



## **How to Schedule an Inspection**

1. Your Access Code is your Contractor Code.
2. In the Search box you will put your Permit Number.
3. You will choose Request An Inspection.
4. You are also able to view your permit here if you do not have it.
5. Fill out all the information then hit submit.
6. You can also call 877-633-4570 and request an inspection.
7. Calling in will give you an option of AM or PM. Disregard this option.
8. Inspections are done next day, but not at a scheduled time.
9. To find the results of your inspection follow the same instructions for a request.
10. Choose View to get your results.
11. Finding the results of your inspection can be done online after 4:00pm.