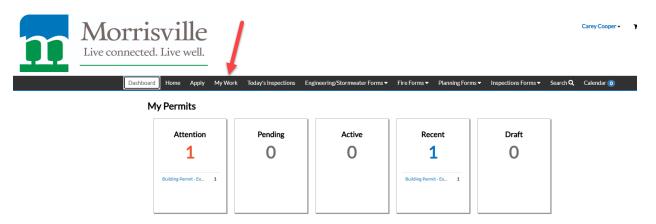


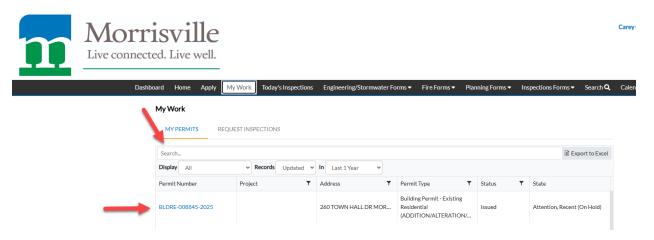
HOW TO SCHEDULE INSPECTIONS IN CSS

- 1. Log into the online portal here.
- 2. Click on "My Work":

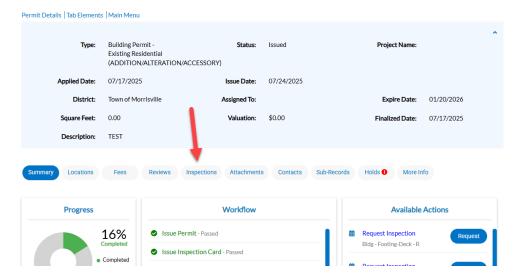


3. Under the "My Permits" tab, click the blue hyperlink of the appropriate permit number or type the permit number/address in the search bar:

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

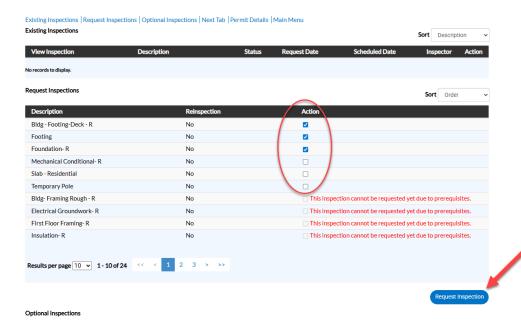


4. Click the "Inspections" tab:



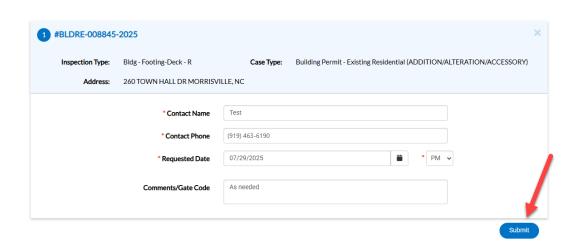
5. Select the check box for each inspection you wish to schedule, and then click "Request Inspection":

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



6. Enter the requested information and click "Submit":

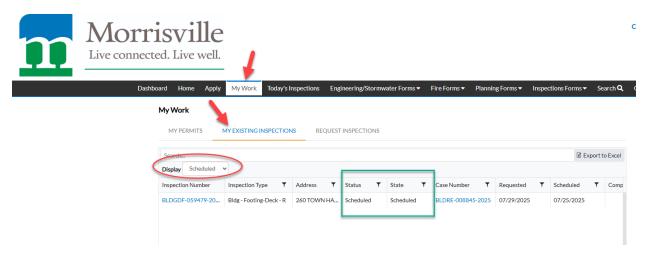
*REQUIRED



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".



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.

