



How to Schedule an Inspection from Your Dashboard

Step 1: Login:

To schedule an inspection, you must first log into your account. Select the **Login or Register Tile**

The screenshot shows the Albemarle County website dashboard. At the top left is the Albemarle County logo and contact information for the Community Development Department. At the top right is a 'Login or Register' link with a globe icon. Below this is a navigation ribbon with links: Planning & Codes, Home, Apply, Today's Inspections, Map, Fee Estimator, Pay Invoices, Search Records, and Calendar. The main content area is titled 'Here to Serve You' and lists 'Walk-In Lobby Hours: Monday-Friday, 8:00AM-5:00PM (except for County Holidays)'. There are six service tiles: 'Request Inspection', 'Apply', 'Report a Concern', 'Login or Register' (highlighted with a red arrow), 'Pay Invoice', and 'Map'.

Step 2: Dashboard: Select Dashboard from the top ribbon

The screenshot shows the navigation ribbon of the website. The 'Dashboard' link is highlighted with a red arrow. The ribbon contains the following links: Planning & Codes, Home, Dashboard, Apply, My Work, Today's Inspections, Map, Fee Estimator, Pay Invoices, Search Records, and Calendar.

Step 3: View: To View Permits, click on **View My Permits**. To View Plans, click on **View My Plans**

My Permits

| | | | | |
|--|---|--|---|---|
| Attention 23 | Pending 13 | Active 4 | Recent 27 | Draft 1 |
| Building - Resident... 13 Building - Resident... Other 8 | Building - Residenti... 7 Building - Residenti... 2 Other 4 | Plumbing - Fire Line 1 Building - Commerc... 1 Other 2 | Building - Resident... 14 Building - Resident... 3 Other 10 | Building - Residenti... 1 |

[View My Permits](#)

My Plans

| | | | | |
|---|--|--|---|---|
| Attention 13 | Pending 2 | Active 0 | Recent 14 | Draft 0 |
| Special Use Permit 3 Special Exceptions 3 Other 7 | Home Occupation ... 1 Subdivision - Prelim... 1 | | Special Use Permit 3 Special Exceptions 3 Other 8 | |

[View My Plans](#)

Step 4: Choose an application: Clicking on an application number (highlighted in blue) will direct you to the information page containing all relevant details for that specific application.

My Work

[MY INVOICES](#)
 [MY PERMITS](#)
 [MY PLANS](#)
 [MY EXISTING INSPECTIONS](#)
 [REQUEST INSPECTIONS](#)

Search... Export to Excel

Display: All
 Records: Updated
 In: Last 1 Year

| Permit Number | Project | Address | Permit Type | Status | State |
|---------------------------------|----------|---------|---|---------------------|---|
| BLDR-2024-00075 | | | Building - Residential Storage Building Accessory Structure | Submitted | Recent, Pending |
| BLDR-2024-00007 | | | Building - Residential Detached Single-Family | Fees Due | Attention, Recent (On Hold) |
| BLDR-2024-00074 | | | Building - Residential Storage Building Accessory Structure | Submitted | Attention, Recent, Pending (Unpaid Fees) |
| BLDR-2024-00053 | | | Building - Residential Detached Single-Family | Fees Due | Attention, Recent, Pending (On Hold) |
| BLDR-2024-00073 | | | Building - Residential Detached Single-Family | Submitted - Onli... | Attention, Recent, Pending (Unpaid Fees) |
| BLDR-2024-00041 | | | Building - Residential Detached Single-Family | Fees Paid | Attention, Recent (Unpaid Fees) |
| BLDR-2024-00040 | | | Building - Residential Detached Single-Family | Fees Due | Attention, Recent (On Hold) |
| BLDR-2024-00058 | Parkside | | Building - Residential Detached Single-Family | Fees Paid | Attention, Recent (Inspection Not Passed) |

Showing 27 records.

Step 5: Inspections: Navigate to the **Inspections Tab** once the page loads.

