

2017

INSPECTION SCHEDULING USER GUIDE

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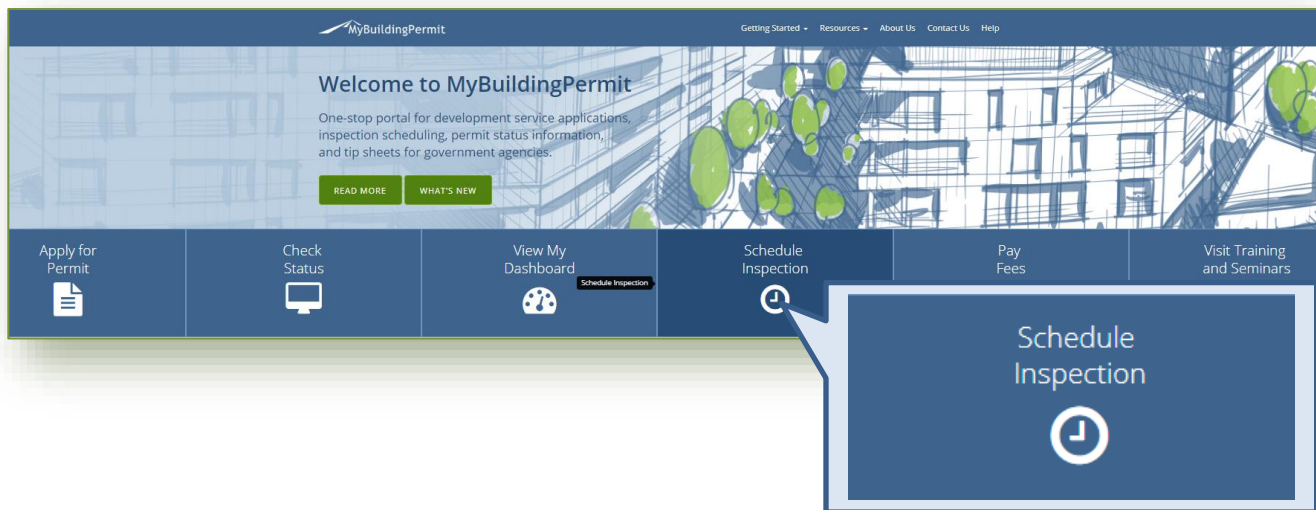
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Overview

MyBuildingPermit.com (MBP) Inspection Scheduling site provides users the ability to schedule, view, and cancel inspections for specific permits.

Inspection schedules, 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 portal, please contact the issuing jurisdiction directly.

Users can access the Inspection Scheduling portal through the main MyBuildingPermit.com website by clicking on Schedule Inspection:



Users can search by Permit Number or Address to view, schedule, or cancel inspections associated with the selected permit.

NOTE: Only permits with inspections already scheduled and/or at least one available inspection to schedule will display. If the expected permit does not display, please contact associated jurisdiction.

Permit Search

Inspection Scheduling

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

Jurisdiction:
-Select One-

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.

Search Cancel

Steps to Search:

1. From the MBP Homepage, click Schedule Inspections.
2. Select the issuing jurisdiction from the drop-down menu:

Inspection Scheduling

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

Jurisdiction:
Bellevue

Note: No other search selection can be made before Jurisdiction is selected.

3. Select applicable Search for Permit type and enter applicable search criteria:
 - a. **Search by Permit Number** – Permit Number must be an exact match and entered **exactly** as it shows on the permit (including any dashes or spaces); no partial search allowed:

Search for Permit:
☒ By Permit Number
☐ By Address

Permit Number:

(exact match)

Example: 14 106680 BL

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

- b. **Search by Address** – Similar match allowed (partial address number or street name may be entered):

Search for Permit:
☐ By Permit Number
☒ By Address

Address Number:
(similar match)

Street Name:
(similar match)

- Click Search to proceed.
- Click on the linked permit number to view inspection details associated with the applicable permit:

Permit Number	Project Name
18 107996 TJ	Comcast - 2018 Annual Blanket Permit
18 105655 BL	Bellevue City Hall AHU Upgrades Ph III
18 103125 TJ	Qwest - 450 110th_911LinesEZ PERMREROUTEN.331037
17 130691 BF	City Hall East Parking Garage
17 128658 FA	Eastlink Extension
1 2 3 4 5	

