



Reference Guide: Requesting an Inspection Through Civic Access

Step 1: Log In

Sign in to your Civic Access account.

- Being listed as a contact on the permit is not required to request an inspection
- Instructions for registering an account are available in the [Civic Access Guide](#).

Step 2: Find the Permit

Choose one of these options:

- **My Work:** Click on **My Permits** and then click on the permit number (if listed as a contact)
- **Request Inspection:** Click from the home page, then click **Request Inspection**. Enter the permit number in the search bar. Select the permit from the list.
- **Search Records:** Enter the permit number or address, then select the permit from the list.

Step 3: Open Inspections Tab

Click on the **Inspections tab** located on the Permit Summary Page.

- Three tables will appear:
 - **Table 1:** Existing or Pending Inspections
 - **Table 2:** Required Inspections (Final Inspections, and reinspections)
 - **Table 3:** Other Inspections
- To view more than 10 inspections, change **Results per page** from 10 to 100 or scroll through the pages.

Step 4: Request an Inspection

- Check the box next to the inspection type needed.
- Click on **Request Inspection**
- Fill out the request card:
 - a. Contact Name
 - b. Phone Number
 - c. Requested Date
 - d. Comments the inspector might need
- Click **Submit**

Special Note:

If the inspection needed is not listed, please refer to the County's reference guide below. Select the inspection type shown in the guide and then use the comments box to note the specific instruction being requested.

Common Phrases	Inspection Type
Draft Stop, 7 inch screw pattern, Fire Wall, Rated Assembly	Shaft and Rated Walls
Meter, Panel	Service Change
Trench	Ground Electrical, or Ground Plumbing
Drain tile, Waterproofing	Foundation Backfill
Final Gas	Final Mechanical
Mud Pan	Shower Pan
Poured Wall, Rebar	Slab or Foundation Wall
Marriage Wall, Party Wall, GB Wall, Core Wall	Framing