

# How To Schedule Inspections For A Building Permit

**\*\*Inspection requests must be submitted by 3 p.m. on the day before your desired inspection date\*\***

1. To select the permit that is in need of inspection, click the blue permit number located in the "permit details" section.

activepermits

date	permit details	Owner / Builder	Subdivision	Lot #	street address	last inspection
	BD-19-					-

records 1 to 1 of 1

Click on the blue permit number.

2. Click on "request inspection".

view all inspections request inspection

Documents		add/edit
-	Printable Permit	
-	Summary	

Permit History (Notes)

Attachments

3. Click next to "When to Inspect" at the top right and select the desired date in the drop down calendar and select A.M. or P.M. Select what type of inspection you are requesting by clicking the small grey box to the left of each type of desired inspection. Select "Request".

new inspection

\*Permit #: [input]  
 \*Builder: [input]  
 \*Email: [input]  
 Note for Inspection: [input]  
 Note for Inspection: [input]

Building Inspection:

1. <input type="checkbox"/> Footing	6. <input type="checkbox"/> Und. Electrical	7. <input type="checkbox"/> Und. Gas Line	8. <input type="checkbox"/> Slab/Holddowns
5. <input type="checkbox"/> Und. Mechanical	10. <input type="checkbox"/> Shear Wall	11. <input type="checkbox"/> Ext. Moisture Barrier	12. <input type="checkbox"/> Roof Sheathing/Framing
9. <input type="checkbox"/> Slab on Grade	14. <input type="checkbox"/> Rough Electrical	15. <input type="checkbox"/> Rough Mechanical	16. <input type="checkbox"/> Rough Plumbing
13. <input type="checkbox"/> Rough Framing	18. <input type="checkbox"/> Masonry/Stone Veneer	19. <input type="checkbox"/> Stucco/Ext. Siding	20. <input type="checkbox"/> Gas Line/Meter Set
17. <input type="checkbox"/> Fire Wall	22. <input type="checkbox"/> Sheetrock	23. <input type="checkbox"/> Shower Pan	24. <input type="checkbox"/> Fire Sprinkler
21. <input type="checkbox"/> Insulation	25. <input type="checkbox"/> Fire Inspection	27. <input type="checkbox"/> Final Mechanical	28. <input type="checkbox"/> Final Plumbing
25. <input type="checkbox"/> Fire Inspection	26. <input type="checkbox"/> Final Electrical		
29. <input type="checkbox"/> Final			

\*When to inspect: [calendar] AM

\*Requested by: [input]  
 Phone #: [input]  
 Pour time: [input]

request

Click on desired date of inspection. It will autofill the "When to inspect" section. Please verify that you have selected the correct date before you click "request"

Click on this box to select an A.M. or a P.M. inspection.

A.M. inspections are between 8 a.m. and 12 p.m.

P.M. inspections are between 12 p.m. and 5:00 pm

Only select the grey box next to the inspections that are needed.

- You should receive a confirmation email. But, to verify, click on your permit number on the main page.

activepermits

Click on the blue permit number.

date	permit details	Owner / Builder	Subdivision	Lot #	street address	last inspection
	BD-19-					-

records 1 to 1 of 1

- You will be able to view the inspections attached to your permits. The inspection requests that have been submitted will say requested and will have the desired date it was requested for.

[view all inspections](#) [request inspection](#)

Documents		add/edit	
-	Printable Permit		
-	Summary		

  

Building Inspections				inspection details		show all	
1. Footings/Piers	2. Foundation	3. Grout/Bond Beam	4. Und. Plumbing	-	-	-	-
5. Und. Mechanical	6. Und. Electrical	7. Und. Gas Line	8. Slab/Holddowns	-	-	-	-
9. Slab on Grade	10. Shear Wall	11. Ext. Moisture Barrier	12. Roof Sheathing/Framing	-	-	-	-
13. Rough Framing	14. Rough Electrical	15. Rough Mechanical	16. Rough Plumbing	Requested: 10/01/19	-	-	-
17. Fire Well	18. Masonry/Stone Veneer	19. Stucco/Ext. Siding	20. Gas Line/Meter Set	-	-	-	-
21. Insulation	22. Sheetrock	23. Shower Pan	24. Fire Sprinkler	-	-	-	-
25. Fire Inspection	26. Final Electrical	27. Final Mechanical	28. Final Plumbing	-	-	-	-
29. Final				-	-	-	-