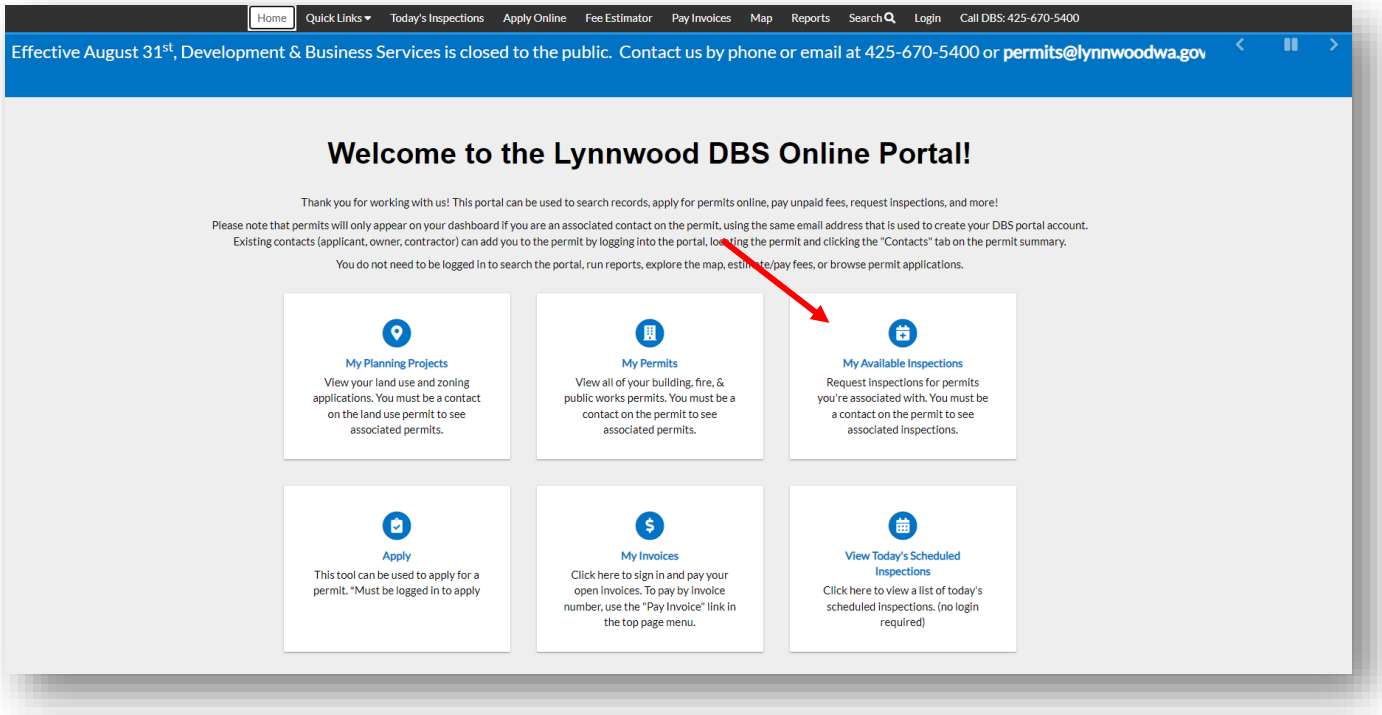
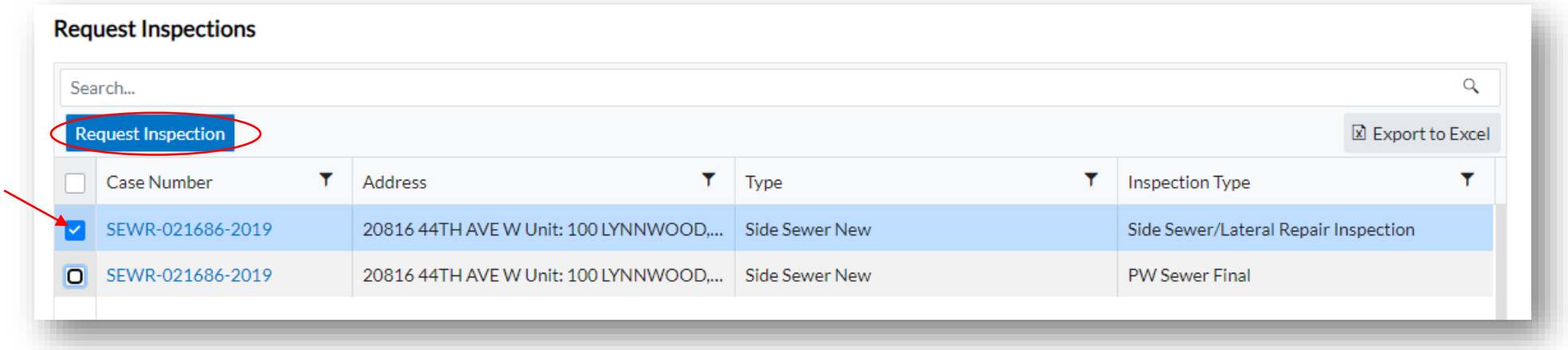
DBS Online Portal Users Guide

