



HOW TO SCHEDULE INSPECTIONS IN CSS

1. Log into the online portal [here](#).
2. Click on “My Work”:

Morrisville
Live connected. Live well.

Carey Cooper

Dashboard Home Apply **My Work** Today's Inspections Engineering/Stormwater Forms Fire Forms Planning Forms Inspections Forms Search Calendar

My Permits

Attention	Pending	Active	Recent	Draft
1	0	0	1	0
Building Permit - Ex... 1			Building Permit - Ex... 1	

3. Under the “My Permits” tab, click the blue hyperlink of the appropriate permit number or type the permit number/address in the search bar:

NOTE: The “Request Inspections” tab should not be used if you are associated with more than one permit.

Morrisville
Live connected. Live well.

Carey

Dashboard Home Apply **My Work** Today's Inspections Engineering/Stormwater Forms Fire Forms Planning Forms Inspections Forms Search Calendar

My Work

MY PERMITS REQUEST INSPECTIONS

Search... Export to Excel

Display All Records Updated In Last 1 Year

Permit Number	Project	Address	Permit Type	Status	State
BLDRE-008845-2025		260 TOWN HALL DR MOR...	Building Permit - Existing Residential (ADDITION/ALTERATION/...	Issued	Attention, Recent (On Hold)

4. Click the “Inspections” tab:

Permit Details | Tab Elements | Main Menu

Type:	Building Permit - Existing Residential (ADDITION/ALTERATION/ACCESSORY)	Status:	Issued	Project Name:	
Applied Date:	07/17/2025	Issue Date:	07/24/2025		
District:	Town of Morrisville	Assigned To:		Expire Date:	01/20/2026
Square Feet:	0.00	Valuation:	\$0.00	Finalized Date:	07/17/2025
Description:	TEST				

Summary Locations Fees Reviews **Inspections** Attachments Contacts Sub-Records Holds 0 More Info

Progress

16% Completed

Workflow

- Issue Permit - Passed
- Issue Inspection Card - Passed

Available Actions

Request Inspection

Bldg - Footing-Deck - R

Request

- Select the check box for each inspection you wish to schedule, and then click “Request Inspection”:

NOTE: Items noted “This inspection cannot be requested yet due to prerequisites” require previous inspections to be completed first.

Existing Inspections | Request Inspections | Optional Inspections | Next Tab | Permit Details | Main Menu

Existing Inspections

Sort Description

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
No records to display.						

Request Inspections

Sort Order

Description	Reinspection	Action
Bldg - Footing-Deck - R	No	☒
Footing	No	☒
Foundation- R	No	☒
Mechanical Conditional- R	No	☐
Slab - Residential	No	☐
Temporary Pole	No	☐
Bldg- Framing Rough - R	No	☐ This inspection cannot be requested yet due to prerequisites.
Electrical Groundwork- R	No	☐ This inspection cannot be requested yet due to prerequisites.
First Floor Framing- R	No	☐ This inspection cannot be requested yet due to prerequisites.
Insulation- R	No	☐ This inspection cannot be requested yet due to prerequisites.

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Request Inspection

Optional Inspections

- Enter the requested information and click “Submit”:

Request Inspections (1)

*REQUIRED

1

#BLDRE-008845-2025

×

Inspection Type:

Bldg - Footing-Deck - R

Case Type:

Building Permit - Existing Residential (ADDITION/ALTERATION/ACCESSORY)

Address:

260 TOWN HALL DR MORRISVILLE, NC

* Contact Name

Test

* Contact Phone

(919) 463-6190

* Requested Date

07/29/2025



* PM

▼

Comments/Gate Code

As needed

Submit

CONFIRM SCHEDULED INSPECTION

Please allow up to two (2) hours for scheduling

1. Click on “My Work” -> “My Existing Inspections” -> Verify the “Display” drop down is selected to Scheduled. You can add a specific permit number or address in the search bar to narrow down. If the appointment has been confirmed, the status will show as “Scheduled”.

Search...

Display Scheduled

Inspection Number	Inspection Type	Address	Status	State	Case Number	Requested	Scheduled	Comp
BLDGDF-059479-20...	Bldg - Footing-Deck - R	260 TOWN HA...	Scheduled	Scheduled	BLDRE-008845-2025	07/29/2025	07/25/2025	

2. To view times scheduled for the inspection, click on “Today’s Inspections” and you will be shown all inspections scheduled for today, or you can change the date or search by permit/project.

NOTE: Commercial permits are the only projects given specific start time. Owner occupied residential dwellings will be contacted the day of the inspection to coordinate a time.

Search...

8845

Exact Match

Today's Inspections

*Date 07/25/2025

Exclude Completed

Export

Sort Relevance

View Inspection	Case Number	Case Type	Inspection Type	Address	Primary Inspector	Estimated Start Time	Estimated End Time	Inspector Phone Number	Status	Order
BLDGDF-059479-2025	BLDRE-008845-2025	Permit	Bldg - Footing-Deck - R	260 TOWN HALL DR MORRISVILLE NC	Padgett, Shandy	01:00 PM	01:00 PM	919-463-6182	Scheduled	0

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