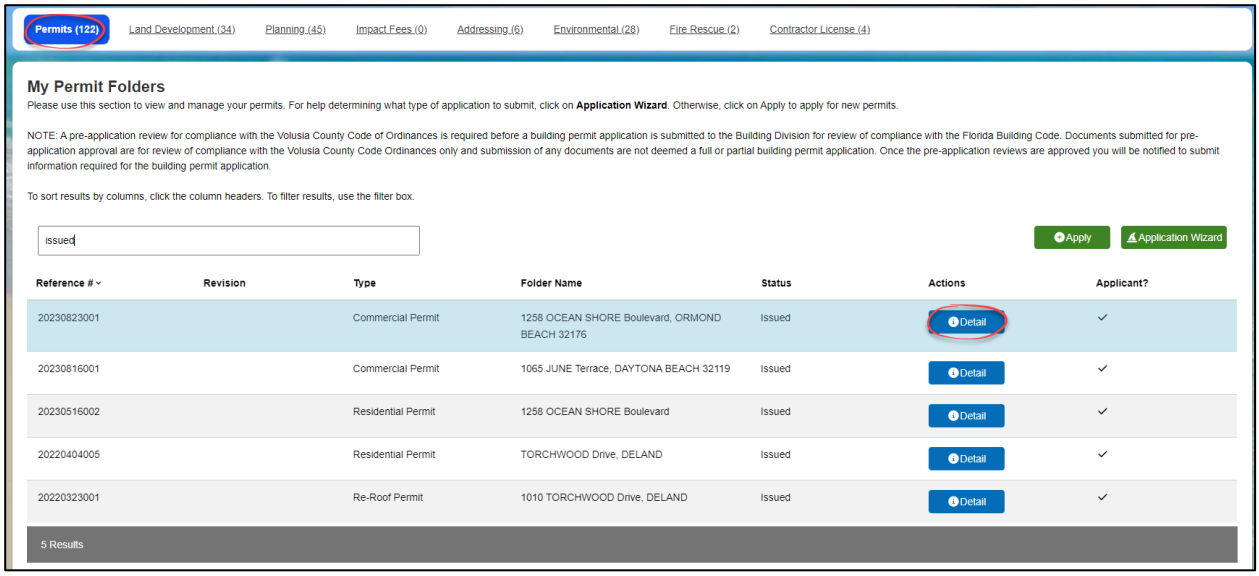
Inspections Guide

Important Stuff to Know

- Inspections may only be scheduled by the Applicant of Record
- Although listed, an inspection may not be available for scheduling due to its dependency on the passing of another inspection or completion of an inspection hold
- Inspections, as shown on the list, are subject to change
- Inspections may not be performed on the day requested
- Re-inspection fees may be added if the work is not ready/complete at the time of inspection, or if the inspection request is canceled after the cut-off time

To Schedule an Inspection

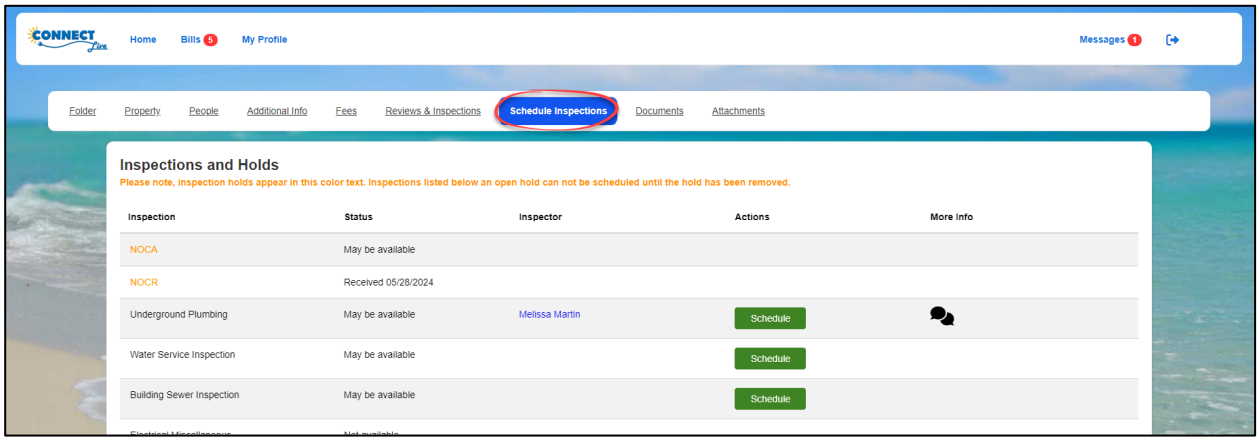
1. Login to your Connect Live account
2. Click on “Permits”
3. Click the “Details” button on the permit that has the inspection you want to schedule



