

Request an Inspection Online

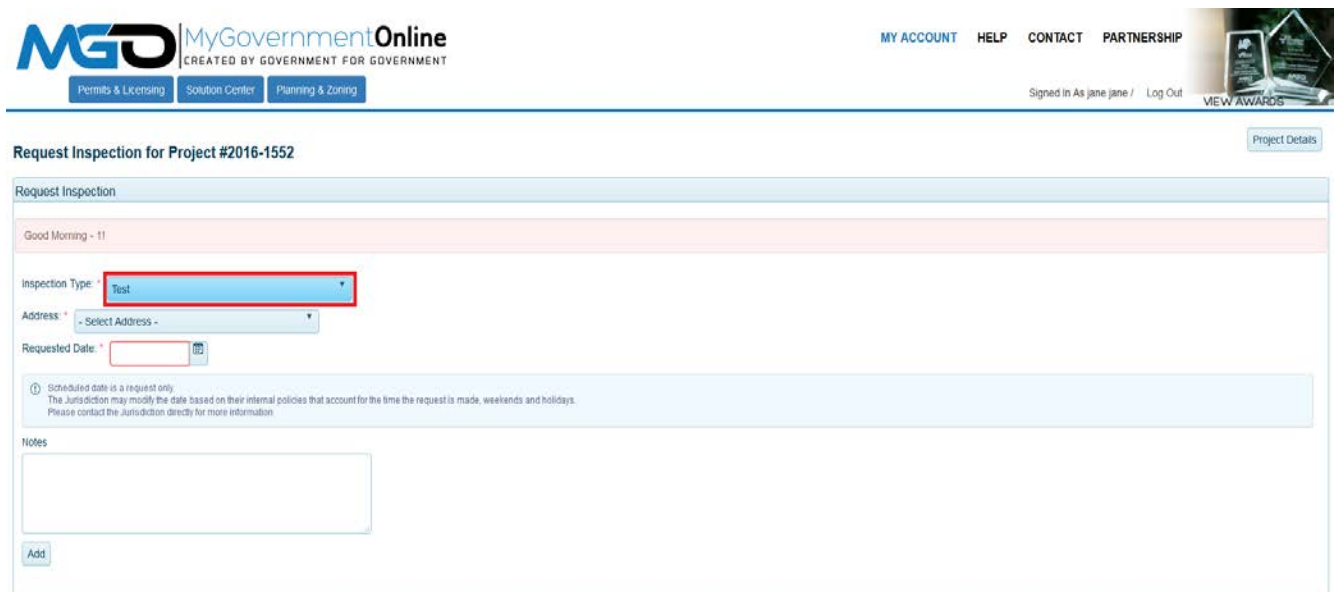
1. Once you are logged in, click on the “My Account” button at the top right area of the webpage.



2. Scroll down to the “My Permits” section and click on the “Request” button associated with the project you desire.



3. Begin by selecting the inspection type you wish to have performed from the drop down list.



4. Select the date you wish to have the inspection performed by clicking on the calendar icon and then clicking on the date within the calendar displayed. **Please note that based on work load, weather and other factors, it is possible that the jurisdiction may not be able to perform the inspection on the date requested. The jurisdiction will contact you in the event they are unable to perform the inspection on the date requested.**



Request Inspection for Project #2016-1552

Request Inspection

Good Morning - 1!

Inspection Type: * Test

Address: * Candycane C LA

Requested Date: * 11/18/2016  

① Scheduled date is a request only.
The Jurisdiction may modify the date based on their internal policies that account for the time the request is made, weekends and holidays.
Please contact the Jurisdiction directly for more information.

Notes

5. Enter a note to the jurisdiction if desired. For example, you may want to provide a gate code, lock box, or any other information helpful to the inspector that will arrive at your job site. Notes are not required however.

Notes


6. Click the “Add” button to add the inspection request to the queue. You may repeat steps 3 – 6 to add another inspection type to the list. **IMPORTANT: Once you have added the inspections you desire you must click the “Submit Request(s) to Jurisdiction” button to complete the process.**


Request Inspection for Project #2013-106

Request Inspection

Inspection Type: * - Select Inspection Type -


Address: * 123 Hernando St Hernando MS 0000


Requested Date: * 

 Scheduled date is a request only.
The Jurisdiction may modify the date based on their internal policies that account for the time the request is made, weekends and holidays.
Please contact the Jurisdiction directly for more information.

Notes

Inspection Type	Requested Date	Requested Action
Building Inspection	09/20/2013	Create Inspection Request <input type="button" value="Remove"/>

 **WARNING: After all inspection request have been added you must press the Submit button below for the jurisdiction to receive your inspection request(s)**



- You will receive a confirmation message as shown below which confirms that your request has been submitted. You are now finished with requesting your inspection.

Request(s) Sent

Success! Your inspection request(s) have been created. 