type="radio"/> Intern/Temp	
		Ending Date:		Ending Date:	

ENVIRONMENT

Production Support

MODULE

BUILDING Select one below	ENFORCEMENT Select one below	PLANNING Select one below	FIRE Select one below
<input type="radio"/> Building Daily	<input type="radio"/> Enforcement Daily	<input type="radio"/> Planning Daily	<input type="radio"/> Fire Read Only
<input type="radio"/> Building Finance	<input type="radio"/> Enforcement Finance	<input type="radio"/> Planning Finance	
<input type="radio"/> Building Sr. Inspector	<input type="radio"/> Enforcement Sr. Inspector	<input type="radio"/> Planning Read Only	
<input type="radio"/> Building Clerical	<input type="radio"/> Enforcement Read Only		
<input type="radio"/> Building Clerial Supervisor			
<input type="radio"/> Building Read Only			

PURPOSE AND NEED:

This Section is only applicable for Building and Code Enforcement Inspectors

DEPARTMENT (In AA) – Select One Only	DISTRICTS	DISCIPLINES	
<input type="checkbox"/> Permit Inspection <input type="checkbox"/> Permit Commercial <input type="checkbox"/> Permit Infrastructure <input type="checkbox"/> Permit Residential <input type="checkbox"/> Permit Commercial Electrical <input type="checkbox"/> Permit Commercial Plumbing & Mechanical <input type="checkbox"/> Code Enf Blight <input type="checkbox"/> Code Enf Housing <input type="checkbox"/> Code Zoning <input type="checkbox"/> Code Enforcement <input type="checkbox"/> Inspection Admin	<input type="checkbox"/> 01 <input type="checkbox"/> 01A <input type="checkbox"/> 01B <input type="checkbox"/> 01C <input type="checkbox"/> 02 <input type="checkbox"/> 02A <input type="checkbox"/> 02B <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 04A <input type="checkbox"/> 04B <input type="checkbox"/> 05 <input type="checkbox"/> 05A <input type="checkbox"/> 05B <input type="checkbox"/> 06 <input type="checkbox"/> 06A <input type="checkbox"/> 06B <input type="checkbox"/> 06C <input type="checkbox"/> 07	<input type="checkbox"/> Code Enf Blight <input type="checkbox"/> Code Enf Housing <input type="checkbox"/> Code Zoning <input type="checkbox"/> Permit Commercial-Building <input type="checkbox"/> Permit Commercial- Electrical <input type="checkbox"/> Permit Commercial-FC <input type="checkbox"/> Permit Commercial-PLMB MECH <input type="checkbox"/> Permit Commercial-Zoning	<input type="checkbox"/> Permit Residential-Alt <input type="checkbox"/> Permit Residential-FC <input type="checkbox"/> Permit Residential-New/Add <input type="checkbox"/> Permit Residential-Repair <input type="checkbox"/> Private Infrastructure <input type="checkbox"/> Private Infrastructure Bldg <input type="checkbox"/> Private Infrastructure Elec <input type="checkbox"/> Private Infrastructure Plumb <input type="checkbox"/> Private Infrastructure Zoning <input type="checkbox"/> Public Infrastructure <input type="checkbox"/> Public Infrastructure Bldg <input type="checkbox"/> Public Infrastructure Elec <input type="checkbox"/> Public Infrastructure Plumb <input type="checkbox"/> Public Infrastructure <input type="checkbox"/> Zoning

Approved By

Name _____ Signature _____ Date _____
 Building Official

Name _____ Signature _____ Date _____
 Planning Director

Please upload the completed form to the I.T. Portal Accele Request Page: <https://cityofOaklandprod.service-now.com>
 GET HELP/ACCELA REQUESTS . The following information will be provided to you by Administrator via email.

User ID	Password	Environment	
		Support/Production	av.supp.accele.com\av. .com

New user accounts: User must change Password at next Log in, Password need to reset every 6 months

* [Read Only Access](#) only needs respective department head signature.
[Higher Access](#) requires either Building or Planning Deputy's signature.