Permit Number: BLDR-2024-00012 [Add to Cart](#)

• Permit cannot be printed at this time. You do not have access to it.

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

| | | |
|---|---|------------------------|
| Type: Building - Residential 2-Family Dwelling | Status: Fees Due | Project Name: |
| Applied Date: 09/12/2024 | Issue Date: | |
| District: Samuel Miller | Assigned To: Services, Application | Expire Date: |
| Square Feet: 0.00 | Valuation: \$12.00 | Finalized Date: |
| Description: My dream home | | |

Inspections (highlighted with a red arrow)

Progress

6% Completed

- Completed
- In Progress
- Not Started

Workflow

- ✓ Concrete Slab - Passed I : 10/02/2024
- ✓ Verify Payment - Passed : 10/03/2024
- ✓ QC - Verify Completeness of the Application - Passed : 10/03/2024

Available Actions

⚠ Unpaid Fees

\$1,465.84

09-12-2024

[Pay Now](#)

Step 6: Choose Inspection Type: Scroll down to select the checkbox next to the requested inspection. At the bottom of the page, you can adjust the **Results per Page** setting from 10 to 100 to view all available inspections.

Request Inspections Sort

| Description | Reinspection | Action |
|----------------|--------------|--------------------------|
| Final Zoning | No | <input type="checkbox"/> |
| Final Building | No | <input type="checkbox"/> |

Results per page 1 - 2 of 2 << < 1 > >>

[Request Inspection](#)

Optional Inspections

| Description | Action |
|-------------------|--------------------------|
| Above Ground Tank | <input type="checkbox"/> |
| Backflow | <input type="checkbox"/> |
| Bonding | <input type="checkbox"/> |
| Building Site | <input type="checkbox"/> |
| Chimney Throat | <input type="checkbox"/> |
| Concrete Slab | <input type="checkbox"/> |
| Electric Service | <input type="checkbox"/> |
| Final Building | <input type="checkbox"/> |
| Final Electrical | <input type="checkbox"/> |
| Final Engineering | <input type="checkbox"/> |

Results per page 1 - 10 of 38 << < 1 2 3 4 > >>

[Request Inspection](#)

Step 7: Submit Inspection Request: After selecting the desired inspection(s), click the **Request Inspection** button.

Optional Inspections

| Description | Action |
|-------------------|-------------------------------------|
| Above Ground Tank | <input type="checkbox"/> |
| Backflow | <input type="checkbox"/> |
| Bonding | <input type="checkbox"/> |
| Building Site | <input type="checkbox"/> |
| Chimney Throat | <input checked="" type="checkbox"/> |
| Concrete Slab | <input type="checkbox"/> |
| Electric Service | <input type="checkbox"/> |
| Final Building | <input type="checkbox"/> |
| Final Electrical | <input type="checkbox"/> |
| Final Engineering | <input type="checkbox"/> |

Results per page 10 1 - 10 of 38 << < 1 2 3 4 > >>



Request Inspection

Input your name, phone number, and the requested date and time for the inspection.

In the **Comments/Gate Code** box, provide any pertinent information for the inspector (e.g., gate codes or alternate field contact details).

Click **Submit** to complete your request.

1 #BLDR-2024-00041

Inspection Type: Chimney Throat Case Type: Building - Residential Detached Single-Family

Address:

* Contact Name

* Contact Phone

* Requested Date *

Comments/Gate Code



Submit

Step 8: Requesting Multiple Inspections: To request multiple inspections, select all necessary inspections and click the **Request Inspection** button.

