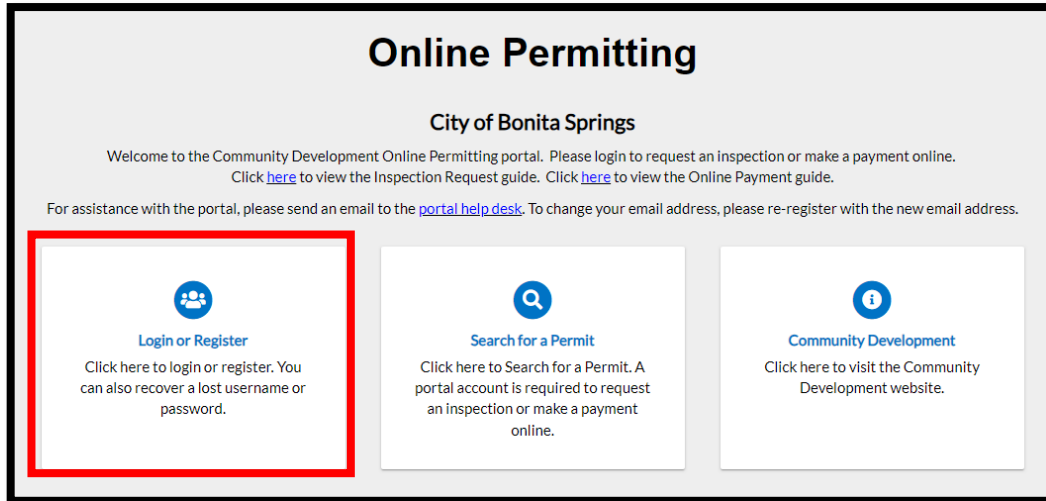


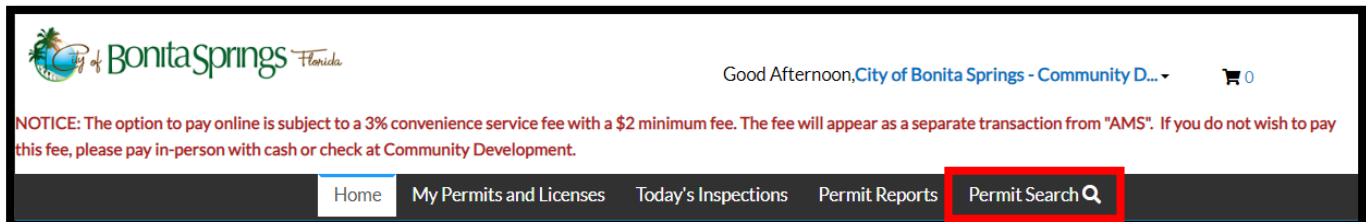
COMMUNITY DEVELOPMENT – INSPECTION REQUEST GUIDE

How to request an Inspection Online (THIS GUIDE IS FOR REFERENCE PURPOSES ONLY)

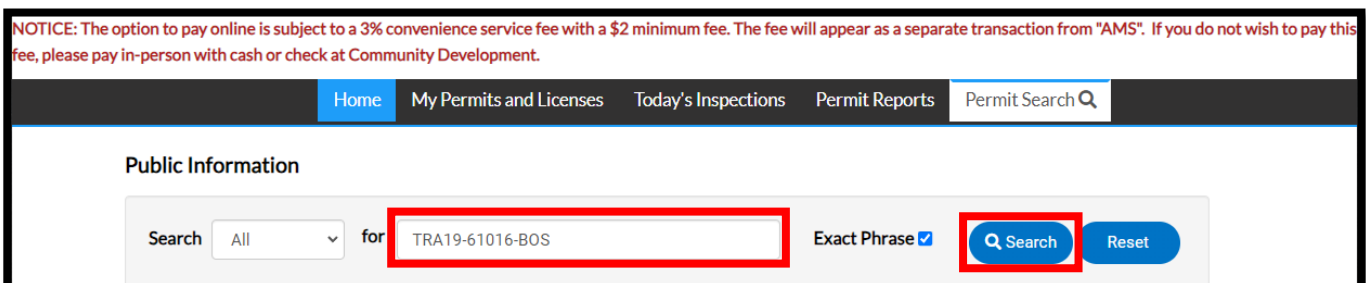
1. From the portal [home page](#), click the “Login or Register” tile (as shown below). You cannot request inspections from this guide – it’s for reference purposes only. A portal account is required to request an inspection, but the registration process is automatic. When registering, use your email address for the username. Please note, approved plans and documents must still be picked up in-person.



