

## How to See What Inspections Are Needed

1. Navigate to your list of permits in the Salesforce portal by clicking on the “Permits” tab at top of screen.



2. Scroll down and click the permit number you wish to see the required inspections for.  
**Note: The permit status must be “issued” to show required inspections.**

A screenshot of a Salesforce list view titled "My Submitted Permits - Applicants". The table has columns for Number, Type, Applicant, Status, Address, and Issue Date. The third row, which corresponds to permit number 0028-2019-BRES, has its status cell and the word "Issued" highlighted with a red circle. The permit number itself is also circled in red. The table shows four total items.

3. Scroll down and click the “Related” tab above the permit details.

A screenshot of the detail view for permit number 0028-2019-BRES. The "RELATED" tab is highlighted with a red circle. The page displays various details about the permit, including its number, type, and assigned owner. On the right side, there is a "Post" section with a "Share an update..." input field and a "Share" button, along with a "Search this feed..." input field.

4. Scroll down to find the “Inspections” section. Click “View All.”

A screenshot of the "Inspections" section, which contains 6+ items. The table has columns for Number, Status, Type, and Subtype. The "View All" button at the bottom right of the table is highlighted with a red circle.

5. On this page you will see all the required inspections for this permit. Don't forget to use the scroll bar to see the full list.

Permits > 0028-2019-BRES Inspections										
17 items • Updated a few seconds ago										
Number	Status	Type	Subtype	Requested ...	Co...	Ow...	Ow...	Permit Ins...		
1	<a href="#">INS-0002230-19</a>	Pass/Accepted	HPC	5/28/2020 9:11 AM	5/28/2020	Renee	Espinosa	Initial Inspection	▼	▼
2	<a href="#">INS-0002232-19</a>	Pass/Accepted	Concrete	Bond Beam	2/24/2020			Initial Inspection	▼	▼
3	<a href="#">INS-0002259-19</a>	Pass/Accepted	Fire		5/28/2020			Final Inspection	▼	▼
4	<a href="#">INS-0006384-20</a>	Pass/Accepted	Comm Dev		8/31/2020	Rebecca	Wallace		▼	▼
5	<a href="#">INS-0003635-20</a>	Pass/Accepted	Zoning		5/28/2020			Final Inspection	▼	▼
6	<a href="#">INS-0012171-20</a>	Pass/Accepted	Building	Final Building	8/31/2020			Final Inspection	▼	▼
7	<a href="#">INS-0006222-21</a>	Pending	Parks Landscape Efficiency					Final Inspection	▼	▼
8	<a href="#">INS-0006223-21</a>	Pending	Engineering Erosion & Sediment						▼	▼
9	<a href="#">INS-0006224-21</a>	Pending	Sanitation					Final Inspection	▼	▼
10	<a href="#">INS-0006225-21</a>	Pending	Parks					Final Inspection	▼	▼

6. Ready to request an inspection? Click the “Request Inspection” tab at the top of the screen and follow the prompts. [Click here for more detailed information about how to request an inspection.](#)

