

View, Request, or Cancel Inspection

1. On the MyBuildingPermit.com home page, click on [Schedule Inspection](#).
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.