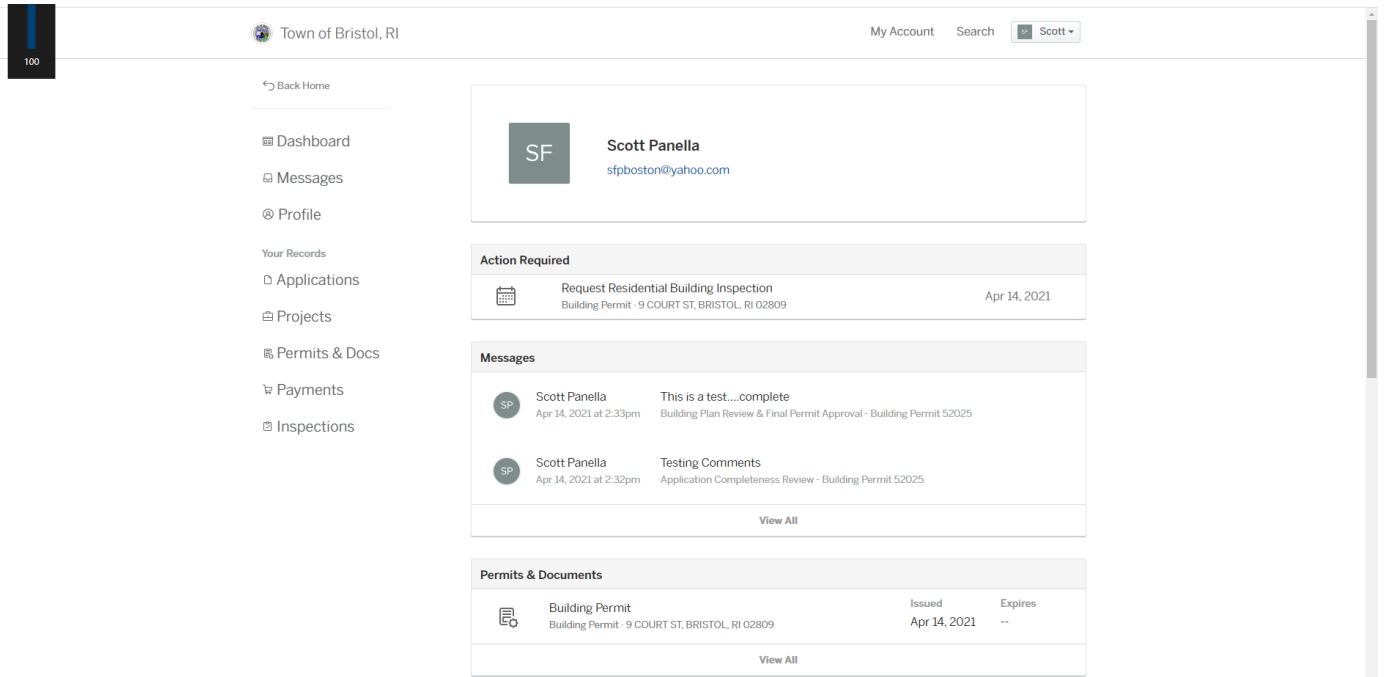
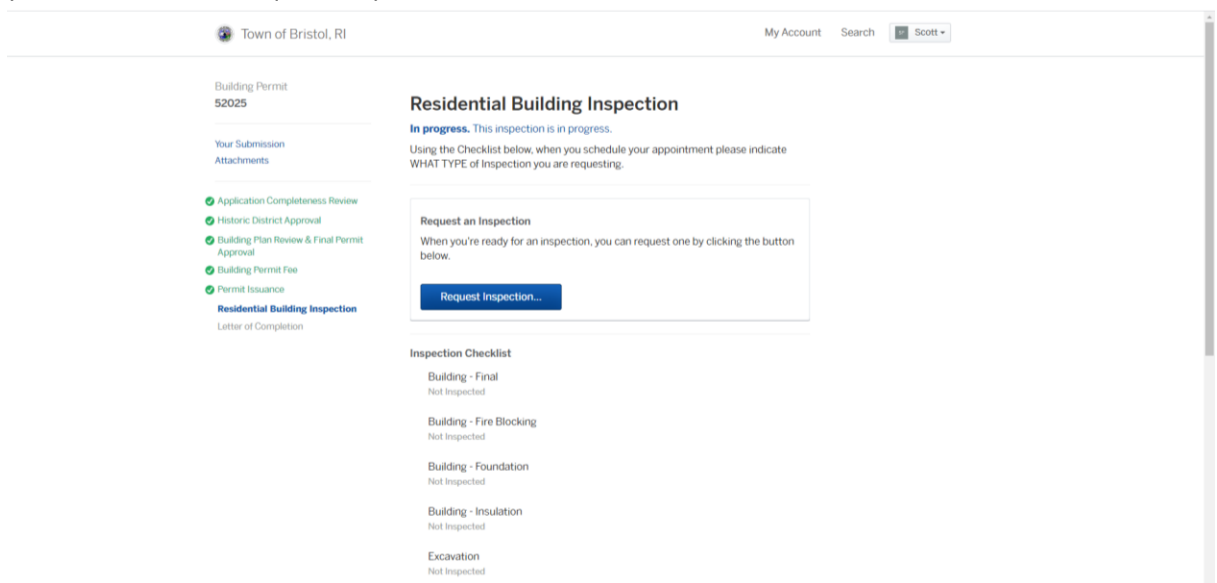


- 1) Log into your OpenGov Account
- 2) Under Action Required you will see the ability to Request Inspection. This option will ONLY appear once all approvals have been completed in the Building official's Office AND the Permit has been paid for and printed.



- 3) Once you click the Request Inspection box for the Permit you want inspected you will be brought to the screen below
- 4) Take Note of the Inspection Checklist items as you will have to indicate the Type of Inspection you need and click Request Inspection.



- 5) In the following screen, on the calendar provided, click on the Date you would like. Use the comment box to indicate the Type of Inspection needed. Building Inspections have different

types from Rough to Final where as other Permit Types will just have Final Inspection. Once your date is chosen and comment made click Submit Request.

The screenshot shows the 'Request Inspection' page for a Building Permit 52025. On the left, a progress list shows the following steps: Application Completeness Review, Historic District Approval, Building Plan Review & Final Permit Approval, Building Permit Fee, Permit Issuance, and Residential Building Inspection (Letter of Completion). The main area features a calendar for April 2021 with dates 1 through 30. A 'Date Selected' field is currently empty. Below the calendar is a 'Comment' text area. At the bottom, there are two buttons: 'Cancel Request' and 'Submit Request'.

6) When the Building Official receives your request it will either be approved as is or modified if the date you chose is unavailable.

Please Note :

All comments in OpenGov can be reviewed through the Applicant Portal AND are sent to the email address provided by the Applicant.

Normal Inspection Times

Building Inspections: Monday thru Friday 1PM – 4PM

Electrical Inspections: Tuesday-Wednesday-Thursday 8AM - 10 AM

Plumbing & Mechanical Inspections: Monday thru Friday 10AM – 12PM