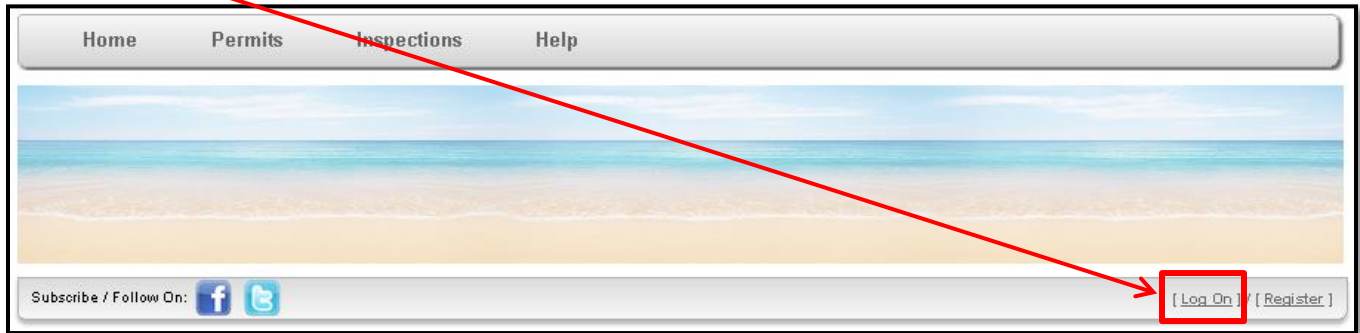
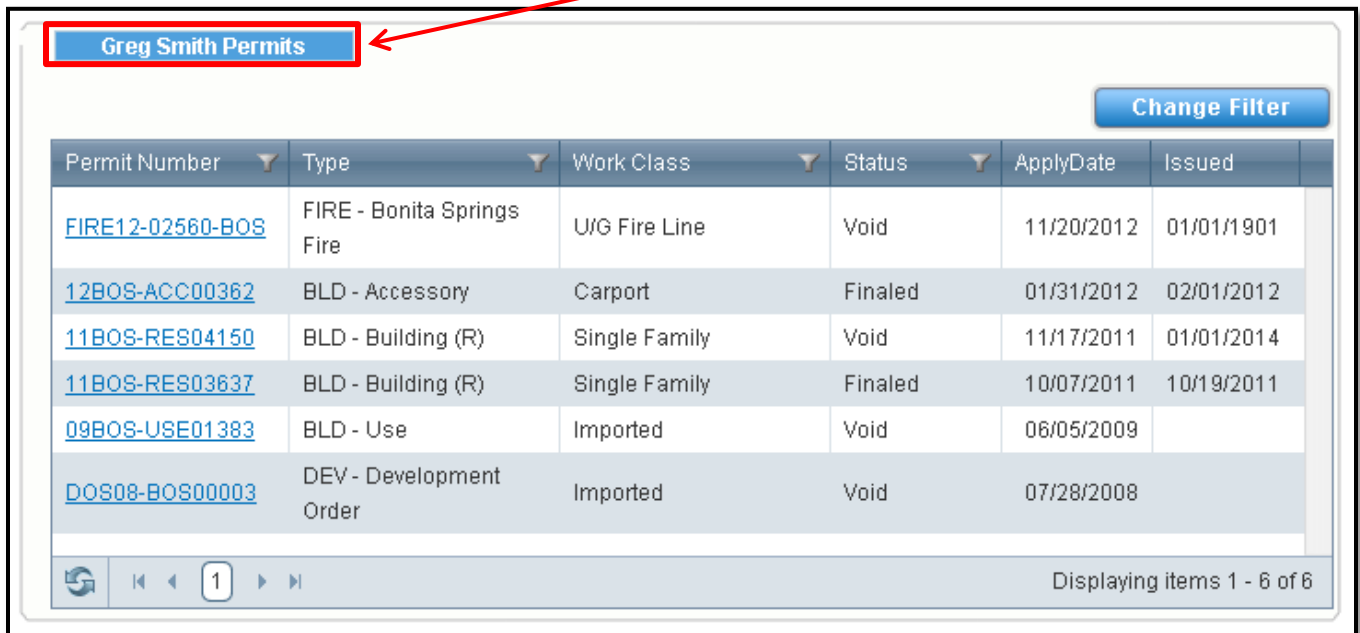


How to Request Inspections

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**.



