

Overview

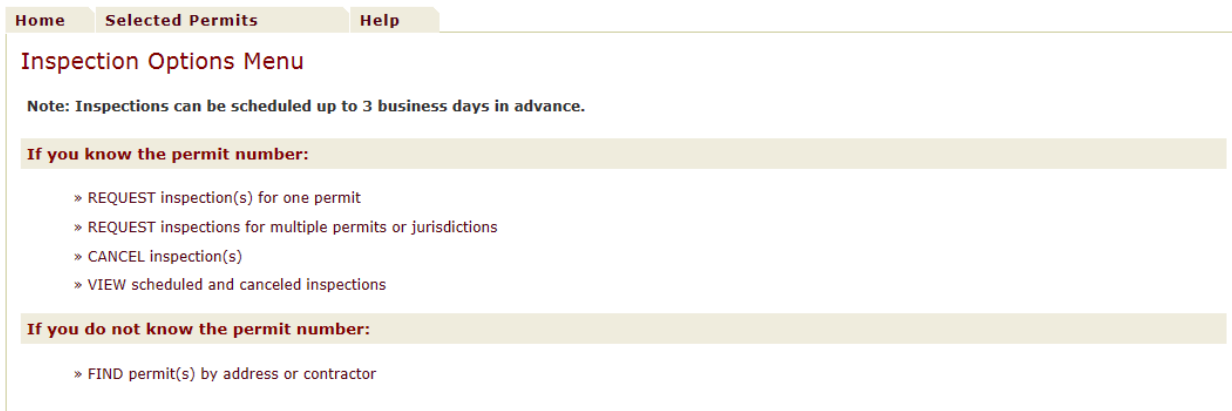
This process outlines the steps necessary to request, cancel or view an inspection.

Preparation/Requirements

A permit must be issued before an inspection can be requested and scheduled.

Instructions

1. Log in to MyBuildingPermit.com.
2. Click on the **Help** tab at the top of the page.
3. Under *Quick Links* on the left side of the page, click *Request an Inspection*.



The screenshot shows a navigation bar with three tabs: 'Home', 'Selected Permits', and 'Help'. Below the navigation bar is a section titled 'Inspection Options Menu'. A note states: 'Note: Inspections can be scheduled up to 3 business days in advance.' There are two main sections: 'If you know the permit number:' and 'If you do not know the permit number:'. The first section lists four options: 'REQUEST inspection(s) for one permit', 'REQUEST inspections for multiple permits or jurisdictions', 'CANCEL inspection(s)', and 'VIEW scheduled and canceled inspections'. The second section lists one option: 'FIND permit(s) by address or contractor'.

4. From the *Inspections Options Menu*, choose the best option for locating your permit record.
 - If you know the permit number:
 - REQUEST inspection(s) for one permit: This option allows you to request an inspection for work done under a specific permit.

Home
Selected Permits
Help

REQUEST inspection(s) for one permit

* **Jurisdiction:**

* **Permit Number:**

1. Enter the jurisdiction and permit number
2. Click the button.

Home
Selected Permits

Inspection Request for Bellevue

Request an inspection before **6 a.m.** on the day you want the inspection. Work must be ready by **8 a.m.** on the scheduled day.

<p>Jurisdiction: Bellevue</p> <p>Permit Type: BN</p> <p>Permit Number: 13121273</p> <p>Folder Name: Madison at Bellevue - D-102</p> <p>Job Address: 15301 NE 10th St</p>	<p>Inspection Site Contact</p> <p>Name: <input type="text" value="David Frost"/></p> <p>Phone: <input type="text"/></p> <p style="font-size: x-small;">If the pre-filled name/phone are not correct, please change.</p>
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Enter any special instructions in the **Message to Inspector** field. **Contact the jurisdiction between 7 and 8 a.m. the morning of your inspection if you need an estimated time.**

Plumbing Inspections

Type of Inspection	Inspection Date	Message to Inspector
500 Plbg-Precon/Jobcon	<input type="text"/>	<input type="text"/>
502 Plbg-Water Service	<input type="text"/>	<input type="text"/>
504 Plbg-Int Footing Drain	<input type="text"/>	<input type="text"/>
506 Plbg-Groundwork	<input type="text"/>	<input type="text"/>
510 Plbg-Roof/Overflow Drain	<input type="text"/>	<input type="text"/>
512 Plbg-Deck/Planter Drain	<input type="text"/>	<input type="text"/>
514 Plbg-Tub Test/Shwr Subpan	<input type="text"/>	<input type="text"/>
516 Plbg-Rough In	<input type="text"/>	<input type="text"/>
518 Plbg-Roof/Deck Drain	<input type="text"/>	<input type="text"/>
520 Plbg-Membrane Test	<input type="text"/>	<input type="text"/>
524 Plbg-Backflow Device	<input type="text"/>	<input type="text"/>
528 Plbg-Final	<input type="text"/>	<input type="text"/>