2. After logging in to the portal, click the “Permit Search” button.



3. Enter the Permit Number and click the “Search” button. Please be sure to enter the Permit Number exactly as it appears on the invoice or application confirmation from the Permitting department. Be sure to remove any leading or trailing spaces from the Permit Number. In the example below, the Permit Number is TRA19-61016-BOS. Newer Permit Numbers are six digits long, for example: ACC23-103742-BOS.




COMMUNITY DEVELOPMENT – INSPECTION REQUEST GUIDE

4. Click the highlighted permit number to open the Permit Details page.

[Next](#) | [Top](#) | [Paging Options](#) | [Filter Options](#) | [Main Menu](#)

Permit Number: TRA19-61016-BOS	Applied Date: 06/07/2019
Type: BLD - Trade - Roof Permit	Issued Date:
Project Name:	Expiration Date:
Status: Void	Finalized Date:
Main Parcel:	
Address:	
Description: Test Permit	

5. From the Permit Details page, click the “Request” button to request a single inspection. **Please note, a Permit must be Issued before you can request an inspection. Additionally, all building permits over \$5,000 (\$15,000 ac repair/replacement) will require a recorded NOC before scheduling the first inspection, or a **HOLD** will be placed on the permit preventing inspection requests. Please verify the Permit Number and location with your records before proceeding.**


Permit Number: TRA19-61016-BOS 

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: BLD - Trade - Roof Permit	Status: Issued	Project Name:
IVR Number: 161327	Applied Date: 06/07/2019	Issue Date: 08/09/2023
District: <To Be Determined>	Assigned To:	Expire Date: 02/05/2024
Square Feet: 0.00	Valuation: \$20,000.00	Finalized Date:
Description: Test Permit		

Summary
Fees
Inspections
Attachments
Contacts
Sub-Records
More Info

Progress



40%
Completed

● Completed
● In Progress

Workflow

- ✔ Review Submittal Checklist - Passed : 06/10/2019
- ✔ Check Ownership - Passed : 06/10/2019
- ✔ Check for Existing Permits - Passed : 06/10/2019

Available Actions

Request Inspection
501 Roof Dry-In

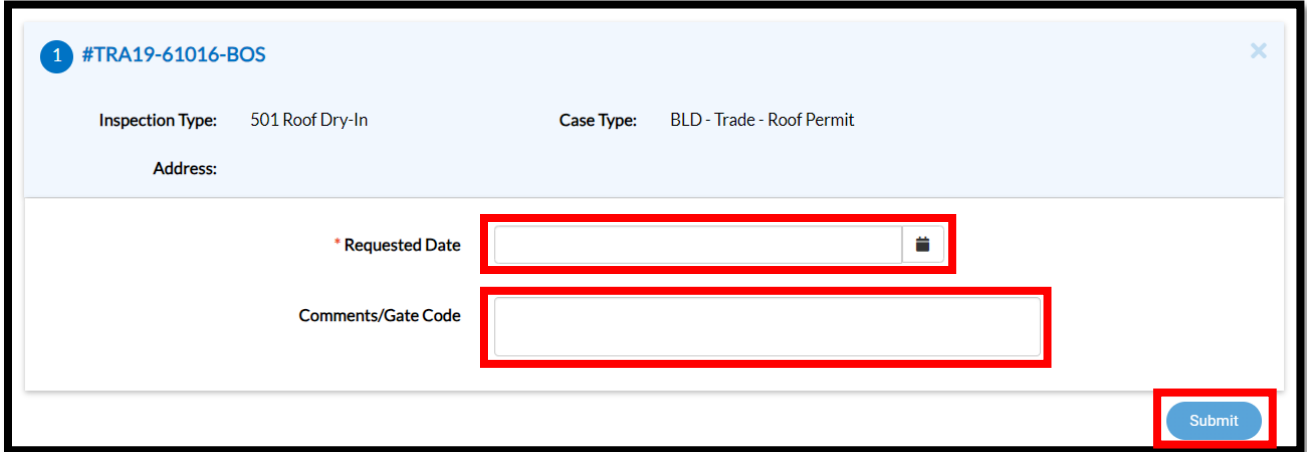
Request

Request Inspection
500B...

Request

COMMUNITY DEVELOPMENT – INSPECTION REQUEST GUIDE

- Enter the Requested Date and any Comments for the Inspector, then click the “Submit” button. Please verify the Permit Number and location with your records before proceeding.



