How to Request Inspections

1. **Log On** to the portal by clicking on the button. Enter the Login ID (email address) and password.

2. After logging on to the portal, you will be redirected to a personalized **Home** page. This page contains a list of the records where you appear as a Contact.

3. Scroll down to the box containing the list of your **Permits**.

   ![Permit List](image)

   **NOTE**: If you are unable to find a Permit, then you are not listed as a Contact on that Permit. If you are an employee of a Developer, Contractor or other Licensed Professional and would like to access their Fee Payment Details or Requests Inspections on their behalf, please have your employer send an authorization email to the **Help Desk**.
4. To request an Inspection, click on the **Permit Number**.

5. Scroll down to the box containing **Schedule Inspections** and click the **Schedule** button.
6. Enter a **Request Date** by manually typing in the date or click the “Calendar” icon.

   ![Calendar Icon]

   **NOTE:** Inspection requests received by 6 PM will be scheduled for the next work day.

7. To enter a **Request Comment**, scroll down using the **Scroll Bar** and enter a request in the **Comments** field.

   ![Scroll Bar]

   **Please call the Owner at 239-444-6150 for access.**

8. To schedule the Inspection, click the **Schedule** button. After requesting the Inspection, a “**Please wait...**” message will appear on the screen.

   **Please wait...**
9. Once the Inspection has been successfully requested, a message will appear at the **Top** of the screen. Click **OK** to continue.

10. To view the requested Inspection, move to the **Existing Inspection** box located to the left of the Schedule Inspections box and left-click the **Request Date** name twice to view newer Inspections first.

11. To **Cancel** an Inspection before it is scheduled, click the **Cancel** button. To cancel an Inspection after it has been scheduled, please contact the **Inspection Hotline** at 239-444-6170.
12. To view the Inspection comments for Existing Inspections, click the Inspection Details button.

13. Scroll down to the Inspection Checklist box and look for the Comments field.

14. To print a detailed Report that includes the Inspection History, click the “Back” button on your internet browser and click the “Print” button located at the top of the Permit page.

If you have additional questions about How to Request Inspections, click here to email the Help Desk or call the mainline at 239-444-6150. A Community Development staff member will contact you as soon as possible.