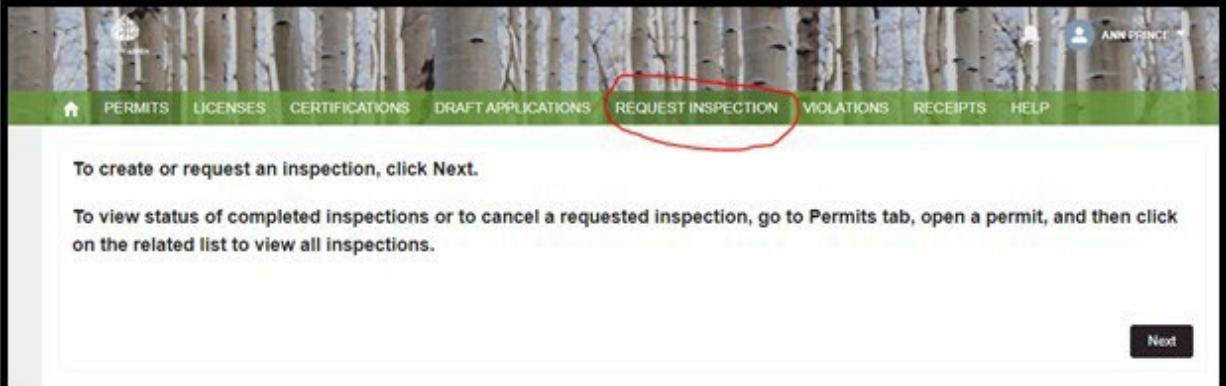


How to request an inspection?

1. Login with your account to our Applicant Portal
2. Click on the Request Inspection Tab at the top of the screen.

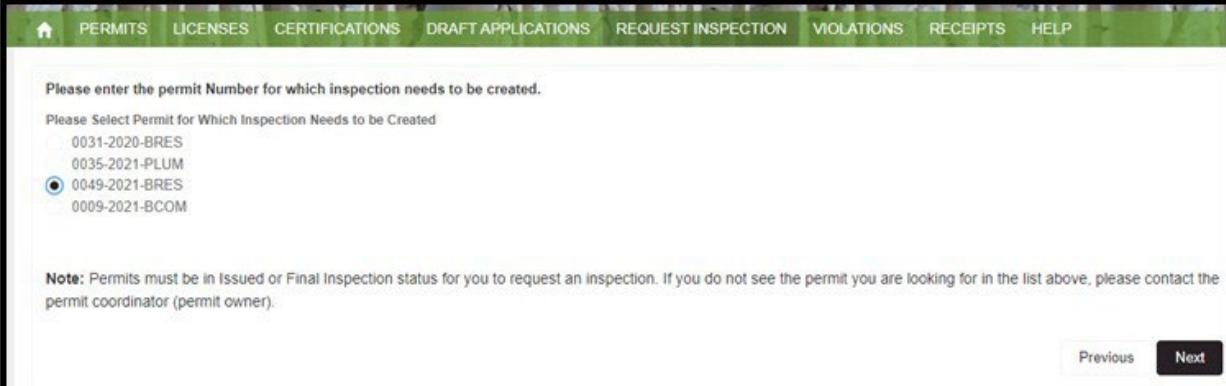


To create or request an inspection, click Next.

To view status of completed inspections or to cancel a requested inspection, go to Permits tab, open a permit, and then click on the related list to view all inspections.

Next

3. Once you click on Next, the system will provide a list of permits that allow inspections (in issued or final inspection status).



Please enter the permit Number for which inspection needs to be created.

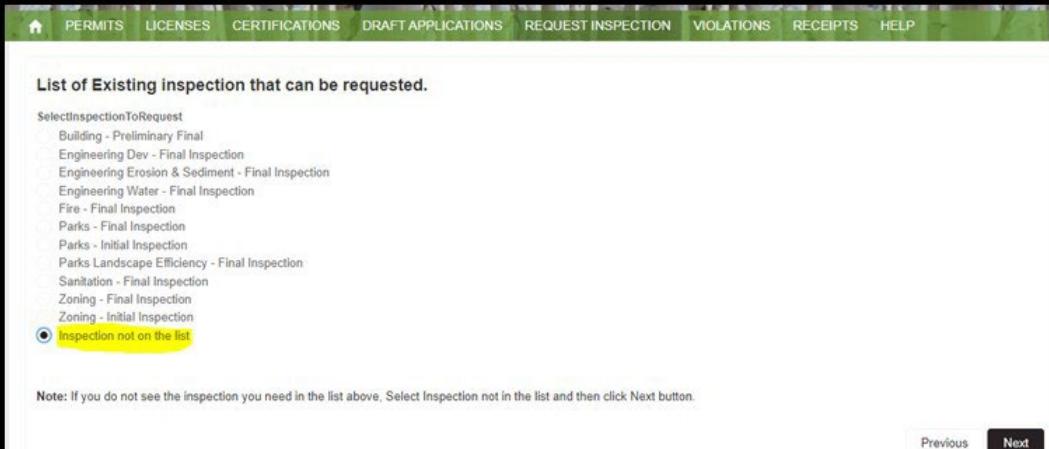
Please Select Permit for Which Inspection Needs to be Created