Request Inspections

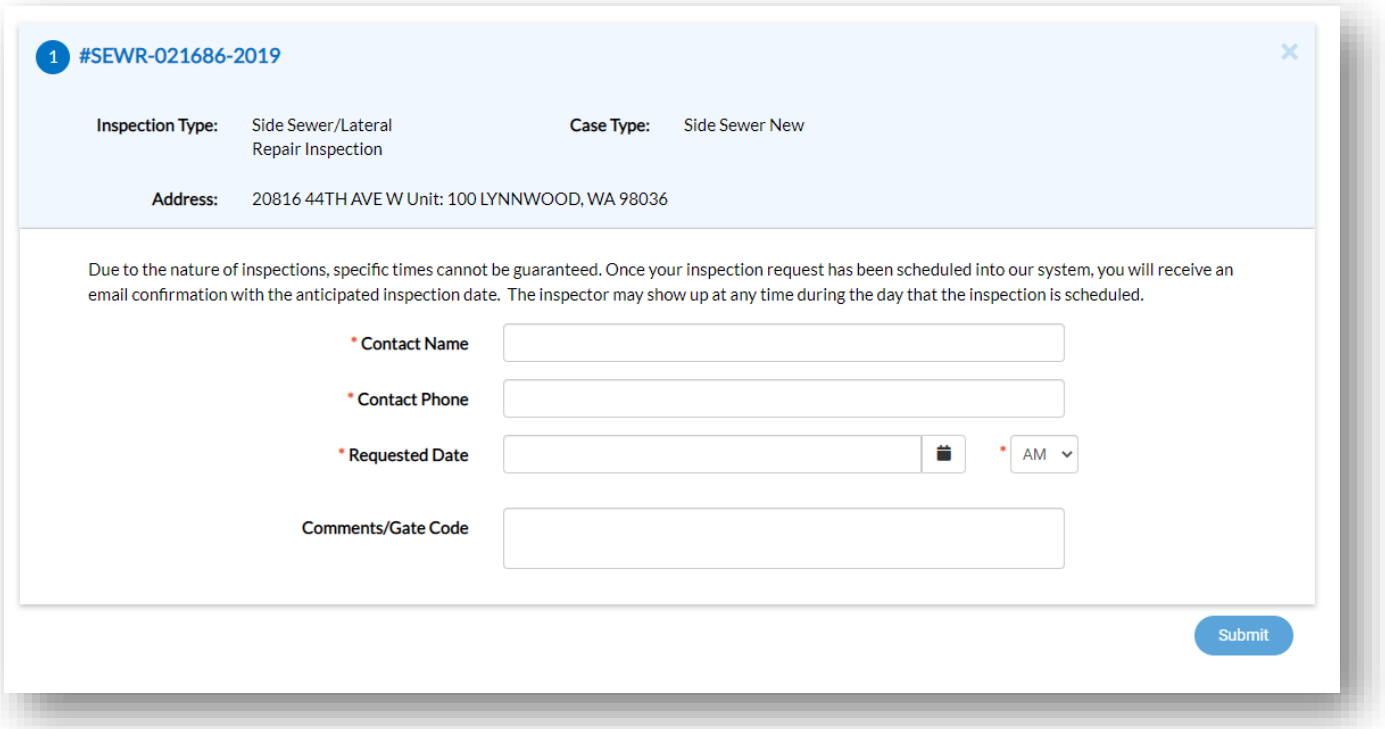


1. Log into DBS Portal
2. Click “My Available Inspections” button located on the Home page



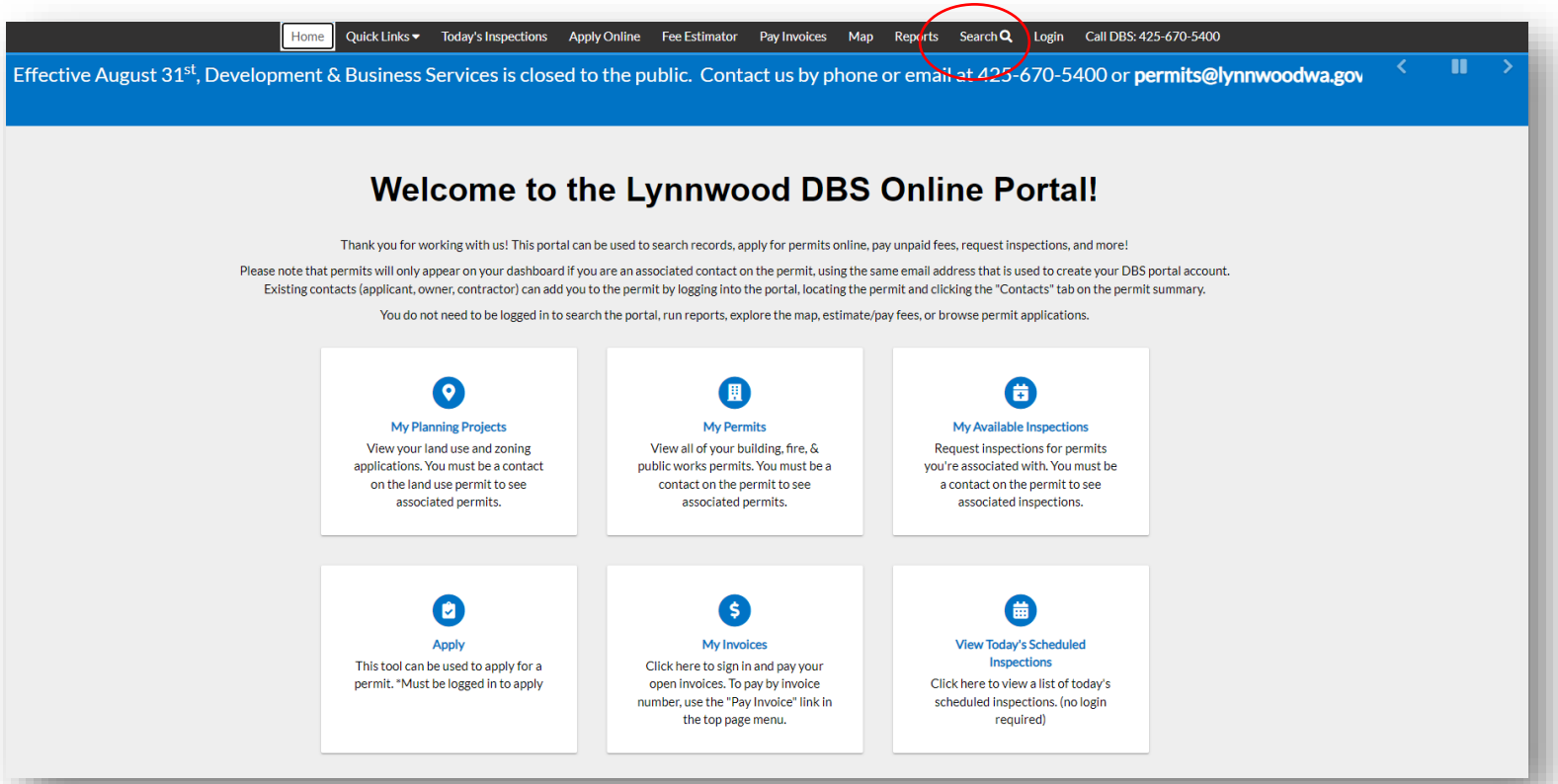
3. Select the inspection(s) you wish to request and click the “Request Inspection” button above the list.

4. Enter the required fields and click “Submit” to submit your request