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](#).

- To request an Inspection, click on the **Permit Number**.

Greg Smith Permits Change Filter

Permit Number	Type	Work Class	Status	ApplyDate	Issued
FIRE12-02560-BOS	FIRE - Bonita Springs Fire	UG Fire Line	Void	11/20/2012	01/01/1901
12BOS-ACC00362	BLD - Accessory	Carport	Finalized	01/31/2012	02/01/2012
11BOS-RES04150	BLD - Building (R)	Single Family	Void	11/17/2011	01/01/2014
11BOS-RES03637	BLD - Building (R)	Single Family	Finalized	10/07/2011	10/19/2011
09BOS-USE01383	BLD - Use	Imported	Void	06/05/2009	
DOS08-BOS00003	DEV - Development Order	Imported	Void	07/28/2008	

Displaying items 1 - 6 of 6

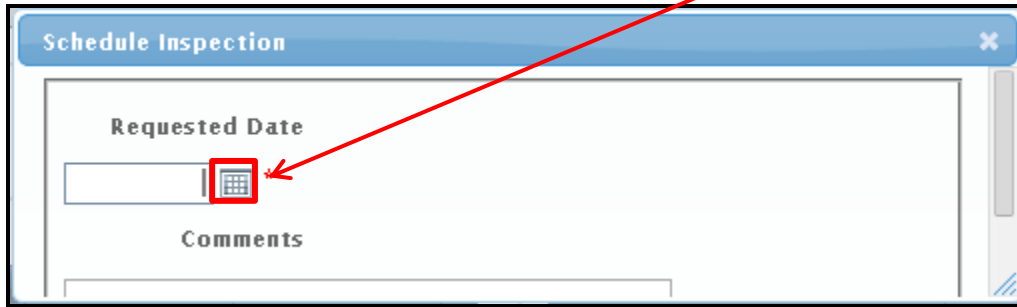
- Scroll down to the box containing **Schedule Inspections** and click the **Schedule** button.

Schedule Inspections

Select	Type	Status	Date	Reinspection
Schedule	107 Insulation			Yes
Schedule	112 Spot Survey			Yes
Schedule	114 Sheathing/...			Yes
Schedule	115 Sheathing/R...			Yes

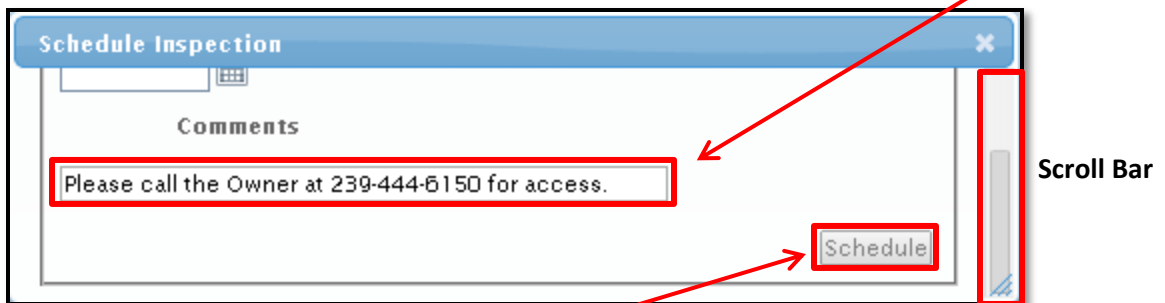
Displaying items 1 - 10 of 11

6. Enter a **Request Date** by manually typing in the date or click the “**Calendar**” icon.



NOTE: Inspection requests received after 7 AM will be scheduled for the next work day.

