

## STEP 1:

Find the permit you wish to schedule an inspection for by typing in the permit number

## STEP 2:

Select the desired inspection type and choose from the available days on the calendar.

## STEP 3:

Verify Contact Information.

## STEP 4:

Add attachments.

## SCHEDULING CONFIRMATION:

You will receive a confirmation message that the inspection has been scheduled successfully.

Email notifications will be sent regarding any status changes or if the inspection must be rescheduled

## VIEW INSPECTIONS:

In the "View My Activity" section you can view, cancel or reschedule pending inspections, or review completed inspections