# Requesting and managing permit inspections

You can request to schedule any inspections needed for your permit directly from your Citizen Portal account. You may also have the ability to cancel your inspection or view the inspection schedule details. *Note: The options available may be limited depending on the configuration set up by your jurisdiction.*

Requesting an Inspection

You can request an inspection from several different areas in the Citizen Portal. You must be <u>logged in</u> to request an inspection.

From the My Inspections Section

1. Click **Go** on the Applications section from the home page.
2. Click **Request** from the My Inspections section.
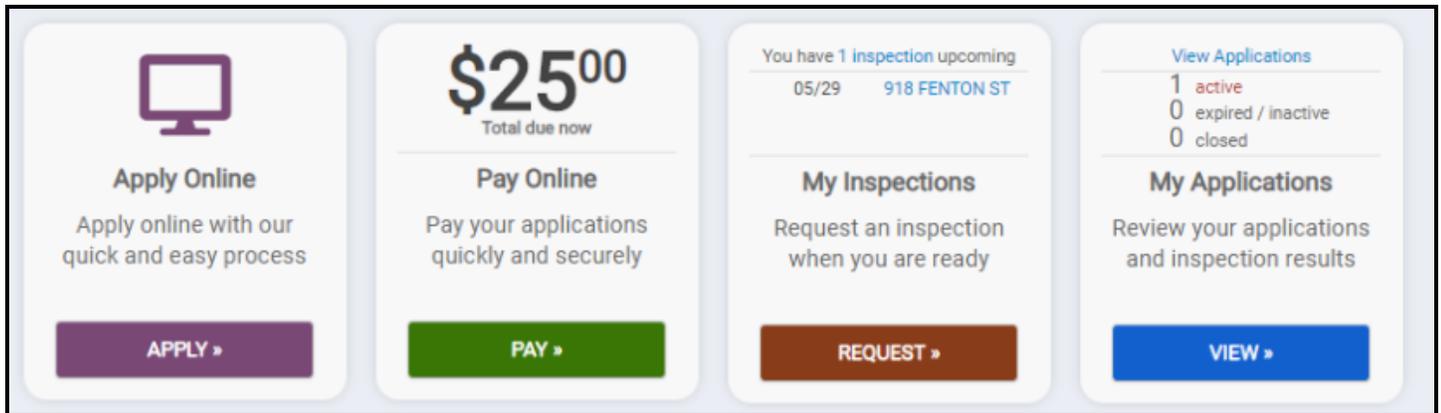
3. Select the **Application** that requires an inspection from the drop-down menu.
4. Select the correct **Inspection Type** from the drop-down menu.
5. Click the calendar icon (📅) and select the desired date for this inspection. *Note: Any date on the calendar that is shaded cannot be selected.*
6. Choose a **Time Slot** from the drop-down menu.
7. Enter any additional **Comments** if necessary. This may include a contact phone number, scheduling needs, or any information that may be beneficial to the inspector prior to arrival.
8. Click the **Request Inspection** button. Your inspection request will be submitted to the jurisdiction for approval.

From the Inspection Schedule Section

1. Click **Go** on the Applications section from the home page.
2. Click the **Inspection Schedule** button in the Other Services section.
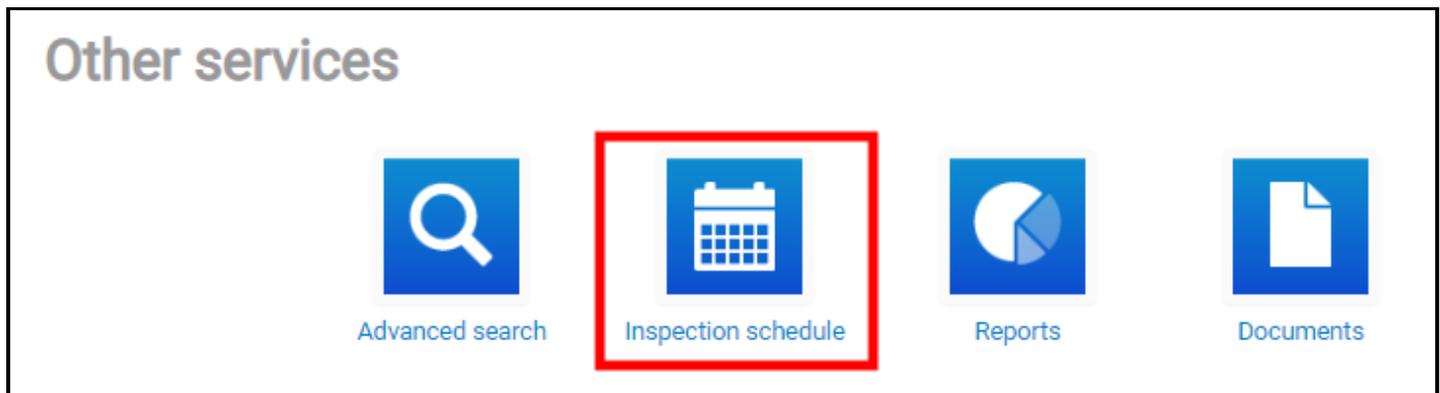
3. Click the **Request Inspection** button.
4. Select the **Application** that requires an inspection from the drop-down menu.
5. Select the correct **Inspection Type** from the drop-down menu.
6. Click the calendar icon (📅) and select the desired date for this inspection. *Note: Any date on the calendar that is shaded cannot be selected.*
7. Choose a **Time Slot** from the drop-down menu.
8. Enter any additional **Comments** if necessary. This may include a contact phone number, scheduling needs, or any information that may be beneficial to the inspector prior to arrival.
9. Click the **Request Inspection** button. Your inspection request will be submitted to your jurisdiction for approval.

From the Permit Application

1. Click **Go** on the Applications section from the home page.
2. Click **View** on the My Applications section.
3. Select the permit application number that requires an inspection.
4. There are two ways to request an inspection:
   - Click the **Request** button in the details box at the top of the permit.

   - Or click the **Request** button next to the inspection you would like to request in the Inspections section of the permit.

5. Confirm that the correct **Inspection Type** is selected from the drop-down menu.

6. Click the calendar icon (📅) and select the desired date for this inspection. *Note: Any date on the calendar that is shaded cannot be selected.*

7. Choose a **Time Slot** from the drop-down menu.

8. Enter any additional **Comments** if necessary. This may include a contact phone number, scheduling needs, or any information that may be beneficial to the inspector prior to arrival.

9. Click the **Request Inspection** button. Your inspection request will be submitted to your jurisdiction for approval.

Viewing and Canceling your Inspections

You can easily view your scheduled and requested inspections and cancel them if needed. *Note: The options available may be limited depending on the configuration set up by your jurisdiction.*

1. Click **Go** on the Applications section.

2. At the top of the My Inspections section, you can see how many upcoming inspections you have scheduled. Click the _ **Inspections** link to view the list of your upcoming inspections.

3. On this page, you can see the date and time of your scheduled and requested inspections as well as the assigned inspectors. You may also be able to cancel your inspection from this page.
   - If you need to cancel this inspection, click the **Cancel** link. You must enter a **Comment** and then click **Cancel Inspection**.

Viewing Inspection Results

1. Click **Go** on the Applications section.
2. Click **View** on the My Applications section.
3. Select the appropriate permit application number.
4. Scroll down to the Inspections section. The Status column will show the results of the inspection.
5. To see the details of the inspection, click the document icon (📄) to open the Inspection Results report.