

How to Schedule an Inspection

Step 1: Login:

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

Community Development Department
401 McIntire Road, North Wing
Charlottesville, VA 22902
434-296-5832

Login or Register

Planning & Codes Home Apply Today's Inspections Map Fee Estimator Pay Invoices Search Records Calendar

Here to Serve You

Walk-In Lobby Hours: Monday-Friday, 8:00AM-5:00PM (except for County Holidays)

- Request Inspection**
Click here to request inspections
- Apply**
This tool can be used to apply for a permit, plan or license.
- Report a Concern**
If you have a concern about a building, engineering, or zoning code violation within Albemarle County, let us know about it.
- Login or Register**
Login to an existing or create a new account. You can also find help if you forgot your login information.
- Pay Invoice**
Use this tool to pay for individual invoices.
- Map**
Explore the map to see the activity occurring in your neighborhood.

Step 2: Request Inspection:

Once logged in, select the **Request Inspection** option.

Community Development Department
401 McIntire Road, North Wing
Charlottesville, VA 22902
434-296-5832

Complete Registration

Planning & Codes Home Apply Today's Inspections Map Fee Estimator Pay Invoices Search Records Calendar

Here to Serve You

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Step 3: Search for Building Permit

In the search box, enter either the building permit number or the associated address, then click **Search**.

Public Information

Search for Exact Phrase

Address Search: If you input an address, a list of all building permits linked to that address will be displayed. Scroll through the list to select the desired permit.

Permit Number Search: If you enter the exact building permit number, only that specific permit will appear.

Step 4: Select Permit and Inspection

Click on the building permit number that you wish to schedule an inspection.

Public Information

Search for Exact Phrase

Found 1 result

Filter Results

- All **1**
- Permit **1**

[Next](#) | [Top](#) | [Filter Options](#) | [Filter Options](#) | [Main Menu](#)



Permit Number **BLDR-2024-00012**

Applied Date 09/12/2024

Type Building - Residential 2-Family Dwelling

Issued Date

Project Name

Expiration Date

Status

Finalized Date

Main Parcel

Address

Description My dream home

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

Once the page loads, navigate to the **Inspections Tab**.

Permit Number: BLDR-2024-00012

Add to Cart

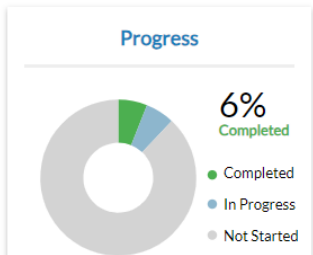
• Permit cannot be printed at this time. You do not have access to it.

[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				



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



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 5: Choose Inspection Type

Scroll down to select the checkbox next to the inspection you are requesting.

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 Order 

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

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

[Request Inspection](#)


Step 6: 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 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 7: 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, along with the requested date and time for all inspections. 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 “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 8: 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: [Redacted]

Requested Date: 10/25/2024

Comments/Gate Code

Contact Name: [Redacted]

Contact Phone: [Redacted]

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

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

*If you have any questions regarding the inspection process, please contact the Application Services Team at applicationservices@albemarle.org