    - You should see a success screen if your request has been successfully requested
    - You should receive a confirmation email that your request has been received



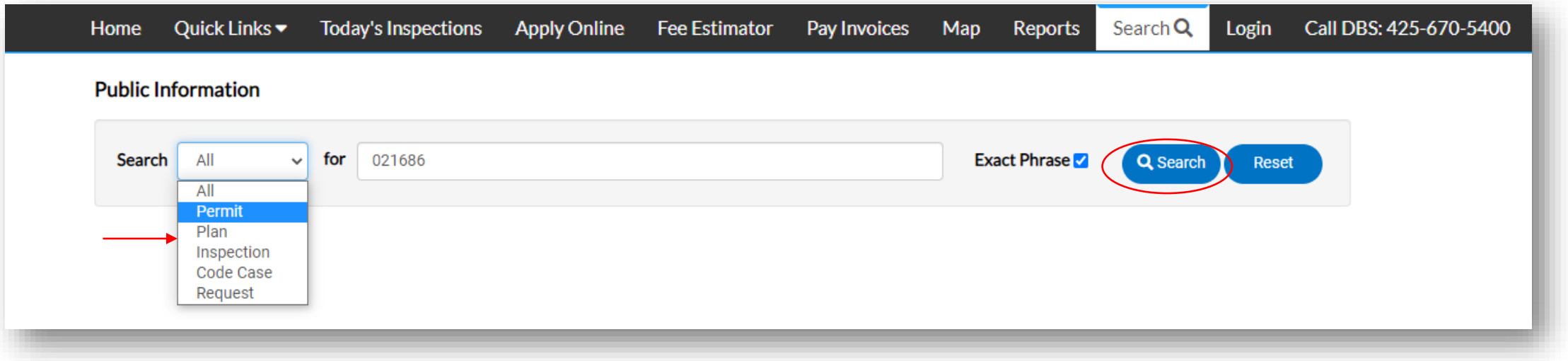
1. Log into DBS Portal
    - Users must be logged into the DBS Portal in order to request an inspection

