



# Online Inspection Requests

FOR HOMEOWNERS

Developed by



## STEP 1:

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



**Schedule an Inspection**  
Submit an inspection request for a permit online.

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Select a Permit
Select Inspection Type and Date
Contact Information

**Step 1: Select a Permit**

Enter a Permit Number, including any dashes or spaces.

☆ Permit Number:  ex. PB13800950

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**STEP 2:** Select the desired inspection type and choose from the available days on the calendar.



**Schedule an Inspection**  
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Select a Permit  
Permit PBR13-0014  
1234 Main Street
Select Inspection Type and Date
Contact Information
Add Attachments

**Step 2: Select Inspection Type and Date**

**Inspection Details**

☆ Inspection Type:  ▼  
Select the type of inspection you wish to request.

**Inspection Date**

Using the calendar below, select an available date for your inspection request.

September 2013

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

☆ Requested Date: 09/25/2013

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### STEP 3: Enter contact information.



 **Schedule an Inspection**  
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<b>Select a Permit</b> Permit PE14300177 111 Fake	<b>Select Inspection Type and Date</b> Final: 2/21/2014	<b>Contact Information</b>
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**Step 3: Contact Information**

Enter your contact information to be included with the request.

Required fields are marked with ☆

☆ Name:

☆ Phone:

☆ Email:

☆ Confirm Email:

Notes:

## 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.



Visit the “Contractor Learning Center” for more BS&A Online information and detailed walkthroughs

<http://bsasoftware.com/Learning-Center/Community-Development/Contractor-Learning-Center>