1 #TRA19-61016-BOS

Inspection Type: 501 Roof Dry-In Case Type: BLD - Trade - Roof Permit

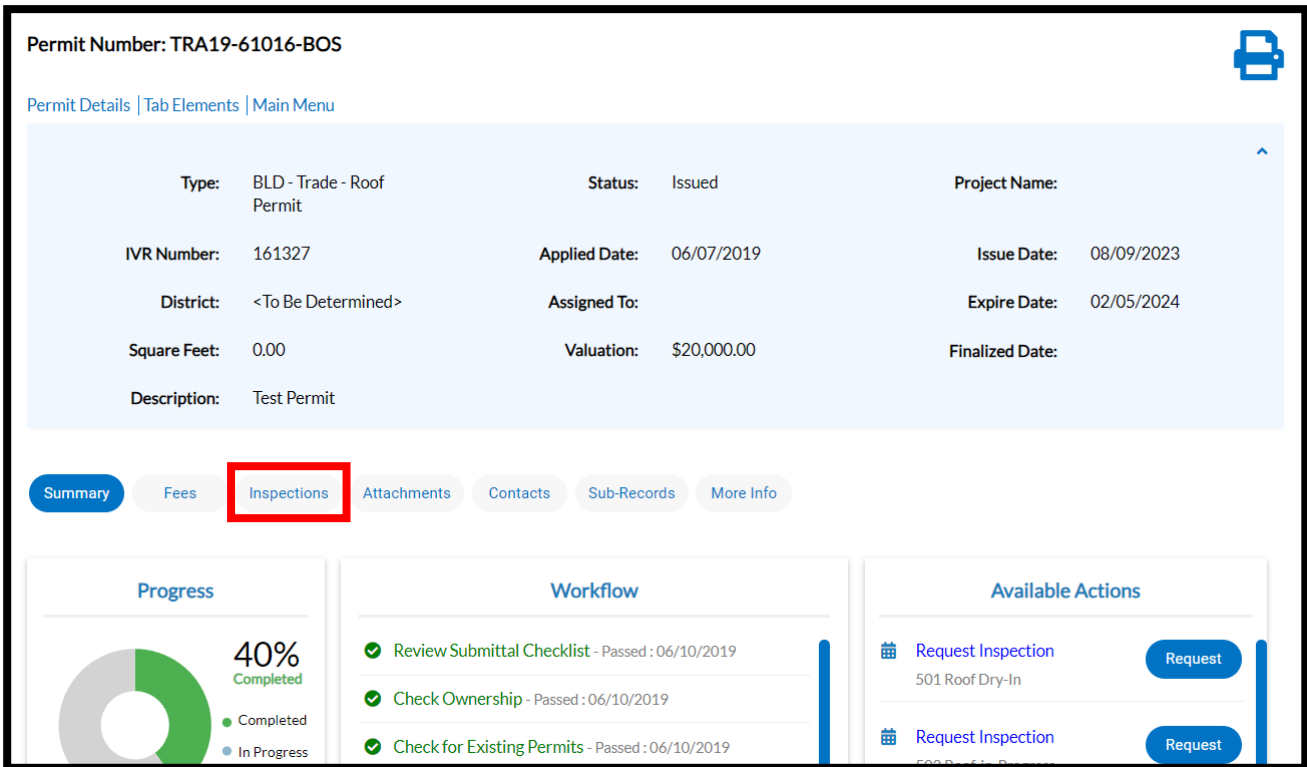
Address:

* Requested Date

Comments/Gate Code

Submit

- To request multiple or optional inspections, click the “Inspections” bubble.



Permit Number: TRA19-61016-BOS

Permit Details | Tab Elements | Main Menu

Type: BLD - Trade - Roof Permit	Status: Issued	Project Name:
IVR Number: 161327	Applied Date: 06/07/2019	Issue Date: 08/09/2023
District: <To Be Determined>	Assigned To:	Expire Date: 02/05/2024
Square Feet: 0.00	Valuation: \$20,000.00	Finalized Date:
Description: Test Permit		

Summary Fees **Inspections** Attachments Contacts Sub-Records More Info

Progress

40% Completed

● Completed
● In Progress

Workflow

- ✓ Review Submittal Checklist - Passed : 06/10/2019
- ✓ Check Ownership - Passed : 06/10/2019
- ✓ Check for Existing Permits - Passed : 06/10/2019

Available Actions

📅 Request Inspection
501 Roof Dry-In **Request**

📅 Request Inspection
501 Roof Dry-In **Request**

COMMUNITY DEVELOPMENT – INSPECTION REQUEST GUIDE

8. Check the box next to each inspection in the “Action” column, then click the “Request Inspection” button and refer to Step 5.

Request Inspections Sort Order ▾

Description	Reinspection	Action
502 Roof-in-Progress	No	<input checked="" type="checkbox"/>
504 Roof Nail Affidavit	No	<input type="checkbox"/>
505 Stack/Vent Seal	No	<input checked="" type="checkbox"/>
503 Final Roof	No	<input type="checkbox"/>

Results per page 10 ▾ 1 - 4 of 4 << < 1 > >>

[Request Inspection](#)

If you need assistance with requesting inspections online, please call 239-444-6143.