

How to Request an Inspection on MyBuildingPermit.com

Applies to: MyBuildingPermit.com Public Site

- This feature will allow the customers to request for inspection on any issued permit number.

Preparation

Before starting this procedure, you will need the following:

1. This feature requires you to have existing MyBuildingPermit.com account.
2. You should have an active issued permit number.

Instructions



The screenshot shows the MyBuildingPermit.com website. The navigation bar includes links for Home, Contractor Registration, Permit Packets, Resources, Contact Us, About Us, and Help. The main content area features a 'Welcome to MyBuildingPermit.com' header with a background image of a person working on a laptop. Below the header, there is a 'Quick Links' sidebar with the following items: Apply for Permit >, Check Permit Status >, Request an Inspection > (circled in red), Research Permits >, Customer Login >, Government Login >, and Help >. The main content area also includes a paragraph describing the service and a 'New! Plan Review Permits' section.

1. Go to MyBuildingPermit.com website.

Click 'Request an Inspection'.

Inspection Options Menu

Note: Inspections can be scheduled up to 3 business days in advance.

If you know the permit number:

- [REQUEST inspection\(s\) for one permit](#)
- [REQUEST inspections for multiple permits and/or jurisdictions](#)
- [CANCEL inspection\(s\)](#)
- [VIEW scheduled and canceled inspections](#)

If you do not know the permit number:

- [FIND permit\(s\) by address or contractor to schedule inspection\(s\)](#)

2. The 'Inspection Options Menu' will open.

You may choose from several inspection options that are listed.

In this example, click 'Request Inspection(s) for one permit'.

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MyBuildingPermit.com [Menu | Selected Permits | Help] PROD - Version

REQUEST inspection(s) for one permit

Permit: * Jurisdiction: Issaquah * required field

* Permit Number: BLD 11 00042

Example: BLD 04-00010

Search Clear

3. The 'REQUEST inspection(s) for one permit' window will open'. Fill out the required fields.

Click 'Search'.

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MyBuildingPermit.com [Menu | Selected Permits] PROD - Version 1.01

On-line Inspection Request for Issaquah

Request an inspection **no later than 3 p.m.** on the business day prior to the requested inspection date. Work must be ready for inspection **by 8 a.m.** on the scheduled day.

Jurisdiction: Issaquah Permit Type: BUILDING Permit Number: BLD11-00042

Project Category: Job Address: 805 2ND AVE SE Project Type:
Floor/Suite: 10

Lot: Contractor Name: Division:

Inspection Site Contact

Whom should the inspector contact?
If the pre-filled name/phone are not correct, please change.

Name: Unknown Phone: 425-452-6800

Inspection Date:
Sep 14 2011
Sep 15 2011
Sep 16 2011

Type of Inspection:

BUILDING	CODE MODIFICATION DECKS/RAMPS/RAILINGS EXTERIOR WALL **FINAL FIRE STOPPING FLASHING FLOOD ELEVATION FOOTING/PIER/SOIL FOUNDATION WALL FRAMING Reinspection? <input type="checkbox"/>	To SELECT more than one item, hold "Ctrl" key down while clicking on item. To DESELECT, hold "Ctrl" key and click on selected item.
MECHANICAL	MECH ROUGH-IN MECH GAS PIPING MECH FIRE/SMOKE DAMP MECH RTU CONNECTION MECH OTHER MECH FINAL Reinspection? <input type="checkbox"/>	
PLUMBING	PLM ROUGH-IN PLM SHOWER PAN TEST PLM ROOF/FOOT DRAIN PLM HYDRONICS PLM SIDE SEWER PLM WATERLINE PLM GROUNDWORK PLM OTHER PLM FINAL Reinspection? <input type="checkbox"/>	

Special Instructions:
Please do it quickly!

Any instructions that might be useful to the inspector.

Submit

4. The 'On-line Inspection Request for Issaquah' window will open. Fill the required and necessary fields for each section, if applicable.

5. After selecting all the applicable fields, click 'Submit'.

Inspection Request Confirmation

This is your confirmation receipt.

The City of Issaquah

Your permit number: BLD11-00042

The following inspection(s) has been requested for Sep 14 2011

Inspection Type	Description	Requested Confirmation Number (10 digit)
BUILDING	DECKS/RAMPS/RAILINGS	1110021624

Please print this receipt for your record.

6. If the request is submitted successfully, the 'Inspection Request Confirmation' will appear. This contains information such as your permit number and the date of the inspection schedule.

It is encouraged to print this for your record.