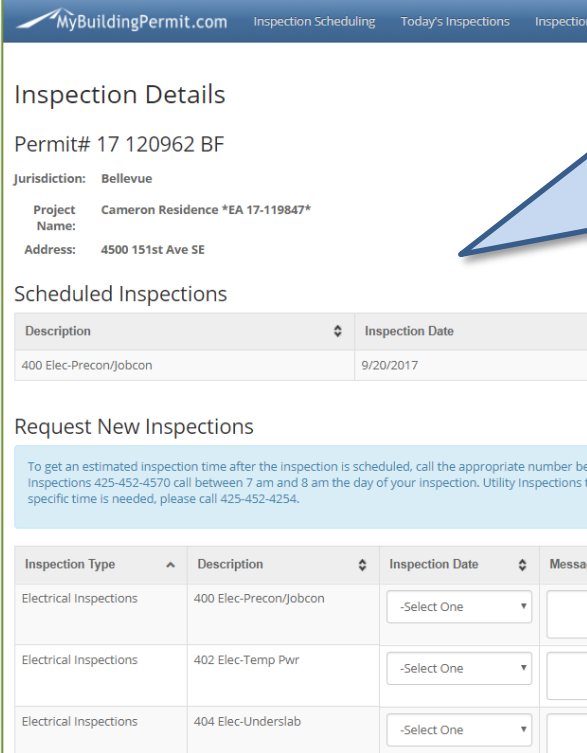
Note: Additional fees may be incurred if the incorrect permit number or work site address is selected.

Search Tips:

- If results displayed do not include the permit being searched for, try entering only the address number *or* street number.
- If after modifying search parameters the expected results are still not returned, it may indicate that the inspection is not available for scheduling at this time. Contact the issuing jurisdiction for more information.
- Reminder:** 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.

Inspection Details Page

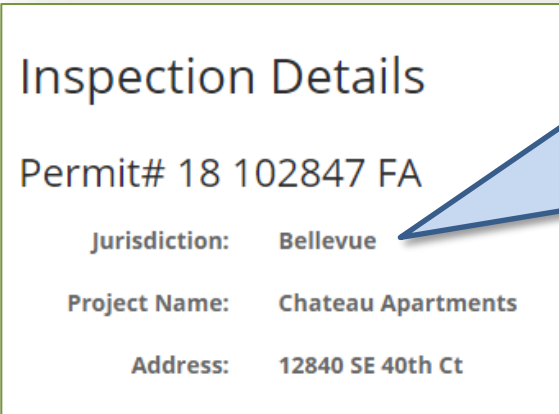
After selecting the applicable permit, you will be directed to the Inspection Details page which provides additional information on the permit, currently scheduled inspections, and the opportunity to request new inspections or cancel scheduled inspections.



The Inspection Details page contains the following four sections:

- Permit Details
- Scheduled Inspections
- Request New Inspections
- Inspection Site Contact

Permit Details Section



Details about the permit are listed in this section:

- Permit Number
- Issuing Jurisdiction
- Project Name (if available)
- Address of the Project

Verify permit information is correct before scheduling or cancelling any inspections.

Scheduled Inspections Section

Any scheduled inspections with an inspection date from the current day forward will be listed in this section, which contains the following information—a description of the inspection, the scheduled inspection date, and instructions on how to cancel the inspection:

Scheduled Inspections		
Description	Inspection Date	How to Cancel
250 - Framing	5/30/2018	Call 425-587-3600 to cancel
258 - Building Ceiling Cover	5/30/2018	Call 425-587-3600 to cancel

Canceling an Inspection:

1. On the *Inspection Details* screen, identify the correct inspection to cancel under the **Scheduled Inspections** section.

2. In the **How to Cancel** column, click [Cancel Online](#)

Note: If no 'Cancel Online' button is displayed in the **How to Cancel** column, then the scheduled inspection is past the cut-off time for online cancellation and a phone number to call and cancel will be displayed instead.