Optional Inspections

| Description | Action |
|-------------------|-------------------------------------|
| Above Ground Tank | <input checked="" type="checkbox"/> |
| Backflow | <input type="checkbox"/> |
| Bonding | <input type="checkbox"/> |
| Building Site | <input type="checkbox"/> |
| Chimney Throat | <input checked="" type="checkbox"/> |
| Concrete Slab | <input type="checkbox"/> |
| Electric Service | <input checked="" type="checkbox"/> |
| Final Building | <input type="checkbox"/> |
| Final Electrical | <input type="checkbox"/> |
| Final Engineering | <input type="checkbox"/> |

Results per page 1 - 10 of 38 << < 1 2 3 4 > >>



Request Inspection

In the first box, enter your contact information and the requested inspection date and time. Use the **Comments/Gate Code** box to include relevant details for the inspector.

If you wish to schedule all inspections for the same date and use the same field contact, ensure that both the “Use same date for all” and “Use same field contact for all” boxes are checked, then click **Request All**.

1 #BLDR-2024-00041

Inspection Type: Chimney Throat Case Type: Building - Residential Detached Single-Family

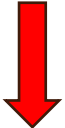
Address:

* Contact Name

* Contact Phone

* Requested Date

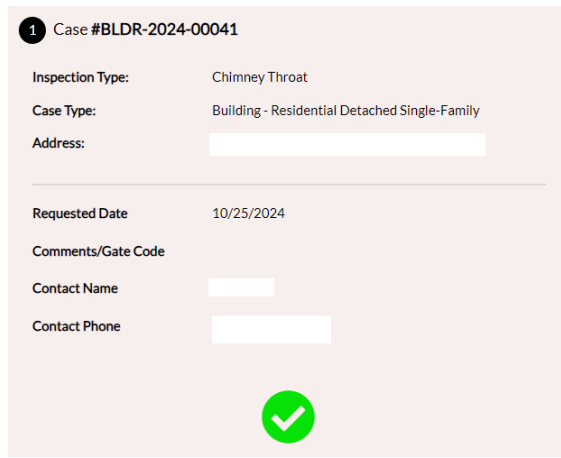
Comments/Gate Code



- Use same date for all
- Use same field contact for all

Submit Request All

Step 9: Verify Inspection Request: After clicking **Request Inspection**, a new screen will appear featuring a green check mark at the bottom of all inspections requested, confirming that the inspection request has been successfully submitted.



1 Case #BLDR-2024-00041

Inspection Type: Chimney Throat

Case Type: Building - Residential Detached Single-Family


Address:

Requested Date 10/25/2024

Comments/Gate Code

Contact Name

Contact Phone



To confirm that your inspection request has been submitted, click the **Back** button at the top left corner of the webpage. This will return you to the permit dashboard.

Step 10: Click on **Summary** and scroll down to the **Workflow** section to view all requested inspections, including the status of past inspections (indicating whether they passed or failed).

Permit Number: BLDR-2024-00041 Add to Cart

• Permit cannot be printed at this time. You do not have access to it.

Permit Details | Tab Elements | Main Menu

| | | | | | |
|---------------|---|--------------|-----------------------|-----------------|------------|
| Type: | Building - Residential Detached Single-Family | Status: | Fees Due | Project Name: | |
| Applied Date: | 10/22/2024 | Issue Date: | 10/22/2024 | Expire Date: | 04/30/2025 |
| District: | AFTON | Assigned To: | Services, Application | Finalized Date: | 10/22/2024 |
| Square Feet: | 0.00 | Valuation: | \$1,234.00 | | |
| Description: | | | | | |

Summary | Locations | Fees | Reviews | Inspections | Attachments | Contacts | Sub-Records | More Info

Progress

17% Completed

- Completed
- In Progress
- Not Started

Workflow

- Issue Permit - Passed
- Verify HVAC Certification has been provided - Passed : 10/22/2024
- Building Residential Review - New - Passed : 10/23/2024
- Above Ground Tank - Requested
- Final Building - Requested
- Building Site Inspection - Requested

Available Actions

- Unpaid Fees \$750.48 10-22-2024 Pay Now
- Request Inspection Final Zoning Request
- Request Inspection Final Building Request

Fees

If you have any questions regarding the inspection process, you may email Application Services at applicationservices@albemarle.org