



Planning & Community  
Development

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# Online Inspection Scheduling

Before inspections can be scheduled online, users must first have an online account. Public user accounts can be created at will and contractor/professionals need to contact us for account creation. Please see separate Online Account Setup information handouts.

## My Dashboard

On your dashboard under **My Active Inspections** you will see inspections linked to your active permits. This includes available inspections that can be scheduled now and **Unavailable** inspections that can be scheduled in the future.

HOME | DASHBOARD | VIEW/EDIT PROFILE | LOG OUT | LOGGED IN AS: TEST AEC CONTRACTOR

My Dashboard

Permits  
Search Permit

Projects  
Search Projects

Properties  
Search Property

Inspections  
Schedule  
Cancel  
Scheduled

Contact  
Contact us

Hello Test AEC Contractor.  
Below is a Dashboard of your current activities.

**My Active Permits** 1 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE
DEM18-0002		DEMOLITION	ISSUED		\$0.00

**My Active Inspections** 6 total record(s)

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE
DEM18-0002	PERMIT	ISSUED		DEMO	Unavailable
DEM18-0002	PERMIT	ISSUED		FINAL BUILDING**	Unavailable
DEM18-0002	PERMIT	ISSUED		PRE-CON MEETING	Unavailable
DEM18-0002	PERMIT	ISSUED		CLEARING LIMITS	Unavailable
DEM18-0002	PERMIT	ISSUED		TREE REPLANTING	Unavailable
DEM18-0002	PERMIT	ISSUED		TESC	Schedule

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Identify the inspection you wish to schedule click on **Schedule** in the **DATE** column, e.g. the “TESC” inspection in the screenshot above.

**NOTE:** Inspections with **Unavailable** under the **DATE** column cannot be scheduled until a prior required inspection is passed.

### Hours of Operation:

Monday 8:00 am-5:00 pm  
Tuesday 8:00 am-5:00 pm  
Wednesday 1:00 pm-5:00 pm  
Thursday 8:00 am-5:00 pm  
Friday 8:00 am-5:00 pm

Permit Processing Ends at 4:00 pm Daily

## Inspection Schedule Request Form

You will now see the scheduling request form where you can select a date and time window for the inspection.

HOME | DASHBOARD | VIEW/EDIT PROFILE | LOG OUT | LOGGED IN AS: TEST AEC CONTRACTOR

My Dashboard

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  - Search Permit
- Projects
  - Search Projects
- Properties
  - Search Property
- Inspections
  - Schedule
  - Cancel
  - Scheduled
- Contact
  - Contact us

### Schedule TESC PERMIT Inspection - DEM18-0002

\* Contact Name: Test AEC Contractor

\* Phone Number: (123) 456-7890

\* Site Address: 123 Main St

\* Email Address: test@test.com

Notes: permit and plans located at back door

Inspection Type: TESC

Requested Date: 2/6/2018

Time: AM

**SUBMIT** CANCEL RESET

If it is before 7:00 a.m. you can request an inspection for the same day. Requests received after 7:00 a.m. can only be scheduled the next work day or up to 21 days in advance. You may request a possible morning or afternoon time and we will do our best to accommodate your request.

We appreciate your assistance in helping us prevent unnecessary trips by making sure you are ready for an inspection and the area to be inspected is accessible.

**IMPORTANT:** Always have your City approved plans (stamped, intact with attachments) and permit card on site for each inspection.

Schedule building Fire Investigation Report inspections after structure is stripped and debris is removed.

After submitting the form above you will receive an automated response to inform you that your inspection request has been received. City staff will contact you separately by phone or email to confirm. Please do not respond to the email.

**Name:** Replace the default name that appears with your name, if it is different.

**Phone & Email Address:** Make sure that the phone and email are correct. They will be auto-filled from your online account and may not be your contact info.

**Site Address:** The site address will auto-fill from the Permit record.

**Requested Date:** We prefer inspections to be scheduled one day in advance. Select a date up to 5 calendar days in advance. Same day inspections can be scheduled before 7:00 a.m.

