

## 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:

Enter contact information.

## 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