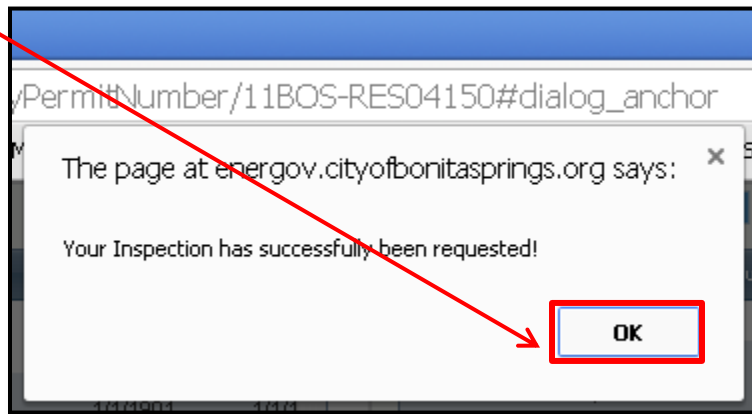
7. To enter a **Request Comment**, scroll down using the **Scroll Bar** and enter a request in the **Comments** field.



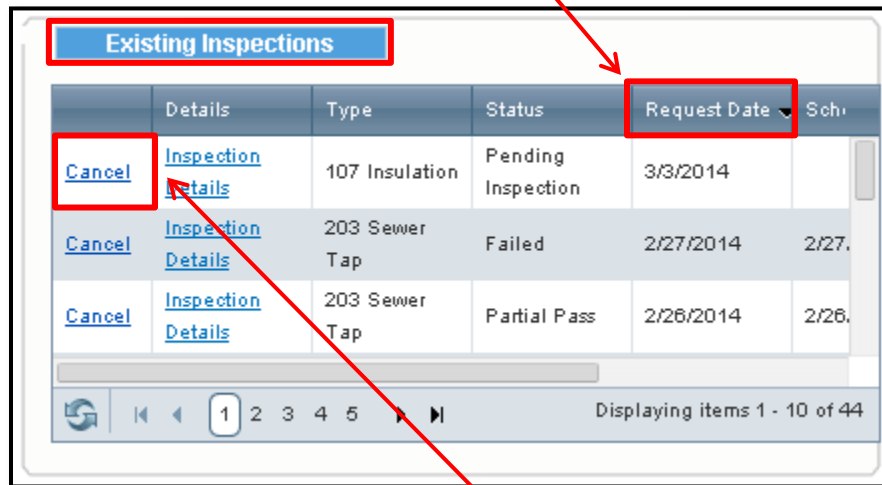
8. To schedule the Inspection, click the **Schedule** button. After requesting the Inspection, a “**Please wait...**” message will appear on the screen.



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

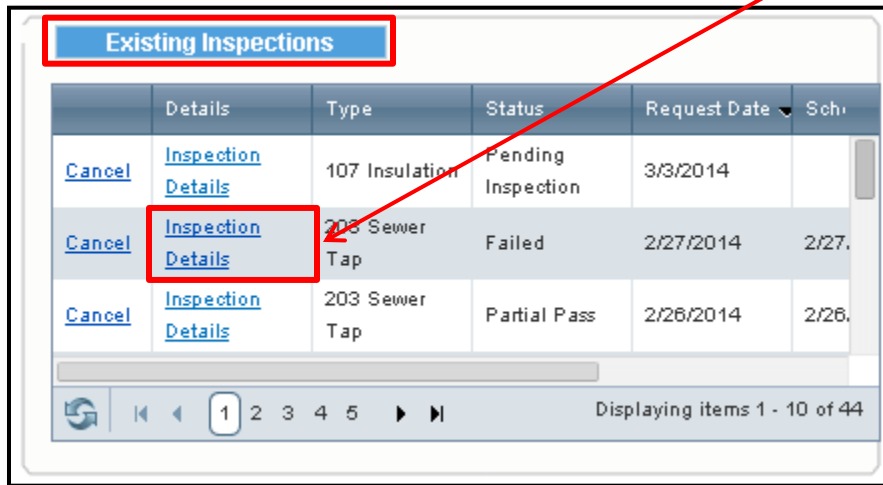


- 10. To view the requested Inspection, move to the **Existing Inspection** box located to the left of the Schedule Inspections box and left-click the **Request Date** name twice to view newer Inspections first.