3. Acknowledge the pop-up message asking to confirm the cancelation.
4. A confirmation page will appear with a confirmation number. **Exception:** For permits issued by Burien and Kenmore—a cancellation date displays instead.
5. Print a copy for your records. **Note:** Print in landscape (recommended).

Request New Inspections Section

Any available inspections to schedule for the selected permit will be listed in this section. Inspection details are provided in the following columns:

- **Inspection Type** – Describes what type of inspection is available.
- **Description** – Describes the specific inspection type.
- **Inspection Date** – List of available dates to schedule an inspection (within the drop-down menu).
- **Time Preference (if available)** – If this option is provided by the jurisdiction, select a preference between AM or PM.
- **Message to Inspector** – Free form text field to include a specific message for the Inspector (100-character maximum).

Scheduling an Inspection:

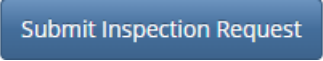
Request New Inspections

3:00 PM cut off for next business day inspections.
AM Inspections - 8:00 AM - 12:00 PM, PM Inspections - 12:00 PM - 3:00 PM

Inspection Type	Description	Inspection Date	Time Preference	Message to Inspector (max 100 characters)
Building	201 - Building Other	-Select One	-Select One	
Building	254 - Fire Rated Assembly	-Select One	-Select One	
Building	248 - Pre-rock	-Select One	-Select One	
Building	246 - Draft, Fire Stopping & Caulking	-Select One	-Select One	
Building	295 - Building Final	-Select One	-Select One	

If applicable, a message from the jurisdiction with additional inspection information will be included here.

1. Locate the desired inspection from the list. **Note:** When permits have multiple inspections available, it may be necessary to scroll down to the bottom of the page to access the applicable inspection.
2. Select the desired **Inspection Date** from the drop-down menu of available dates (determined by issuing Jurisdiction).
3. If available, select a **Time Preference** of AM or PM from the drop-down menu. **Note:** Only some jurisdictions provide this option.
4. Enter any applicable message for the inspector (100-character maximum).

5. Multiple inspections can be scheduled at once—continue to select dates for all applicable inspections.
6. Complete the [Inspection Site Contact](#) section.
7. Click 
8. Review the Inspection Request Confirmation Details screen for accuracy. If any changes need to be made, cancel the inspection and reschedule correct inspection.
9. If the Inspection Request Confirmation Details screen looks correct, click the 'Print Confirmation' button to print for your records.

Once the inspection request is submitted, it will display under the Scheduled Inspections section. **Note:** For Bellevue, Burien, and Kenmore the scheduled inspection is *also* displayed under the Request New Inspections section.

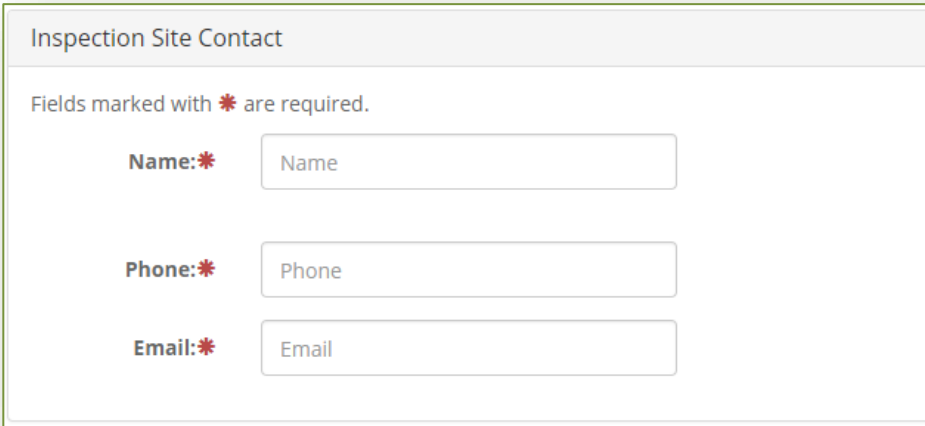
Restricted Inspections:

In some instances, an inspection is restricted and no inspection date can be selected. If this is the case, a read-only note will display in the 'Message to Inspector' column under the **Request New Inspections** section with details explaining why the inspection is restricted. Contact the issuing jurisdiction for any questions regarding restricted inspections.

