
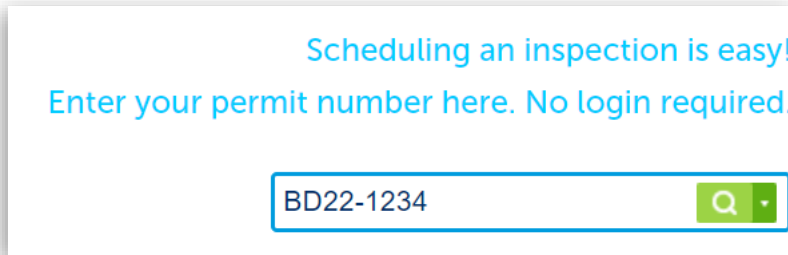



## Step-by-step instructions – Canceling an inspection online (Building/Fire Permits)

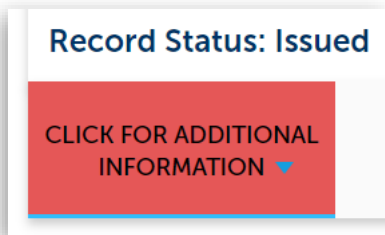
- 1) Click this link to go to our [OPS Portal](#).
- 2) Enter the Building Permit record number in the General Search field, and then select the magnifying glass (  ) icon.



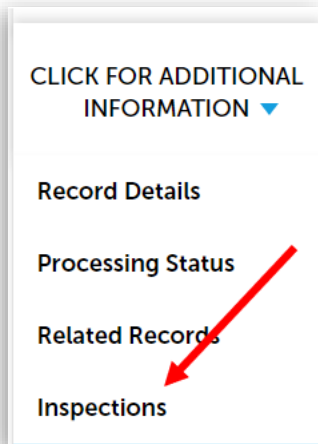
Scheduling an inspection is easy!  
Enter your permit number here. No login required.

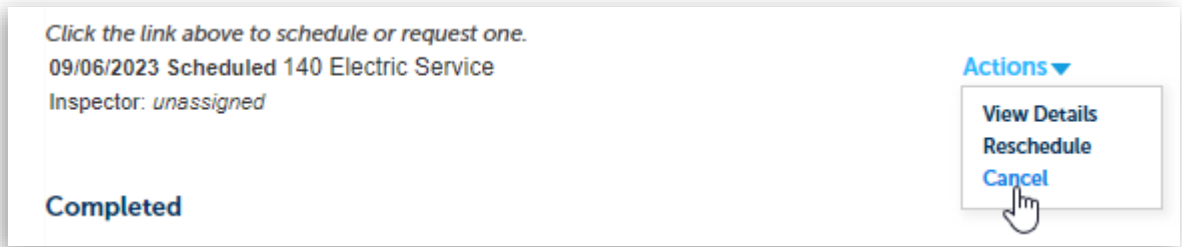
- 3) Scroll down the page and select the button labeled “CLICK FOR ADDITIONAL INFORMATION”.



- 4) Select “Inspections”



5) Scroll down and select the “Actions” link to the right of the scheduled inspection you want to cancel.



Click the link above to schedule or request one.  
09/06/2023 Scheduled 140 Electric Service  
Inspector: *unassigned*

**Completed**

Actions ▾  
View Details  
Reschedule  
Cancel

A hand cursor is pointing at the 'Cancel' option in the dropdown menu.

6) Select the “Cancel Inspection” button.

