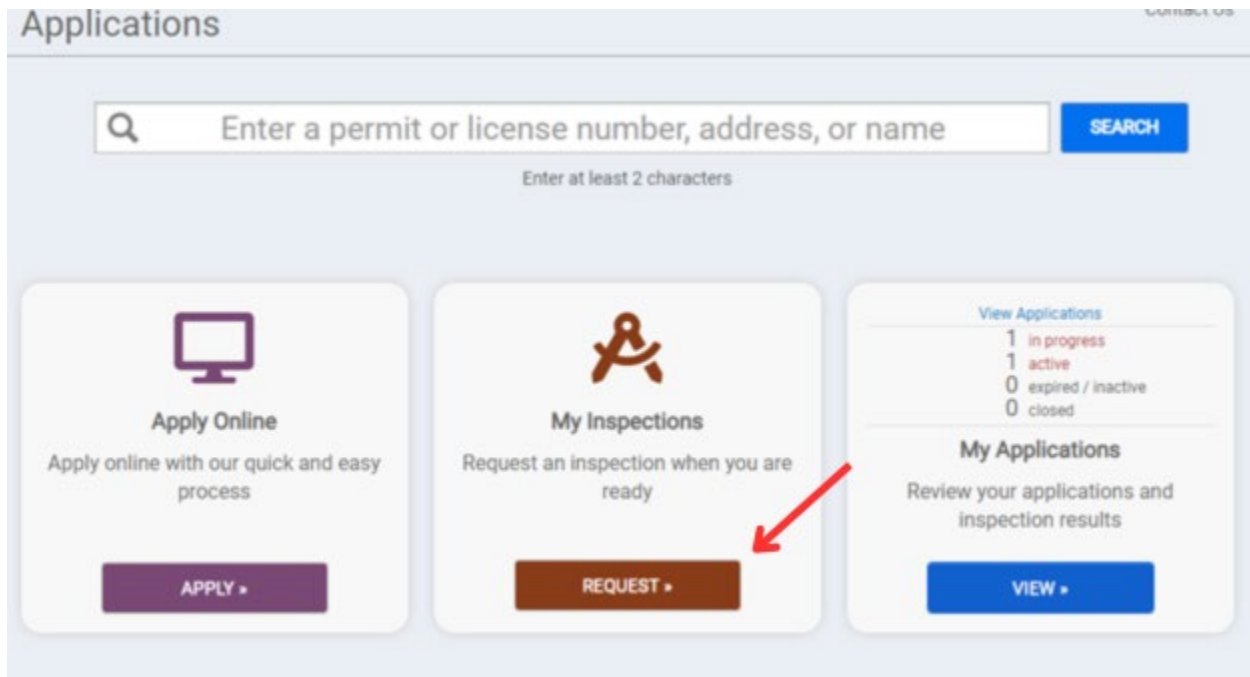


Inspections are only available to request after a permit is issued.

1. From the user dashboard, select **Request** from the My Inspections tile.




2. Select the permit from the drop-down application list.
3. Select an **Inspection Type** from the list.

### Request an Inspection



#### Before you request an inspection:

- Verify the work is complete, pre-tested, uncovered and accessible.
- Have a copy of approved plans, permits and other paperwork on site.
- Submit your request no later than 4pm the day prior to the requested inspection date.

Application:  

Only ISSUED Permits with No Fees Due or PENDING/VALID Licenses that are NOT EXPIRED will be available for inspection requests

Inspection Type:

Requested For:   

Requested For Time Slot:

Comments:

4. Click the **Calendar** to view availability.
5. Enter the requested time.

## request an inspection

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Requested For:

Requested For Time:

Slot: 

| Su | Mo | Tu | We | Th | Fr | Sa  |
|----|----|----|----|----|----|-----|
|    |    |    |    |    |    | 1 2 |
| 3  | 4  | 5  | 6  | 7  | 8  | 9   |
| 10 | 11 | 12 | 13 | 14 | 15 | 16  |
| 17 | 18 | 19 | 20 | 21 | 22 | 23  |
| 24 | 25 | 26 | 27 | 28 | 29 | 30  |
| 31 |    |    |    |    |    |     |

Comments:

6. In the **Comments**, please include a contact name and phone number to ensure the inspector can reach out as needed.
7. Click **Request Inspection**.