

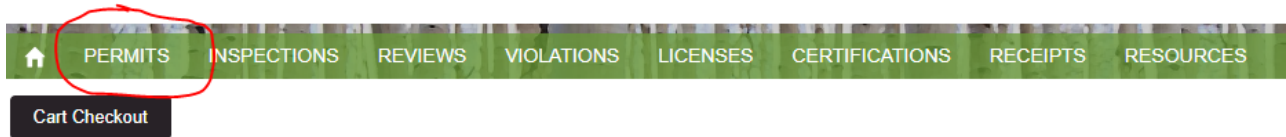


City of Aspen Salesforce Applicant Portal

How To: Request an Inspection

Instructions

1. On the green menu bar along the top of the page, click the Permits tab.



The following activities can now be completed on the portal:

- Applications for these permits: tent, fence, sign, temp encroachment, permanent encroachment, tree, electrical, mechanical, plumbing, and park
- Applications for contractor licenses and individual certifications

Thank you for your patience as we continue to improve the portal.

WELCOME TO THE CITY OF ASPEN PORTAL!

A place where you can easily manage your permits, land use cases, licenses, and communicate with your City of Aspen coordinators.

Please go to the links below to access checklists, instructions, and forms you may need to upload along with your land use or permit application.

[Building Permit Fee Estimator - *Coming Soon*](#)
[Permit Links, by Type and Department](#)
[REMP Calculator](#)

[Land Use Planning Department](#)
[Residential ECU Calculator](#)
[Water Utility Connection](#)

2. Click on the blue link (permit number) of the permit on which you want to request an inspection. Note: permit must be in "issued" status to request an inspection.

12	0575-2018-TREE	Tree	Permit Review	123
13	0504-2018-BRES	Building	Permit Review	123
14	0524-2018-ELEC	Electrical	Issued	123

3. Once viewing the permit, click on the *RELATED* tab (located next to *DETAILS*).

Cart Checkout



Permit
0524-2018-ELEC

DETAILS

RELATED

Number
0524-2018-ELEC

Record Typ
Electrical

Type
Electrical

Owner
 AnnM

Applicant
[ASPEN TEST](#)

Status
Issued

Account

Reason for

4. Scroll down until you see the list of inspections. If you don't see the inspection you are trying to schedule, click the *View All* link.

Inspections (6+)			
NUMBER	STATUS	TYPE	SUBTYPE
INS-0007425-18	Requested	Electric	220 - Construction S...
INS-0007426-18	Pending	Electric	221 - Underground
INS-0007427-18	Pending	Electric	222 - Rough Electrical
INS-0007428-18	Pending	Electric	223 - Permanent Ser...
INS-0007429-18	Pending	Electric	224 - Bonding
INS-0007430-18	Pending	Electric	225 - Special Electrical

[View All](#)

5. Once you find the correct inspection, click on the blue link to open it.

Permits > 0524-2018-ELEC
Inspections

7 items • Updated a few seconds ago

	NUMBER	STATUS	TYPE	SUBTYPE
1	INS-0007425-18	Requested	Electric	220 - Construction Service
2	INS-0007426-18	Pending	Electric	221 - Underground
3	INS-0007427-18	Pending	Electric	222 - Rough Electrical
4	INS-0007428-18	Pending	Electric	223 - Permanent Service
5	INS-0007429-18	Pending	Electric	224 - Bonding
6	INS-0007430-18	Pending	Electric	225 - Special Electrical
7	INS-0007431-18	Pending	Electric	226 - Final Electrical

6. Once the inspection is open, click *Request Inspection* at the top right of the page.

Inspection
INS-0007427-18

+ Follow Request Inspection

DETAILS RELATED

Number INS-0007427-18	Owner MEPs - Inspection
Type Electric	Status Pending
Subtype 222 - Rough Electrical	Scheduled Start Date
Requested Date	

Post

Share an update... Share

Search this feed...

7. A *Request Inspection* window will open. Here, select your requested date and time. Note: times are subject to change.

Request Inspection

Requested Date

Date 10/31/2018

Time 10:00 AM

Inspection Request Notes

|

Cancel Save

8. In the *Inspection Request Notes* field, please include a Contact Name and Phone Number, as well as any miscellaneous information, such as a gate code, etc.

Request Inspection

Requested Date

Date 10/31/2018

Time 10:00 AM

Inspection Request Notes

Contact - John Doe (555) 555-555 - You need to enter through back gate from alley|

Cancel Save

9. Once complete, click *Save*. After a moment, a green bar that reads “Inspection was Saved” indicates that the Inspection Request was submitted. You will also see that the status of the

inspection has changed from *Pending* to *Requested*. This request will now appear in the inspectors' list to be scheduled.



Inspection
INS-0007427-18

DETAILS

RELATED

Number	Owner
INS-0007427-18	MEPs - Inspection
Type	Status ⓘ
Electric	Requested
Subtype	Scheduled Start Date
222 - Rough Electrical	
Requested Date	
10/31/2018 10:00 AM	
...	