

## View, Request, or Cancel an Inspection

1. On the [MyBuildingPermit.com](https://MyBuildingPermit.com) home page, click on [Schedule Inspections](#).
2. Select Jurisdiction from drop-down.  
**Note:** No other information can be entered until a Jurisdiction is selected.
3. Select Search for Permit method: **By Permit Number** or **By Address**.
  - a. **Permit Number**—must be an exact match as it appears on the permit (including any dashes and/or spaces).
  - b. **Address**—can be a partial address, system will search for all similar address matches.
4. Click [Search](#)  
**Note:** Search results only display permits that have at least one inspection *already scheduled* or at least one inspection *available to be scheduled*. Contact specific jurisdiction with any questions.

### View Scheduled Inspections:

5. Click on the hyperlinked Permit Number in the search results. The *Inspection Details* page displays.
6. A list of all scheduled inspections displays.

### Requesting an Inspection:

7. On the *Inspection Details* screen, select the desired Inspection Date from the options available.  
**Note:** Some jurisdictions also allow you to select a Time Preference, select if available.
8. If applicable, enter a brief message to the Inspector.
9. Complete the Inspection Site Contact information at the bottom of the page.
10. Click [Submit Inspection Request](#)

### Canceling an Inspection:

11. On the *Inspection Details* screen, identify the correct inspection to cancel under the **Scheduled Inspections** section.
12. In the **How to Cancel** column, click [Cancel Online](#)  
**Note:** If inspection is scheduled for today, you will need to contact the jurisdiction directly to cancel. Phone numbers are provided under the How to Cancel column.
13. Acknowledge the pop-up message asking to confirm the cancelation.
14. A confirmation page will appear, print for your records.