

# Requesting and managing permit inspections

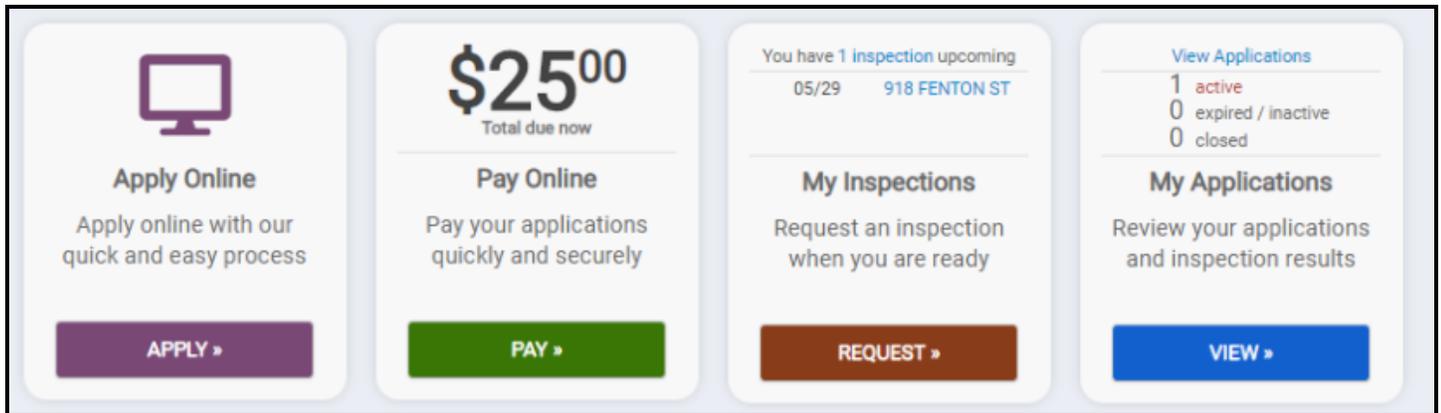
You can request to schedule any inspections needed for your permit directly from your Citizen Portal account. You may also have the ability to cancel your inspection or view the inspection schedule details. *\*Note: The options available may be limited depending on the configuration set up by your jurisdiction.*

## Requesting an Inspection

You can request an inspection from several different areas in the Citizen Portal. You must be [logged in](#) 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.

## Request an Inspection

### Inspection Request Introduction

Application: AML-19-00013 : ANIMAL LICENSE : 11000 Regency Pkwy, Cary ▾

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

Inspection Type: SITE INSPECTION ▾

Requested For: 1/10/2020 

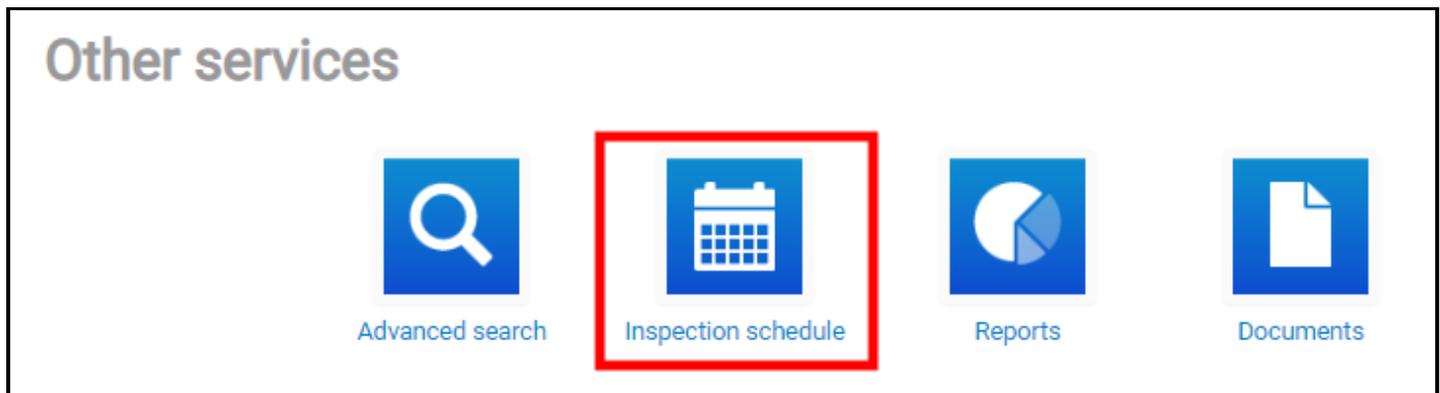
Requested For Time Slot: 1:00 ▾

Comments: Please call me when you are on your way. I will need to open the gate when you arrive.

✓ Request Inspection

## 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.

## Request an Inspection

### Inspection Request Introduction

Application: AML-19-00013 : ANIMAL LICENSE : 11000 Regency Pkwy, Cary

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

Inspection Type: SITE INSPECTION

Requested For: 1/10/2020

Requested For Time Slot: 1:00

Comments: Please call me when you are on your way. I will need to open the gate when you arrive.

Request Inspection

## 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:
  - o Click the **Request** button in the details box at the top of the permit.

**COMM-2020-001** Commercial New Generate Permit PDF Contact

<b>Address:</b> 1313 Mockingbird Lane E San Diego, WA 92114 Parcel #: 000000000000	<b>Status:</b> Permit has been issued	<b>Submitted:</b> 1/7/2020 <b>Approved:</b> 1/7/2020 <b>Issued:</b> 1/7/2020 <b>Closed:</b> <b>Expires:</b> 7/5/2020	<b>Inspections:</b> Required: 15 Requested: 0 Reinspect: 0 Complete: 0	<b>Due Now:</b> <b>\$0<sup>0</sup></b> Additional fees may be required
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Request >

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

🔍 Inspections	
Permit Inspections Introduction	
	Date Status
B-Electrical	<b>Request &gt;</b>
B-Footings	Request >
B-Stem/Foundation Wall/Piers and Masonry	Request >

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.

### Request an Inspection

Inspection Request Introduction

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:

✔ Request Inspection

## 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.

**You have 5 inspections upcoming**

09/19 1313 E mockingbird Lane, San Diego  
 09/20 7:00 am 1313 E mockingbird Lane, San Diego  
 09/24 4:00 pm 1313 E mockingbird Lane, San Diego

**My Inspections**

Request an inspection when you are ready

[Request »](#)

- 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**.

Upcoming Inspections		
Inspection	Inspector	Date
B-Misc inspections that pertain to inspections above this point&special insps. 1313 E mockingbird Lane, San Diego <a href="#">COMM-2019-138</a>	Not Assigned	Requested for 9/19/2019 <a href="#">Cancel</a>
B-Electrical 1313 E mockingbird Lane, San Diego <a href="#">COMM-2019-138</a>	Not Assigned	Requested for 9/20/2019 at 7:00 am <a href="#">Cancel</a>

## Viewing Inspection Results

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

🔖 Inspections			
Permit Inspections Introduction			
	Date	Status	
<b>B-Electrical</b>	9/20/2019 7:00 am requested	Awaiting Inspection	<a href="#">Cancel »</a>
<b>B-Footings</b>	9/19/2019 4:00 pm requested	Cancelled	
	9/19/2019 4:00 pm scheduled	Cancelled	
	9/19/2019	Approved 📄	