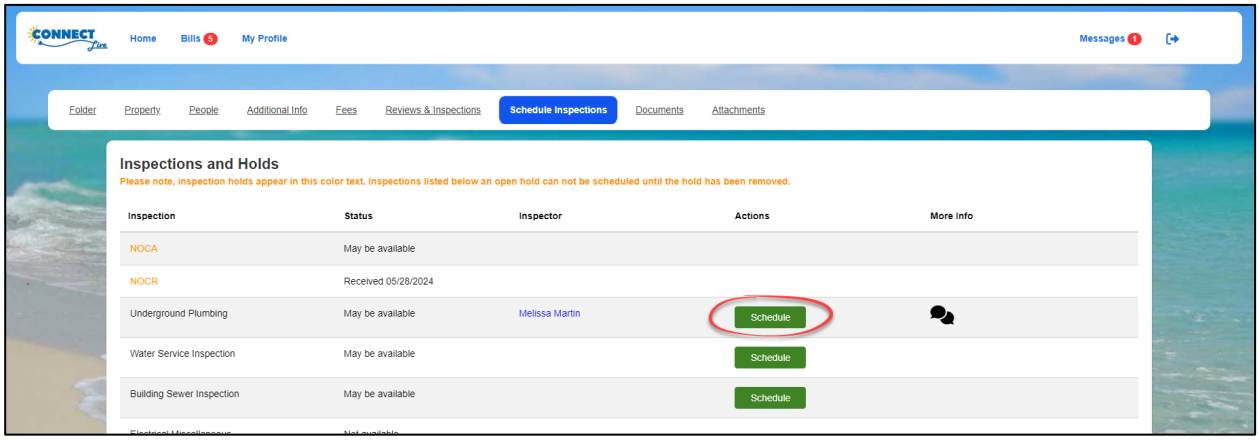
Inspections available for scheduling will have a status of “May be available” and a green “Schedule” button.

Inspection holds appear in orange text. An inspection hold will keep any inspections listed below unavailable for scheduling. Once the hold has been addressed, the next inspection will be available for scheduling.

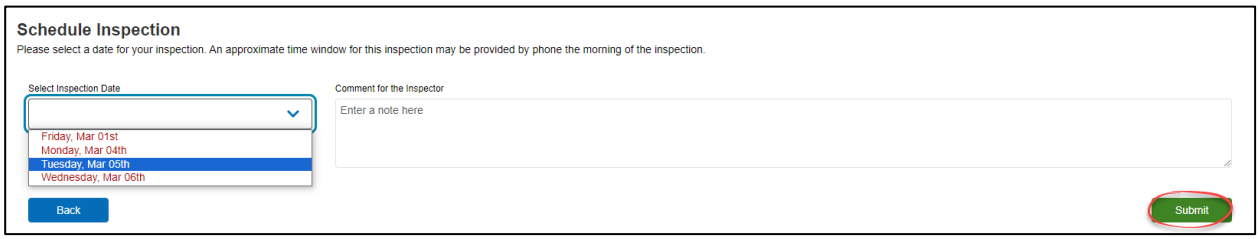
4. Click on “Schedule Inspections”



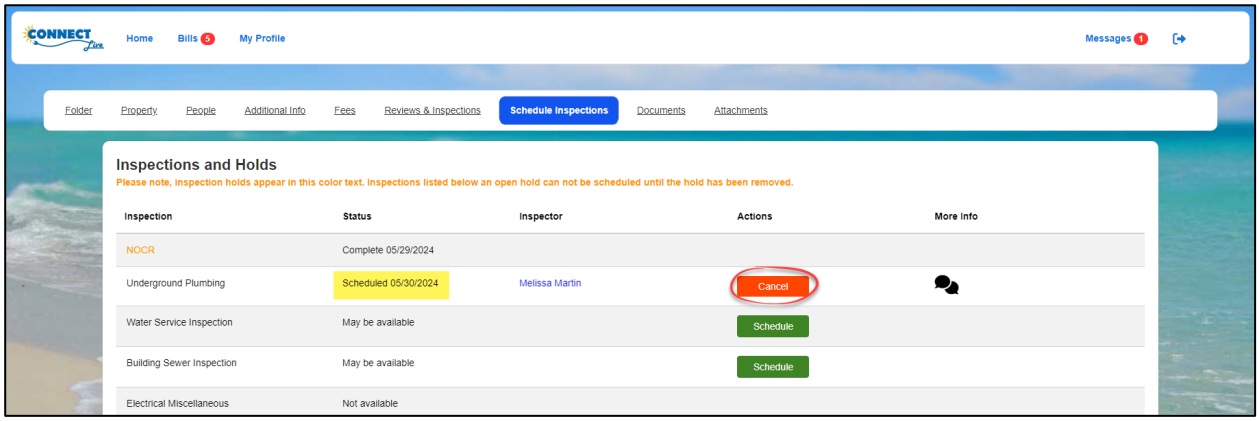
5. Click on “Schedule” in the Actions column