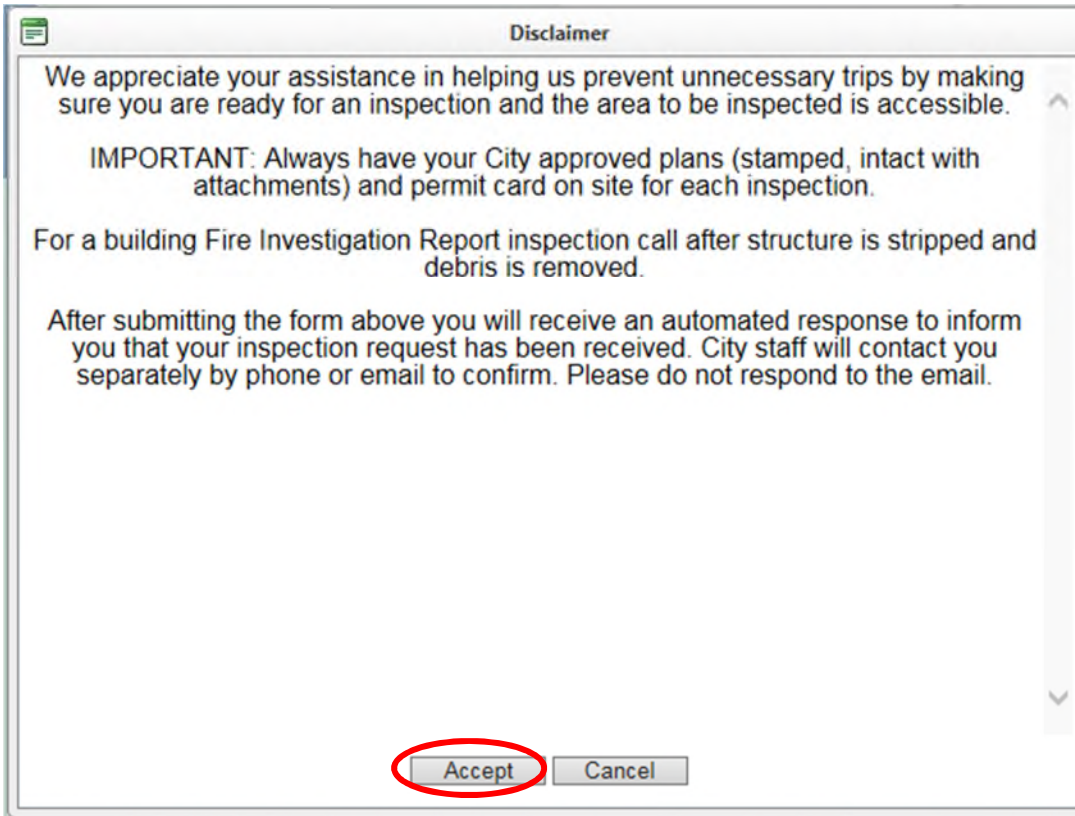
**Time:** You may request AM or PM. Inspectors will try to accommodate the selected time window to the best of their ability.

**Notes:** Use this optional field for any special requests or special instructions, e.g. “permit and plans located at back door”, “come to the back door”.

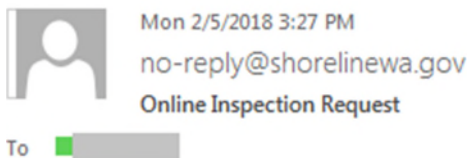
## Disclaimer

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After clicking **Submit** you will be presented with the **Disclaimer**.



After clicking **Accept** in the **Disclaimer** an automated email will be sent with your inspection schedule request.



This is an automated response to inform you that your inspection request has been received. City staff will contact you separately by phone or email to confirm.

This is the information sent:

Permit Number: DEM18-0002  
Inspection(s):  
TESC 2/6/2018 AM  
2/5/2018 3:26 PM Test AEC Contractor  
permit and plans located at back door  
Contact Name: Test AEC Contractor  
Site Address: 123 Main St  
Phone: 1234567890  
e-Mail: [Redacted]

## Site Navigation

Return to your dashboard at any time by clicking **My Dashboard** in the top left corner or **Dashboard** in the header.

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