2. Click "Search" on the top menu bar.

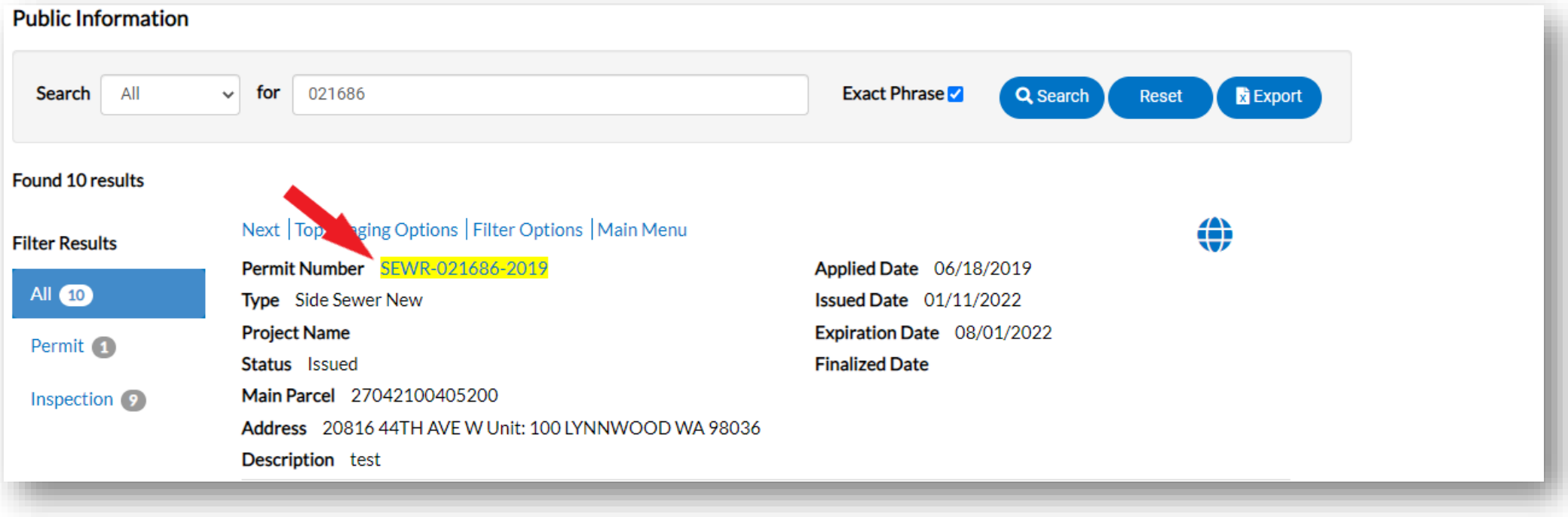


3. Enter your search criteria & click the Search button:

- Change "Search: All" to "Search: Permits“
- Enter the numerical portion of your permit number (For example, if your permit number is ELEC-012345-2016, enter 12345)

