

Inspection Scheduling Help Guide

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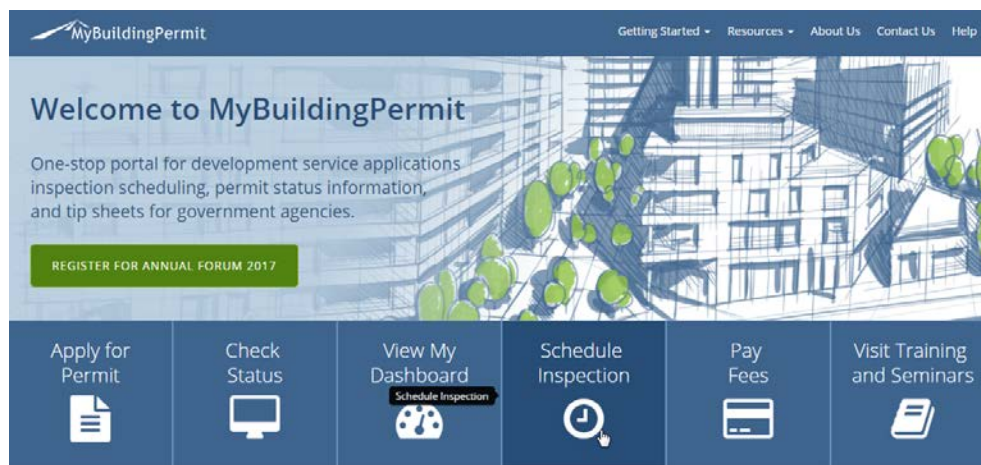
Overview

MyBuildingPermit.com (MBP) inspection scheduling provides the ability to schedule, view and cancel inspections for permits.

Inspection scheduling information and rules are managed by the individual jurisdictions. If a permit does not display or any other related information is not readily available through the MBP *Inspection Scheduling* function, please contact the jurisdiction that issued the permit.

Permit Search Search for Permit

Navigation: MBP Home > Inspections link



Inspection Scheduling

Enter search criteria to find a permit. Once a permit is selected, inspections can be viewed, requested, and cancelled.

Jurisdiction:

Note: Re-inspection fees may be charged if the incorrect permit number or work site address is selected.

Search for Permit: By Permit Number By Address

Permit Number:

(exact match)

Please enter the permit number exactly as it shows on the permit with any dashes and/or spaces.

1.

1. From the MBP Home page, click on the 'Inspections' link located in the center column.
2. From the drop down menu, select the jurisdiction that issued the permit. No other selection may be made before the jurisdiction is selected.
3. Select the radio button for the type of search to perform. The choices are search by Permit Number or search by Address
4. Enter the desired search parameters
 - a. **Search by Permit Number** – when using this search the permit number must be entered exactly as it is displayed on the permit.
 - b. **Search by Address** – when using this search a similar match to the address number and the street name may be entered.
5. Click the Search button or hit the Enter key to initiate the search

When results do not display the correct permit number, try entering only the address number or only the street number.

If results still do not display, contact the associated jurisdiction. It may be that the inspection is not available for scheduling at this time.

Search results display only those permits that currently have at least one inspection already scheduled, or have at least one inspection available to be scheduled.

6. Click on the permit number link to view inspection details for the selected permit

Inspection Details Page

From the Home Page, navigate to the Inspection Details web page for the permit:

Navigation: MBP Home > Inspections link > Search for desired permit

The Inspection Details page displays for the permit selected

The screenshot shows the 'Inspection Details' page for permit # 17 120962 BF. The page is divided into several sections:

- Permit Details:**
 - Permit#: 17 120962 BF
 - Jurisdiction: Bellevue
 - Project Name: Cameron Residence *EA 17-119847*
 - Address: 4500 151st Ave SE
- Scheduled Inspections:**

Description	Inspection Date	How to Cancel
400 Elec-Precon/Jobcon	9/20/2017	Call 425-452-4570 to cancel
- Request New Inspections:**

To get an estimated inspection time after the inspection is scheduled, call the appropriate number below. Building, Mechanical, Electrical, Plumbing, Clearing and Grading inspections 425-452-4570 call between 7 am and 8 am the day of your inspection. Utility inspections to get an estimated time, please call 425-452-6977. Fire inspections if a specific time is needed, please call 425-452-4254.