Inspection Site Contact section

Complete this section with the contact information for the person who is the main point of contact at the inspection site. This is the person who the inspector will contact regarding the requested inspection(s). All fields are **required**.

This information box is located at the bottom of the screen, above the Submit Inspection Request button:

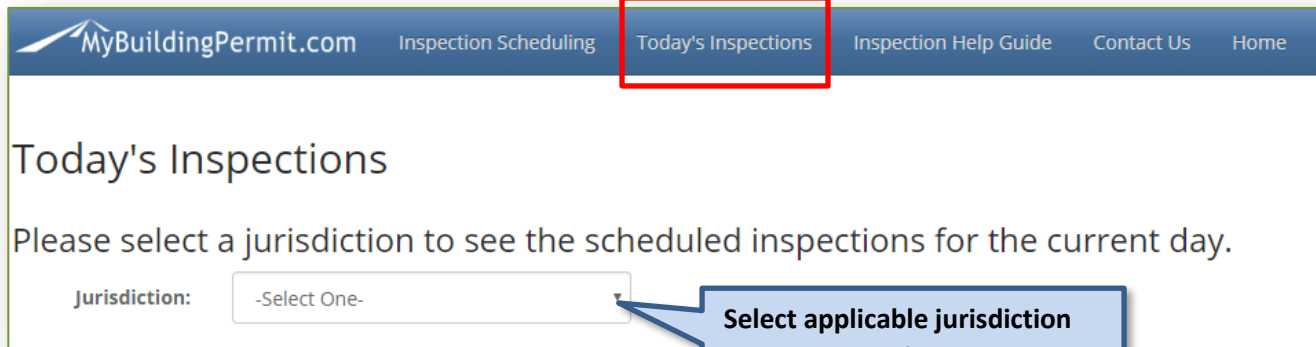


The form is titled "Inspection Site Contact" and includes a note: "Fields marked with * are required." It contains three input fields, each with a label and a red asterisk indicating it is required:

- Name:** * [Name]
- Phone:** * [Phone]
- Email:** * [Email]

View Today's Inspections

Clicking on 'Today's Inspections' in the blue menu bar provides a list of all scheduled inspections for the current day per jurisdiction:



MyBuildingPermit.com Inspection Scheduling **Today's Inspections** Inspection Help Guide Contact Us Home

Today's Inspections

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

Jurisdiction:

Select applicable jurisdiction to view a list of inspections scheduled for today.

Today's Inspections

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

Jurisdiction:

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
13 122237 TN	900 ROW-Jobstart	Cheryl Dowse (425) 452-4623	Inspection Scheduled
13 122237 TN	902 ROW-Precon	Insp - ROW (425) 452-4570	Inspection Scheduled
14 143413 TG	903 ROW-General	Cheryl Dowse (425) 452-4623	Inspection Scheduled
15 103400 BR	268 Bldg-Final	Insp - Bldg (425) 452-4570	Inspection Scheduled
15 103898 BB	252 Bldg-Framing	Insp - Bldg (425) 452-4570	Inspection Scheduled
15 103898 BB	256 Bldg-Interior Gypsum	Insp - Bldg (425) 452-4570	Inspection Scheduled
15 103898 BB	258 Bldg-Ceiling	Insp - Bldg (425) 452-4570	Inspection Scheduled
15 107671 BB	216 Bldg-Columns	Bill Pompa (425) 452-7916	Inspection Scheduled
15 107671 BB	212 Bldg-Foundation	Bill Pompa (425) 452-7916	Inspection Scheduled
15 113519 TN	995 ROW-Final	Cheryl Linson (425) 452-2888	Inspection Scheduled
15 115339 BB	246 Bldg-Firestopping	Miller (425) 452-5369	Inspection Scheduled
15 115339 BB	252 Bldg-Framing		Inspection Scheduled
15 115339 BB	258 Bldg-Ceiling		Inspection Scheduled
15 115729 TN	902 ROW-Precon		Inspection Scheduled

The following information is provided:

- Permit Number
- Description of Inspection
- Inspection name and phone number (if provided)
- Status of the Inspection

Any questions regarding a scheduled inspection should be directed to the applicable jurisdiction.