

Online Inspection Scheduling

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Overview

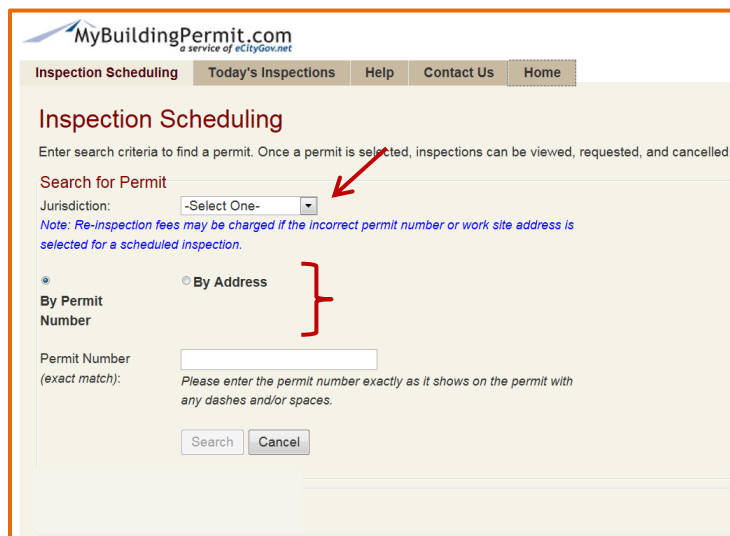
MyBuildingPermit.com (MBP) inspection scheduling provides the ability to schedule, view and cancel inspections for permits.

Inspection scheduling 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* function, please contact the jurisdiction that issued the permit.

Permit Search
Search for Permit

Navigation: MBP Home > Inspections link

The Inspection Scheduling, Search for Permit page displays

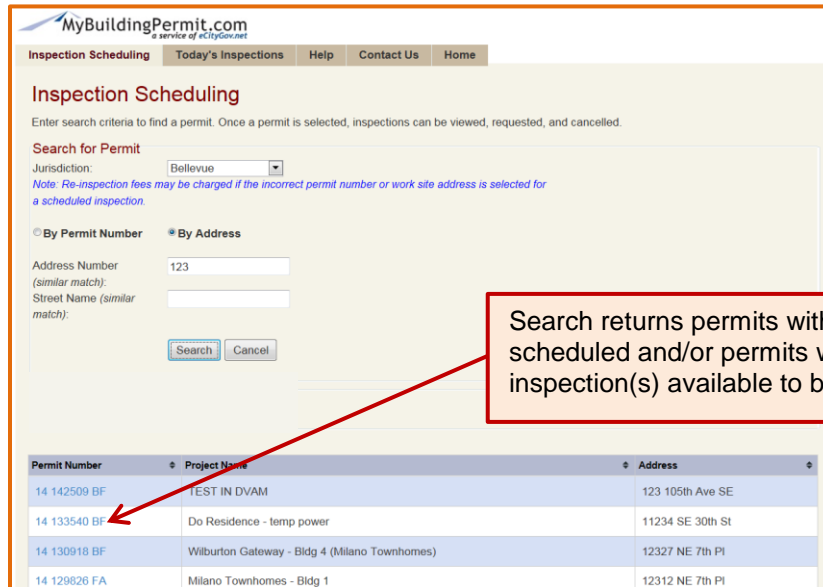


1. From the MBP Home page, click on the 'Inspections' link located in the left column
2. From the drop down menu, select the jurisdiction that issued the permit. No other selection may be made before the jurisdiction is selected.
3. Select the radio button for the type of search to perform. The choices are search by Permit Number or search by Address
4. Enter the desired search parameters
 - a. **Search by Permit Number** – when using this search the permit number must be entered exactly as it is displayed on the permit.
 - b. **Search by Address** – when using this search a similar match to the address number and the street name may be entered.
5. Click the Search button or hit the Enter key to initiate the search

When results do not display the correct permit number, try entering only the address number or only the street number.