Inspection Type	Description	Inspection Date	Message to Inspector (max 100 characters)
Electrical Inspections	400 Elec-Precon/Jobcon	-Select One	<input type="text"/>
Electrical Inspections	402 Elec-Temp Pwr	-Select One	<input type="text"/>
Electrical Inspections	404 Elec-Underslab	-Select One	<input type="text"/>

The Inspection Details page for the selected permit is divided into four sections:

1. Permit Details
2. Scheduled Inspections
3. Request New Inspections
4. Inspection Site Contact

Permit Details Section

Details about the permit are listed here:

- Permit number
- Jurisdiction
- Project Name (when available)
- Address of the project

Always verify the permit information is for the correct permit to schedule or cancel inspections.

Scheduled Inspections Section

Scheduled Inspections		
Description	Inspection Date	How to Cancel
300 Mech-Precon/Jobcon	8/20/2014	Cancel Online

Listed here are any scheduled inspections for the current day forward.

Description, Inspection Date and 'How to Cancel' columns are displayed.

Canceling an inspection can be as simple as clicking the **Cancel Online** button.

Request New Inspections Section

Request New Inspections

IN THE MESSAGE TO INSPECTOR BOX, PLEASE LEAVE THE FOLLOWING INFORMATION.

1. Indicate the location in the building where the inspection needs to occur (i.e. master bedroom, basement, 3rd floor office)
2. If a specific time is needed for inspection, or you would like the inspector to contact you prior to arriving onsite, type in your request, contact name and phone number.

Inspection Type	Description	Inspection Date	Message to Inspector (max 100 characters)
Plumbing	Plumbing Final	-Select One	<input type="text"/>

Watch for special instructions or pertinent information provided here by the jurisdiction

This section lists any available inspections for the permit. This section is made up of four columns:

Inspection Type – describes what type of inspection is available

Description – describes the specific inspection

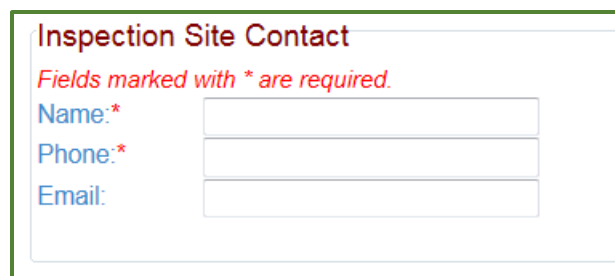
Inspection Date – Provides available dates to schedule an inspection within a drop down menu.

Message to Inspector Free Form Text field – provides for a maximum of 100 characters to include a specific message for the inspector

Restricted Inspections

When an inspection is restricted, it is displayed under the 'Request New Inspections' section and an inspection date may not be selected. A message in the 'Message to Inspector' column displays in read-only format and states the details of why the inspection is restricted. Contact the jurisdiction for questions regarding restrictions.

Inspection Site Contact Section



The screenshot shows a form titled "Inspection Site Contact" with a red header. Below the title is a red instruction: "Fields marked with * are required." There are three input fields: "Name:*" (required), "Phone:*" (required), and "Email:" (optional). Each field is represented by a rectangular text box.

The red asterisk* indicates required information. The inspection site contact is the person who the inspector will contact regarding the requested inspection(s). Name and phone number are required; the email address is recommended and is optional.

Note: When permits have multiple inspections, users may need to scroll down to the bottom of the page to access and enter the Inspection Site Contact information.

Request New Inspections

Navigation: MBP Home > Inspections link > Search for desired permit > Inspection Details/Request New Inspections section

Available inspections for the permit are listed under the Request New Inspections section.

1. After searching for and selecting the permit, locate the desired inspection under the Request New Inspections section
2. Select the desired date from the drop down menu under the Inspection Date column. Only dates made available by the jurisdiction display
3. Note that some jurisdictions may also offer a Time Preference. When this drop down menu displays the option for AM or PM is available for the inspection
4. Enter any message to the inspector in the text box (100 character maximum)

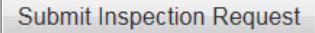
Inspection Type	Description	Inspection Date	Time Preference	Message to Inspector (max 100 characters)
Erosion Control	306 - Erosion Control	8/21/2014	-Select One	Property Owner is on site
Footing/Setback	101 - Footing/Setback	-Select One	-Select One	
Foundation	102 - Foundation	-Select One	-Select One	

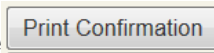
When multiple inspections are listed in the Request New Inspection section, more than one inspection may be selected and scheduled.