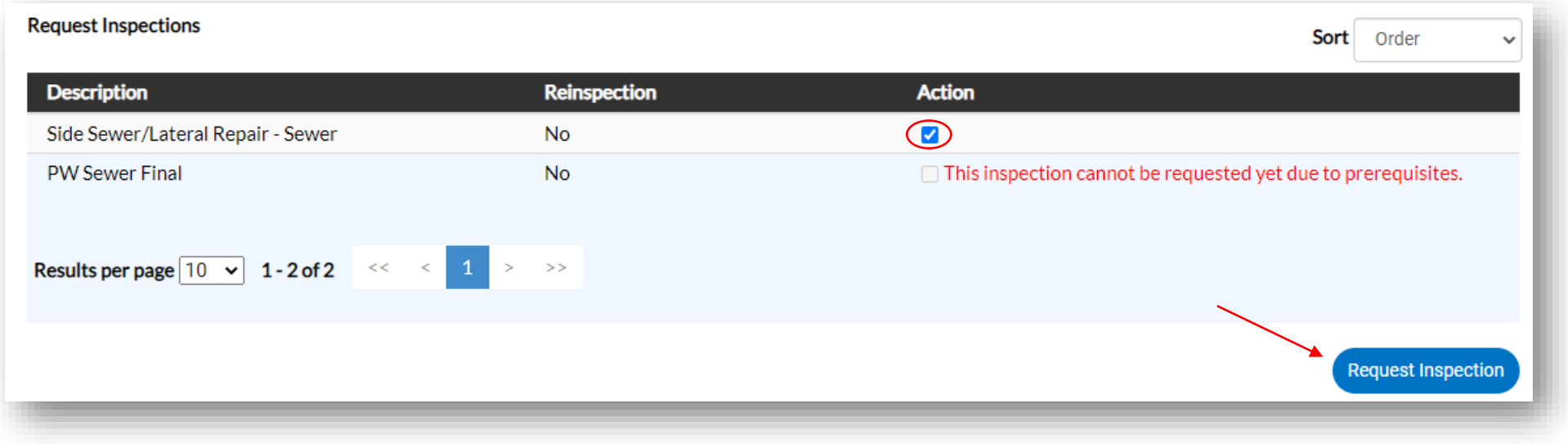


4. Select your permit number from the search results list

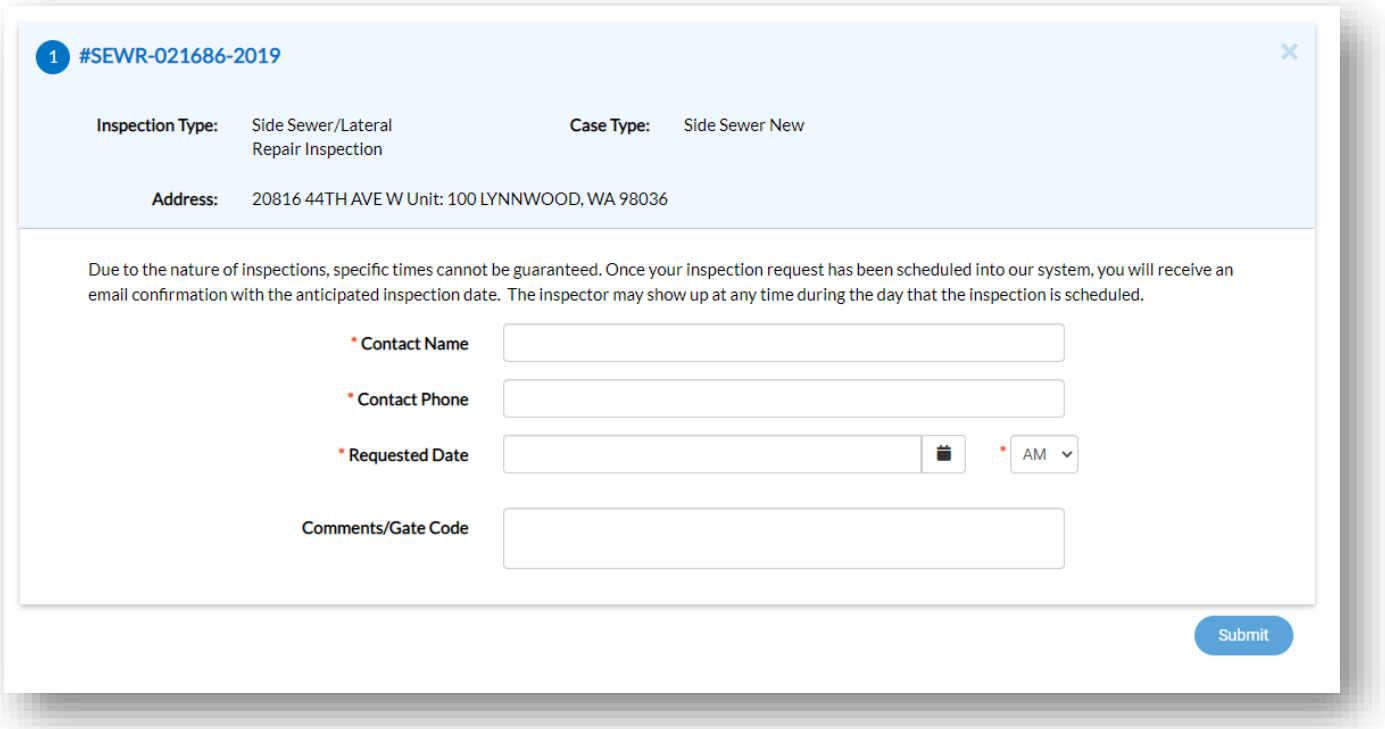


5. Scroll down to the "Request Inspections" section and check the box of the inspection(s) you want to request, then click the "Request Inspection" button below it.