If results still do not display, contact the associated jurisdiction. It may be that the inspection is not available for scheduling at this time.

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.



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Inspection Scheduling Today's Inspections Help Contact Us Home

Inspection Scheduling

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

Search for Permit

Jurisdiction:

Note: Re-inspection fees may be charged if the incorrect permit number or work site address is selected for a scheduled inspection.

By Permit Number By Address

Address Number:
(similar match):
Street Name (similar match):

Permit Number	Project Name	Address
14 142509 BF	TEST IN DVAM	123 105th Ave SE
14 133540 BF	Do Residence - temp power	11234 SE 30th St
14 130918 BF	Wilburton Gateway - Bldg 4 (Milano Townhomes)	12327 NE 7th Pl
14 129826 FA	Milano Townhomes - Bldg 1	12312 NE 7th Pl

6. Click on the permit number link to view inspection details for the selected permit

Inspection Details Page

From the Home Page, navigate to the Inspection Details web page for the permit:

Navigation: MBP Home > Inspections link > Search for desired permit

The Inspection Details page displays for the permit selected

Inspection Details for Permit # 14 133540 BF

Jurisdiction: Bellevue
Project Name: Do Residence - temp power
Address: 11234 SE 30th St

Scheduled Inspections

Description	Inspection Date	How to Cancel
No Inspections Scheduled.		

Request New Inspections

This is a TEST message. To get an estimated inspection time, please call (425) 452-4570 between 7 and 8 a.m. the morning of your scheduled inspection.

Inspection Type	Description	Inspection Date	Message to Inspector (max 100 characters)
Electrical Inspections	400 Elec-Precon/Jobcon	-Select One	<input type="text"/>
Electrical Inspections	402 Elec-Temp Pwr	-Select One	<input type="text"/>
Electrical Inspections	404 Elec-Under slab	-Select One	<input type="text"/>
Electrical Inspections	406 Elec-Trenching	-Select One	<input type="text"/>
Electrical Inspections	408 Elec-Bonding	-Select One	<input type="text"/>

Scheduled inspections for the permit display here. In this example no inspections are currently scheduled.

Available inspections for the permit are displayed here.

The Inspection Details page for the selected permit is divided into four sections:

1. Permit Details
2. Scheduled Inspections
3. Request New Inspections
4. Inspection Site Contact

Permit Details Section

Details about the permit are listed here:

- Permit number
- Jurisdiction
- Project Name (when available)
- Address of the project

Inspection Details for Permit # 14 128078 BK

Jurisdiction: Bellevue
Project Name: Wilburton Gateway - Bldg 4 (Milano Townhomes)
Address: 12327 NE 7th Pl

Always verify the permit information is for the correct permit to schedule or cancel inspections.

Scheduled Inspections Section

Scheduled Inspections		
Description	Inspection Date	How to Cancel
300 Mech-Precon/Jobcon	8/20/2014	Cancel Online

Listed here are any scheduled inspections for the current day forward.

Description, Inspection Date and 'How to Cancel' columns are displayed.

Canceling an inspection can be as simple as clicking the **Cancel Online** button.

[Cancel Inspection Process](#)

Request New Inspections Section

Request New Inspections

IN THE MESSAGE TO INSPECTOR BOX, PLEASE LEAVE THE FOLLOWING INFORMATION.

1. Indicate the location in the building where the inspection needs to occur (i.e. master bedroom, basement, 3rd floor office)
2. If a specific time is needed for inspection, or you would like the inspector to contact you prior to arriving onsite, type in your request, contact name and phone number.

Inspection Type	Description	Inspection Date	Message to Inspector (max 100 characters)
Plumbing	Plumbing Final	-Select One	

Watch for special instructions or pertinent information provided here by the jurisdiction

This section lists any available inspections for the permit. This section is made up of four columns:

1. Inspection Type – describes what type of inspection is available
2. Description – describes the specific inspection
3. Inspection Date – Provides available dates to schedule an inspection within a drop down menu.
4. Message to Inspector Free Form Text field – provides for a maximum of 100 characters to include a specific message for the inspector

Restricted Inspections

When an inspection is restricted, it is displayed under the 'Request New Inspections' section and an inspection date may not be selected. A message in the 'Message to Inspector' column displays in read-only format and states the details of why the inspection is restricted. Contact the jurisdiction for questions regarding restrictions.