3. Use the Inspection Date drop down menus to select dates for your inspection(s).
4. Click the **Submit Inspection Request** button. The Inspection Request Confirmation page will list the inspection(s) to be performed by the specific jurisdiction and the date(s) of inspection.

[Home](#) | [Selected Permits](#)

Inspection Request Confirmation

This is your confirmation receipt.

The City of Bellevue

Your permit number: 13109927

The following inspection(s) have been requested.

Inspection Type	Description	Inspection Date	Message	Confirmation Number
Building Inspections	210 Bldg-Footing	7/3/2013		1130024868
Building Inspections	212 Bldg-Foundation	7/3/2013		1130024869
Building Inspections	220 Bldg-Insulation Slab	7/3/2013		1130024870
Building Inspections	260 Bldg-Decks	7/3/2013		1130024871

Please print this receipt for your records.

- REQUEST inspection(s) for multiple permits or jurisdictions: This screen allows you to search for permit records by jurisdiction and permit number or by job site address or by contractor, and to compile a list of multiple permits.

[Home](#) [Selected Permits](#) [Help](#)

REQUEST inspections for multiple permits * required field

Search Method

Exact match Similar match
If selecting Exact Match, each item must be filled out completely.
If selecting Similar Match each item can be filled out partially.

Permit

* **Jurisdiction:**

Permit Number:

Job Site Address

Address Number: Example: 9596, 10811

Street Name: Example: NW SAMMAMISH RD, 12TH AVE NE
Hint: For a wider result, try putting in part of street name (example: NW SAMMA vs. NW SAMMAMISH RD).

Floor/Suite: Example: 205, B-1

Contractor

Contractor Name:

Contractor License: Example: MYBUI**081K9

1. Select the jurisdiction.
2. Enter the job site address or the contractor name or license. Partial information is acceptable.
3. Click the button.

- **CANCEL inspection(s):** Click on this option to locate (by jurisdiction and permit number) the scheduled inspection(s) you wish to cancel.

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CANCEL inspection(s) * required field

Cancel an inspection no later than **6 a.m.** on the day of the requested inspection. (To cancel after this time, call 425-452-4570 during business hours.)

* **Jurisdiction:**

* **Permit Number:**
Example: 03 111577

- VIEW scheduled and canceled inspections: This screen allows you to view inspections that have already been scheduled or canceled.
 - Enter the jurisdiction and the permit number.
 - Click the **Search** button.

Home Selected Permits Help

VIEW scheduled and canceled inspections * required field

* Jurisdiction:

* Permit Number:
Example: 03 111577

Inspection Type	Description	Request Confirmation Number	Requested Inspection Date	Cancel Confirmation Number
Plumbing Inspections	516 Plbg-Rough In	171930-08	2013/07/23	

- If you do not know the permit number:
 - FIND permit(s) by address or contractor: If you do not know your permit number, this screen allows you to search for permits by address or contractor.
 - Select the jurisdiction.
 - Enter the job site address or the contractor name or license. Partial information is acceptable.
 - Click the **Search** button.

Home Selected Permits Help

FIND permit(s) by address or contractor * required field

Search Method

Exact match Similar match
If selecting Exact Match, each item must be filled out completely.
If selecting Similar Match each item can be filled out partially.

Permit

* Jurisdiction:

Permit Number:
03 111577

Job Site Address

Address Number: Example: 9596, 10811

Street Name: Example: NW SAMMAMISH RD, 12TH AVE NE
Hint: For a wider result, try putting in part of street name (example: NW SAMMA vs. NW SAMMAMISH RD).

Floor/Suite: Example: 205, B-1

Contractor

Contractor Name:

Contractor License: Example: MYBUI**081K9

You can also click on the **Selected Permits** tab at the top of the page. This screen displays a list of your active permits. From here, you can schedule inspections, edit contact information or remove a permit record from the list. For instructions on how to use this screen, click on the **Help** tab at the top of the page.