0031-2020-BRES
0035-2021-PLUM
 0049-2021-BRES
0009-2021-BCOM

Note: Permits must be in Issued or Final Inspection status for you to request an inspection. If you do not see the permit you are looking for in the list above, please contact the permit coordinator (permit owner).

Previous Next

4. You can select the permit and click next. Then you will see a list of system-generated inspections awaiting request. Once you see the inspection you want, you can select it and be taken to a request form to enter date/time, etc. If you do not see the inspection you want, you can click *Inspection not on the list* and click Next.



List of Existing inspection that can be requested.

SelectInspectionToRequest

Building - Preliminary Final
Engineering Dev - Final Inspection
Engineering Erosion & Sediment - Final Inspection
Engineering Water - Final Inspection
Fire - Final Inspection
Parks - Final Inspection
Parks - Initial Inspection
Parks Landscape Efficiency - Final Inspection
Sanitation - Final Inspection
Zoning - Final Inspection
Zoning - Initial Inspection

Inspection not on the list

Note: If you do not see the inspection you need in the list above, Select Inspection not in the list and then click Next button.

Previous Next

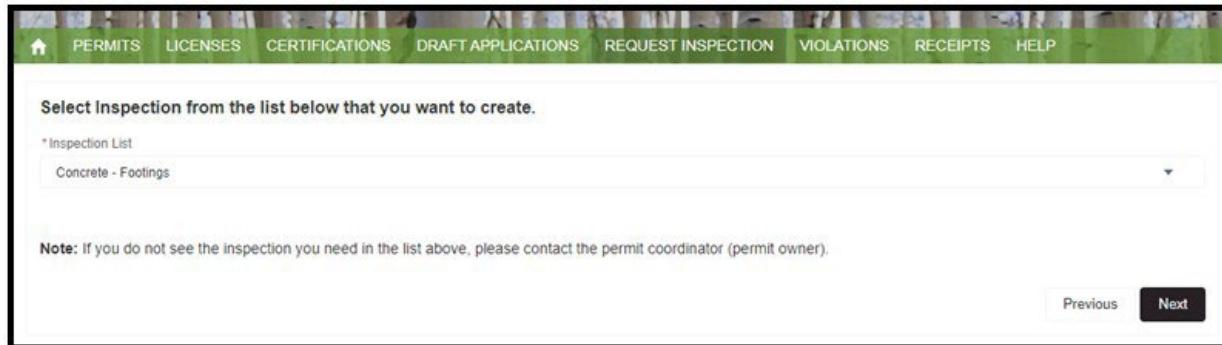
5. When you click next, you will be taken to a picklist screen where you can pick from all the building inspections available for the permit type.

Select Inspection from the list below that you want to create.

* Inspection List

- APECC - Foundation Insulation
- APECC - Glazing
- APECC - Insulation
- APECC - Pool
- APECC - Slab Edge
- APECC - Snowmelt
- APECC - Spa
- Building - Drywall
- Building - Foundation
- Building - Radon
- Building - Roof Ventilation
- Building - Rough Framing
- Building - Special Building Inspection
- Concrete - Bond Beam
- Concrete - Caissons
- Concrete - Footings
- Concrete - Pads
- Concrete - Piers
- Concrete - Structural Slabs
- Concrete - Wall Core

6. You can select the inspection type you want, click next and be taken to the request inspection screen.



Select Inspection from the list below that you want to create.

* Inspection List

- Concrete - Footings

Note: If you do not see the inspection you need in the list above, please contact the permit coordinator (permit owner).

Previous Next

7. Inspection will be created in Requested status. When you click Finish, you will be redirected back to Request Inspection tab to either enter another inspection or navigate to different tab.

Inspection of type Concrete - Footings has been created.

Finish

If you have questions, please contact the appropriate department:

Referral Agency

Building
 Engineering Construction Mitigation Management (CMP)
 Engineering Dev Rev
 Engineering Soils/Erosion
 Engineering Water
 Historic Preservation
 Parks
 Recycling
 Sanitation
 Utilities
 Water Efficient Landscaping Standards (WELS)
 Zoning

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