## **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\*\*

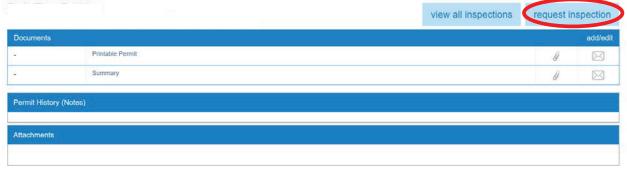
1. To select the permit that is in need of inspection, click the blue permit number located in the "permit details" section.

Click on the blue permit number.

Description:

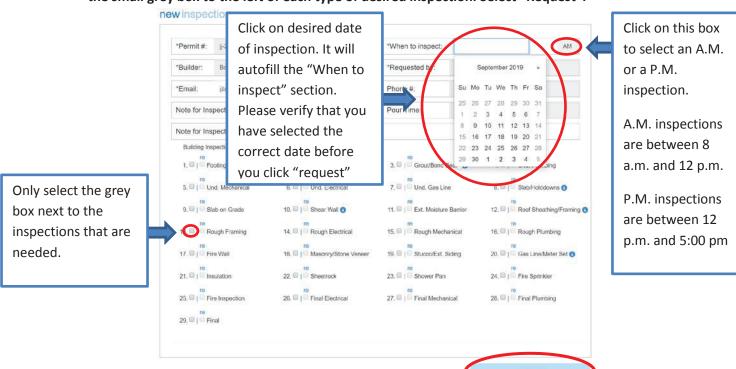
| Click on the blue permit number. | Description | D

2. Click on "request inspection".



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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".



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

activepermits

Click on the	date	permit details	Owner / Builder	Subdivision	Lot#	street address	last inspection
blue permit	$\Rightarrow$	BD-19-					-
number.							records 1 to 1 of 1

5. 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.