Inspection Site Contact Section

Inspection Site Contact

*Fields marked with * are required.*

Name:*

Phone:*

Email:

The red asterisk* indicates required information. The inspection site contact is the person who the inspector will contact regarding the requested inspection(s). Name and phone number are required; the email address is recommended and is optional.

Note: When permits have multiple inspections, users may need to scroll down to the bottom of the page to access and enter the Inspection Site Contact information.

Request New Inspections

Navigation: MBP Home > Inspections link > Search for desired permit > Inspection Details/Request New Inspections section

Available inspections for the permit are listed under the Request New Inspections section.

1. After searching for and selecting the permit, locate the desired inspection under the Request New Inspections section
2. Select the desired date from the drop down menu under the Inspection Date column. Only dates made available by the jurisdiction display
3. Note that some jurisdictions may also offer a Time Preference. When this drop down menu displays the option for AM or PM is available for the inspection
4. Enter any message to the inspector in the text box (100 character maximum)

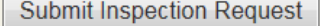
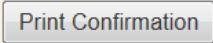
Inspection Type	Description	Inspection Date	Time Preference	Message to Inspector (max 100 characters)
Erosion Control	306 - Erosion Control	8/21/2014	-Select One	Property Owner is on site
Footing/Setback	101 - Footing/Setback	-Select One	-Select One	
Foundation	102 - Foundation	-Select One	-Select One	

When multiple inspections are listed in the Request New Inspection section, more than one inspection may be selected and scheduled.

5. After entering preferences for all desired inspections, scroll to the bottom of the page and fill out the Inspection Site Contact information. Name and Contact Phone number are required

Inspection Site Contact
*Fields marked with * are required.*

Name:* eGovSupport
 Phone:* (425)452-4340
 Email: Support@ecitygov.net
 Confirm Email:* Support@ecitygov.net


6. Click the  button to finalize your request
7. An Inspection Request Confirmation Details screen displays. Review the details to ensure the inspection selected is correct. If the wrong inspection was scheduled [Cancel](#) the inspection and reschedule the correct inspection.
8. Click the  button to receive the printed confirmation of the scheduled inspection(s)


Once an inspection is scheduled online, the scheduled inspection *displays under the Scheduled Inspections section.

***Exception** – For Bellevue, Burien, Kenmore and Woodinville, these jurisdictions display the inspection under the Schedule New Inspections section and under the Scheduled Inspections section.

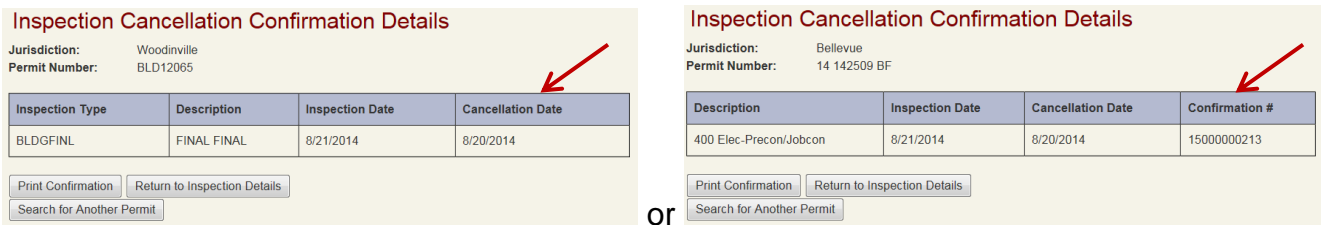
Cancel a Scheduled Inspection

Navigation: MBP Home > Inspections link > Search for desired permit > Inspection Details/Scheduled Inspections section

In the Scheduled Inspections section, inspections may be canceled online when the  button displays in the How to Cancel column. If the button is not displayed, then the scheduled inspection is past the cut-off time for online cancellation and the message “Call (phone number) to cancel” displays.