5. After entering preferences for all desire inspections, scroll to the bottom of the page and fill out the Inspection Site Contact information. Name and Contact Phone number are required

Inspection Site Contact
*Fields marked with * are required.*

Name:* eGovSupport
 Phone:* (425)452-4340
 Email: Support@ecitygov.net
 Confirm Support@ecitygov.net
 Email.*

6. Click the  button to finalize your request

7. An Inspection Request Confirmation Details screen displays. Review the details to ensure the inspection selected is correct. If the wrong inspection was scheduled [Cancel](#) the inspection and reschedule the correct inspection.
8. Click the  button to receive the printed confirmation of the scheduled inspection(s)

Once an inspection is scheduled online, the scheduled inspection *displays under the Scheduled Inspections section.

***Exception** – For Bellevue, Burien, Kenmore and Woodinville, these jurisdictions display the inspection under the Schedule New Inspections section and under the Scheduled Inspections section.

Cancel a Scheduled Inspection

Navigation: MBP Home > Inspections link > Search for desired permit > Inspection Details/Scheduled Inspections section

In the Scheduled Inspections section, inspections may be canceled online when the **Cancel Online** button displays in the How to Cancel column. If the button is not displayed, then the scheduled inspection is past the cut-off time for online cancellation and the message “Call (phone number) to cancel” displays.

1. Search for the permit with the inspection to cancel
2. From the Scheduled Inspections section of the Inspection Details screen, Click the **Cancel Online** button next to the inspection to be canceled
Or
3. When past the cut-off time, call the number provided to cancel the inspection
4. Acknowledge the pop up message asking if you are sure you want to cancel this inspection by clicking the OK button

An Inspection Cancellation Confirmation Details screen displays. A confirmation number is included for all jurisdictions except Burien, Kenmore and Woodinville. For these jurisdictions the cancelation Date is displayed.

Inspection Cancellation Confirmation Details
Jurisdiction: Woodinville
Permit Number: BLD12065

Inspection Type	Description	Inspection Date	Cancellation Date
BLDGFNL	FINAL FINAL	8/21/2014	8/20/2014

Print Confirmation | Return to Inspection Details
Search for Another Permit

Inspection Cancellation Confirmation Details
Jurisdiction: Bellevue
Permit Number: 14 142509 BF

Description	Inspection Date	Cancellation Date	Confirmation #
400 Elec-Precon/Jobcon	8/21/2014	8/20/2014	15000000213

Print Confirmation | Return to Inspection Details
Search for Another Permit

or

5. Click the **Print Confirmation** button to receive the printed confirmation of the canceled inspection

Note: When printing the conformation be sure to print in landscape

View Inspections for 'Today'

Scheduled inspections for the day (today) may be viewed under the Today's Inspections tab.

Navigation: *MBP Home > Inspections link > Today's Inspections*

1. From the home page click the Inspections link to display the 'Inspection Scheduling' pag.
2. Click the 'Today's Inspections' tab at the top of the page.
3. Use the Drop down menu to select the jurisdiction inspection schedule for today.

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Today's Inspections

Please select a jurisdiction to see the scheduled inspections for the current day.

jurisdiction: Bellevue

Inspection list is sorted by permit number. The order of this list is not an indication of the order inspections will occur.

Permit Number	Description	Inspector	Status
12 121840 BB	268 Bldg-Final	Jim Babst (425) 452-5204	Inspection Scheduled
12 121840 BB	720 Fire-Life/Safety	Dennis Warner (425) 452-6011	Inspection Scheduled
13 112500 TN	900 ROW-Jobstart	Insp - ROW (425) 452-4570	Inspection Scheduled
13 120079 BB	268 Bldg-Final	Jim Babst (425) 452-5204	Inspection Scheduled
14 102672 BB	250 Bldg-Shafts	Jim Babst (425) 452-5204	Inspection Scheduled
14 102672 BB	258 Bldg-Ceiling	Jim Babst (425) 452-5204	Inspection Scheduled
14 102672 BB	720 Fire-Life/Safety	Dennis Warner (425) 452-6011	Inspection Scheduled
14 130105 BR	458 Elec-Final	Insp - Elec (425) 452-4570	Inspection Scheduled
14 138328 TG	900 ROW-Jobstart	Insp - ROW (425) 452-4570	Inspection Scheduled
14 138767 BY	246 Bldg-Firestopping	Jim Babst (425) 452-5204	Inspection Scheduled
14 138767 BY	252 Bldg-Framing	Jim Babst (425) 452-5204	Inspection Scheduled

All inspections scheduled for the current day, for the jurisdiction selected, are displayed.