- [Why are there no checkboxes available to me?]
- [Why is there a red message that reads "This inspection cannot be requested yet due to prerequisites"?]

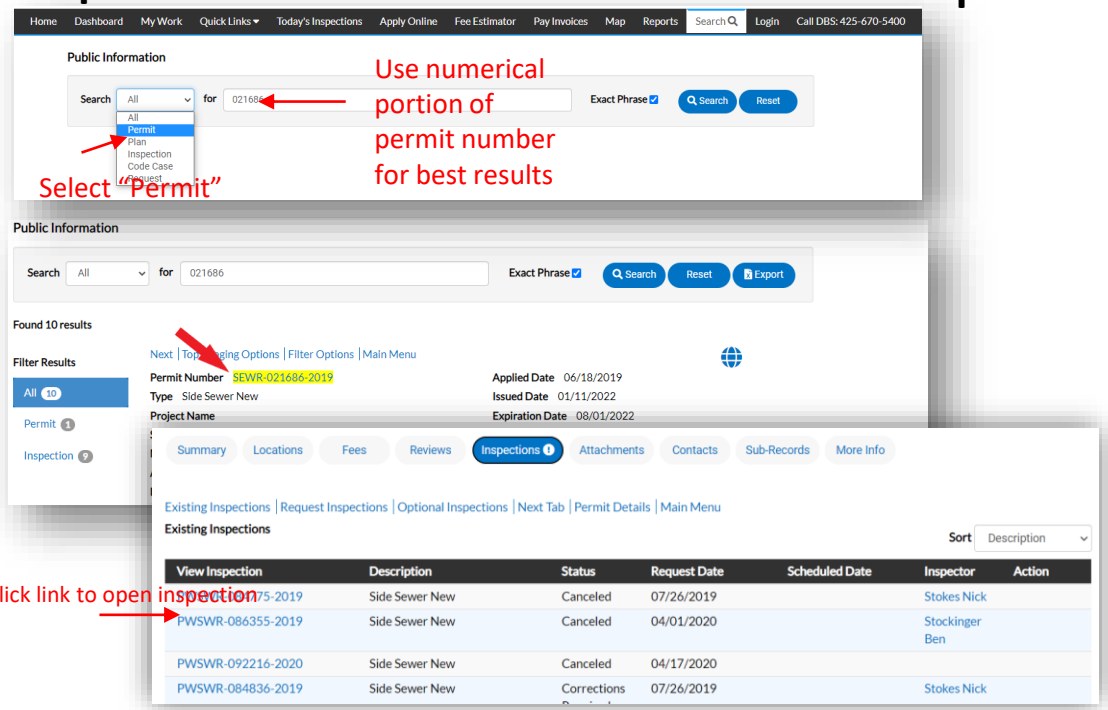


6. Enter the required fields and click “Submit” to submit your request
    - You should see a success screen if your request has been successfully requested
    - You should receive a confirmation email that your request has been received

