# Citizen Self Service Portal
Guide to Viewing & Reviewing Inspections

Inspection information is available by:

1. Clicking the circle buttons in the Inspections section of the dashboard or

2. Selecting View > Inspections from the top navigation bar.

View > Inspections > My Existing Inspections

- *Scheduled or Requested*
  Sort scheduled or requested inspections by selecting the appropriate option from the Display dropdown.

- *Export*
  Export the full inspection list as a CSV file which can be opened in Excel.

- *Inspection Schedule*
  Click on the inspection number to see when the inspection is scheduled
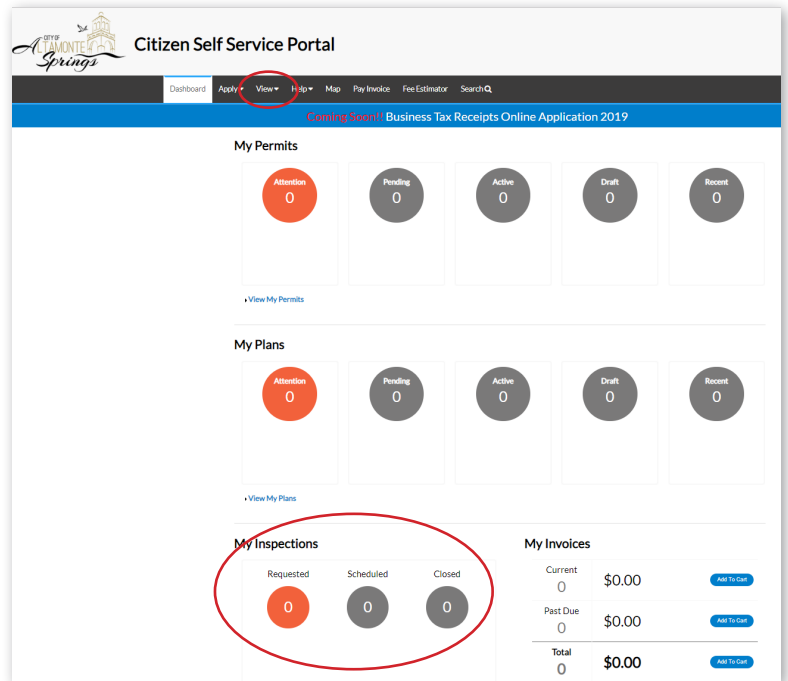
Viewing Permit Inspection Results

1. Click on desired permit number.

2. Select Inspection tab (in middle of the page) to see all inspections.

3. Sort by desired status.

4. Click on inspection number to see details.

5. Select **Checklist** to see inspector's comments.

Inspection Results

- *Partial Pass Status*—This likely means the inspected work has passed, but the inspector anticipates more inspections of the same type will be needed for future phases of construction (e.g., footings). The status is marked as Partial Pass so additional inspections can be scheduled.

- *Permit Inspection History Report*—After a permit has been issued and inspections have been performed, click the print icon (top right corner) to view the Permit Inspection History Report.

Requesting Inspections

Who can request inspections?

- Anyone associated with the permit via a contact on the permit.
- Anyone with a CSS account may request inspections as long as they have the permit number or address.

Permit Contact Permissions

As a permit contact you may:

1. Select your desired permit.
2. Select Inspection tab.
3. Locate Remaining Inspection and under Action select all inspections you want to schedule.
4. Submit.
5. Enter
   - Requested Date (comments optional).
   - Contact name.
   - Contact phone.
   - If you wish to apply all information on multiple inspections select the desired checkboxes.
6. Submit for one inspection or Request All for all inspections.

View > Inspections > Request Inspections

- In the Search field, type a specific permit number, address or inspection type.
- Mark the **Exact Match** checkbox to search for information that contains the search criteria within a specific field.
- Click the magnify icon to locate inspections that meet the search criteria.

Individuals Not Listed As Contact on a Permit

Users who are not connected to the permit, but would like to request an inspection on a permit:

1. Must have a valid CSS account
2. Search for the permit number
3. Follow Inspection instructions above