1. Search for the permit with the inspection to cancel
2. From the Scheduled Inspections section of the Inspection Details screen, Click the  button next to the inspection to be canceled
Or
3. When past the cut-off time, call the number provided to cancel the inspection
4. Acknowledge the pop up message asking if you are sure you want to cancel this inspection by clicking the OK button

An Inspection Cancellation Confirmation Details screen displays. A confirmation number is included for all jurisdictions except Burien, Kenmore and Woodinville. For these jurisdictions the cancellation Date is displayed.



Inspection Cancellation Confirmation Details
Jurisdiction: Woodinville
Permit Number: BLD12065

Inspection Type	Description	Inspection Date	Cancellation Date
BLDGFNL	FINAL FINAL	8/21/2014	8/20/2014

Print Confirmation | Return to Inspection Details
Search for Another Permit

or

Inspection Cancellation Confirmation Details
Jurisdiction: Bellevue
Permit Number: 14 142509 BF

Description	Inspection Date	Cancellation Date	Confirmation #
400 Elec-Precon/Jobcon	8/21/2014	8/20/2014	1500000213

Print Confirmation | Return to Inspection Details
Search for Another Permit

5. Click the  button to receive the printed confirmation of the canceled inspection

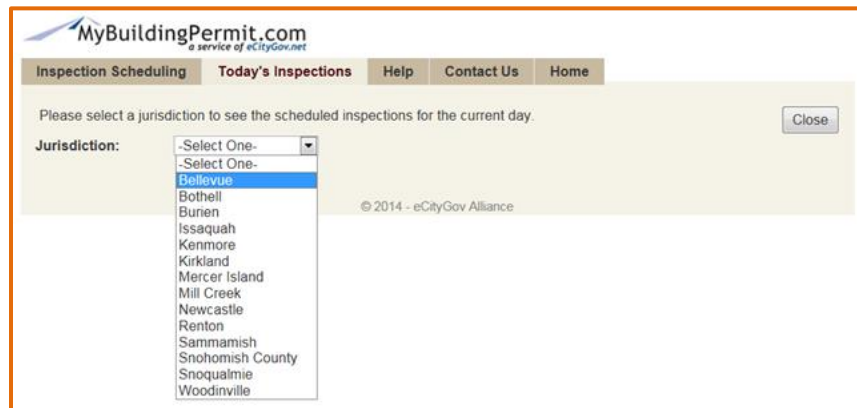
Note: When printing the conformation be sure to print in landscape

View Inspections for 'Today'

Scheduled inspections for the day (today) may be viewed under the Today's Inspections tab.

Navigation: MBP Home > Inspections link > Today's Inspections

1. From the home page click the Inspections link to display the 'Inspection Scheduling' page
2. Click the 'Today's Inspections' tab at the top of the page
3. Use the Drop down menu to select the jurisdiction inspection schedule for today



All inspections scheduled for the current day, for the jurisdiction selected, are displayed.

This screenshot shows the 'Today's Inspections' page with the 'Bellevue' jurisdiction selected. A table displays the following inspection data:

Permit Number	Description	Inspector	Status
14 132950 BK	308 Mech-Gas Piping	Insp - Mech	Inspection Scheduled
14 128843 BK	300 Mech-Precon/Jobcon	Insp - Mech	Inspection Scheduled
14 128078 BK	300 Mech-Precon/Jobcon	Insp - Mech	Inspection Scheduled

A red callout box with a red arrow pointing to the table contains the text: "For some jurisdictions, this list only includes inspections scheduled through MyBuildingPermit.com". The page also shows the 'Jurisdiction' dropdown set to 'Bellevue' and a 'Close' button in the top right.