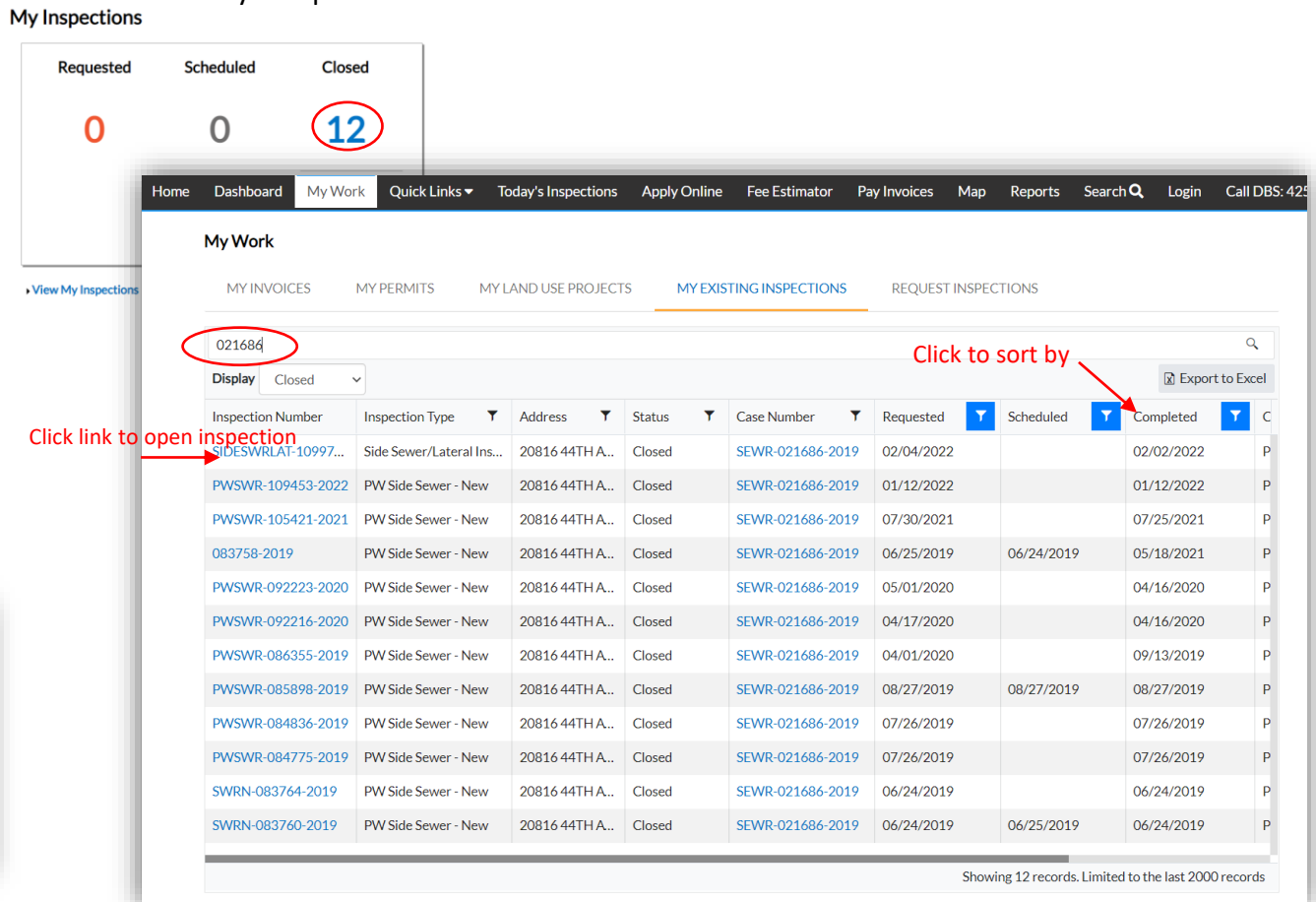


1. Navigate to your inspection
   a) *Best for Non-Registered Users*
   Either start by searching for the permit & click the inspections tab, or
   b) *Best for Registered Users*
   From the dashboard, click “Closed” inspections. You may filter by permit number and sort by completed date
   - Click on the inspection you wish to view

Option A:

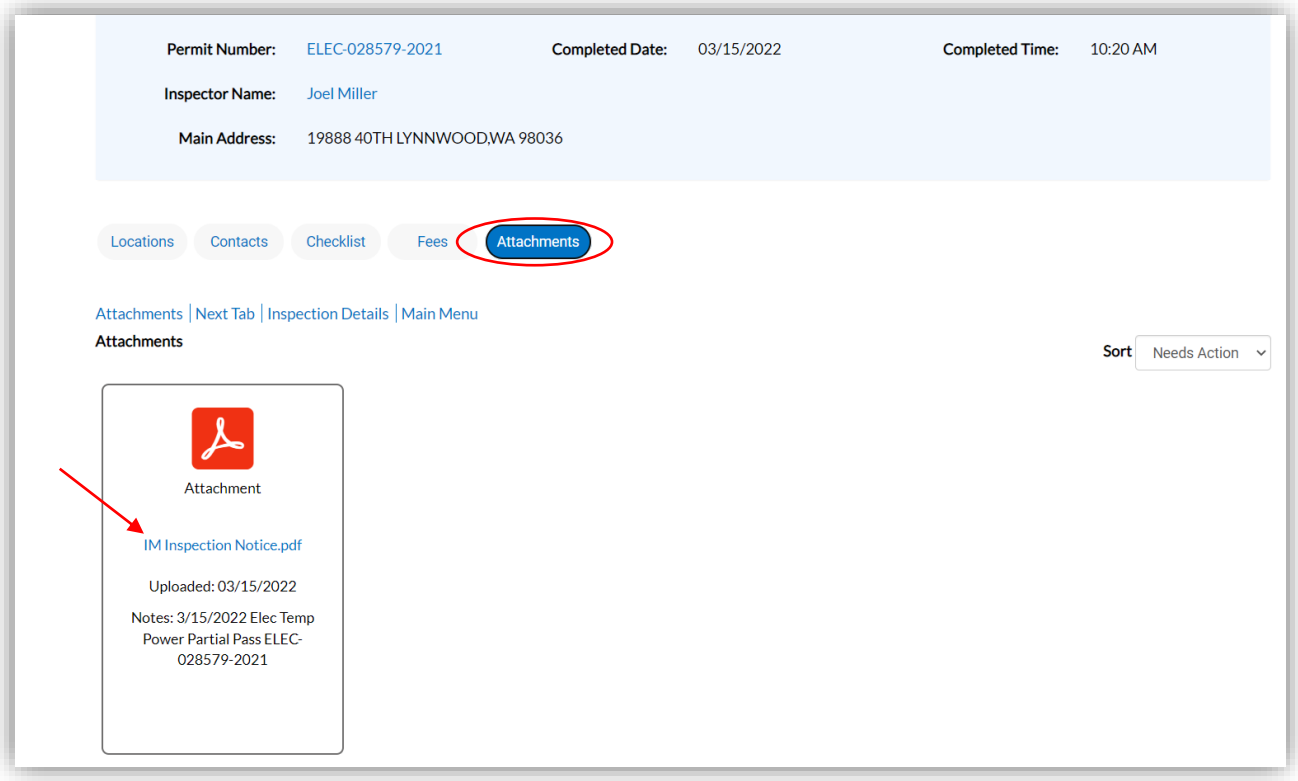


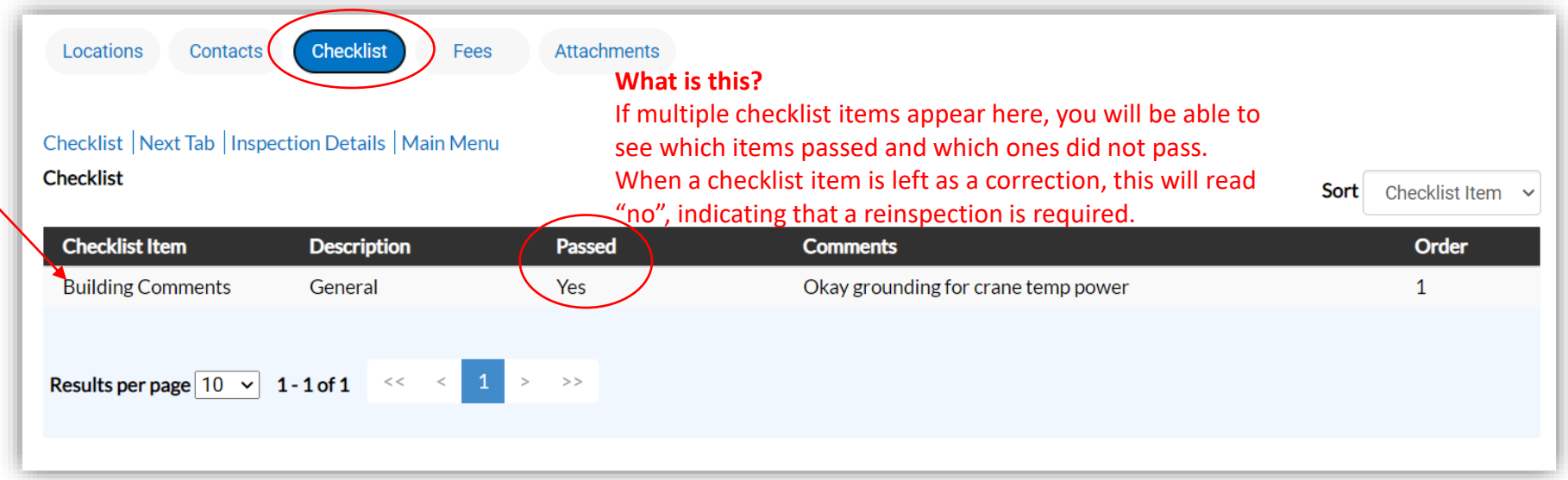
Option B:



2. Navigate to “Attachments”

Once you’ve opened the inspection, click on the “Attachments” tab to see a copy of your Inspection Notice. Click on the attachment name to download copy.



View Corrections

In addition to printing a copy of your inspection notice, which includes a list of corrections, you can click the “Checklist” tab to view detailed correction items or comments from your inspection.