6. Select the date you would like for the inspection from the available dates listed
7. You can enter a note to the inspector if needed
8. Click “Submit”

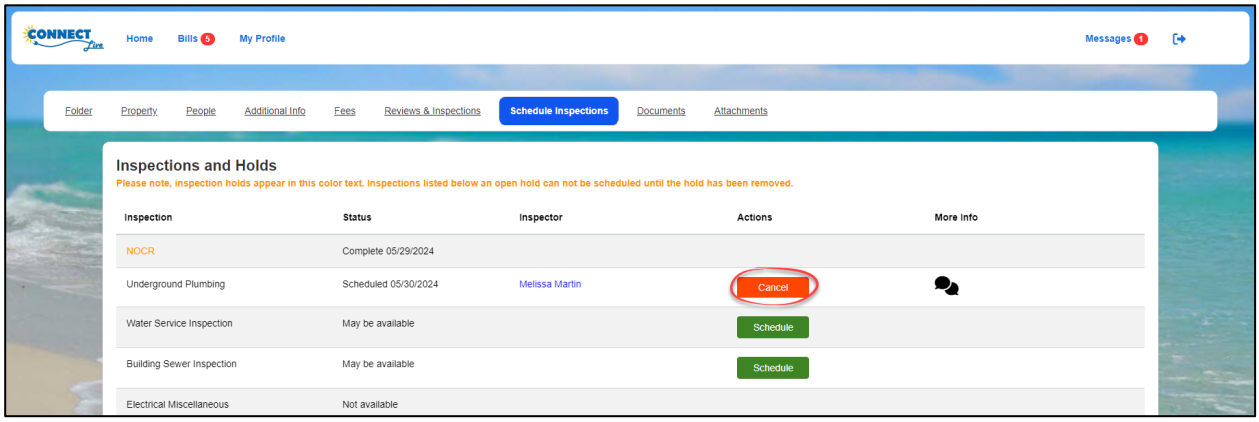


Once the inspection has been scheduled, the Status column will show “scheduled” along with the date requested and the Actions column will now have a “Cancel” button available.



To Cancel an Inspection

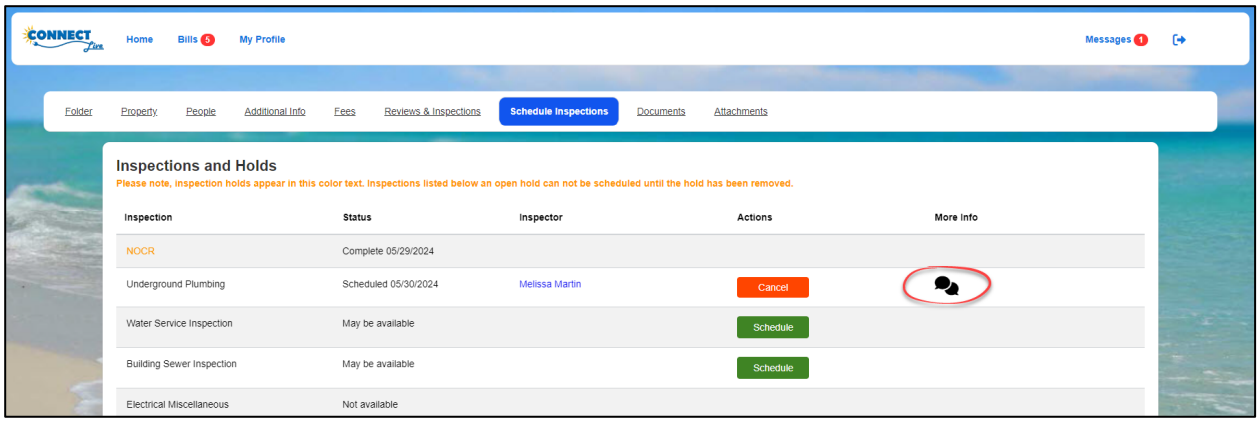
1. Login to your Connect Live account
2. Click on “Permits”
3. Click the “Details” button on the permit that has the inspection you want to cancel
4. Click on Schedule Inspections
5. Click on “Cancel” in the Actions column
6. Click “Yes” in the “Are you sure you want to cancel the schedule inspection?” message box



Once the inspection has been canceled, the Status column will say “May be available” and the Actions column will now have a “Schedule” button available.

To View Information for a Failed Inspection

1. Login to your Connect Live account
2. Click on “Permits”
3. Click the “Details” button on the permit that has the inspection you want to cancel
4. Click on Schedule Inspections
5. Click the icon under the “More Info” column
    a. The icon will only appear if there is inspection info



The screen will auto-scroll down to the Insepction Details

Deficencies or notes from the inspection will be listed