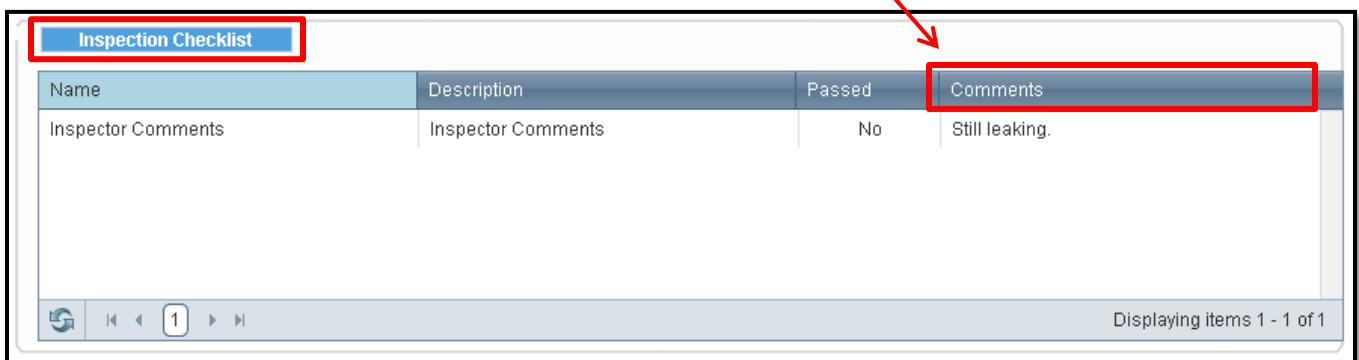


- 11. To **Cancel** an Inspection before it is scheduled, click the **Cancel** button. To cancel an Inspection after it is has been scheduled, please contact the **Inspection Hotline** at 239-444-6170.

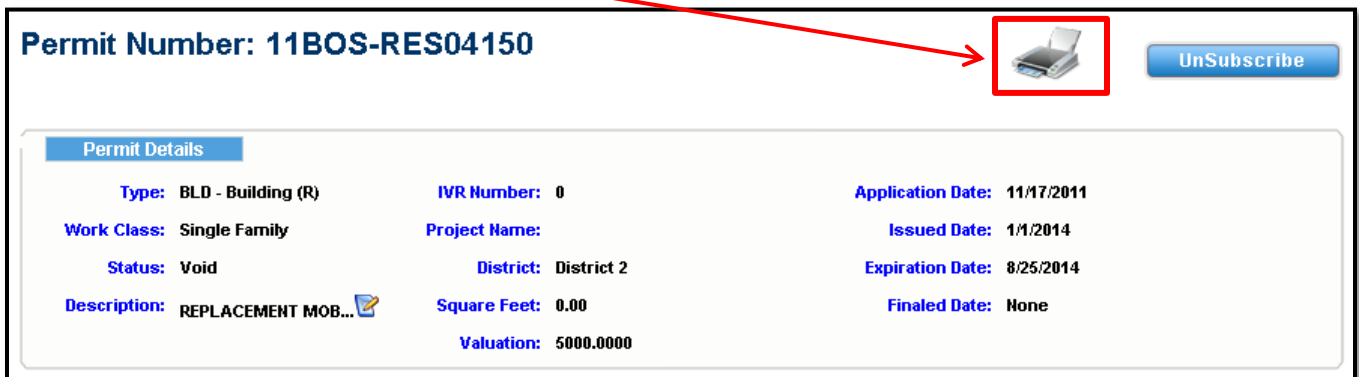
12. To view the Inspection comments for **Existing Inspections**, click the **Inspection Details** button



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.