
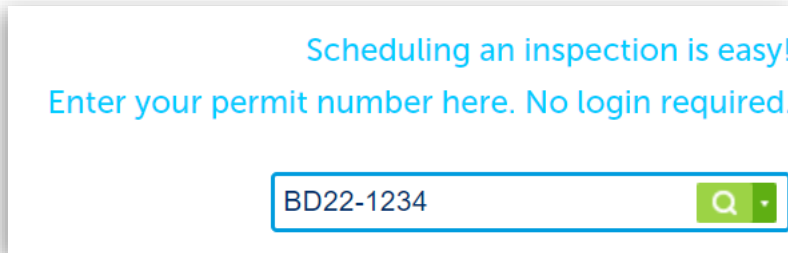



Step-by-step instructions – Rescheduling an inspection online (Building/Fire Permits)

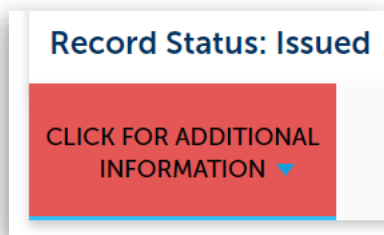
- 1) Click this link to go to our [OPS Portal](#).
- 2) Enter the Building Permit record number in the General Search field, and then select the magnifying glass () icon.



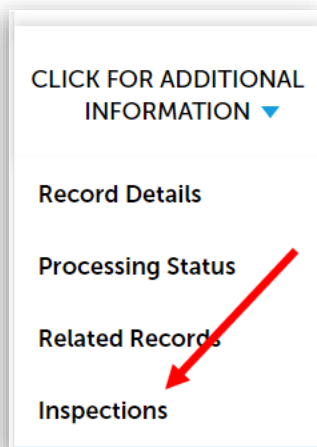
Scheduling an inspection is easy!
Enter your permit number here. No login required.

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



- 4) Select “Inspections”



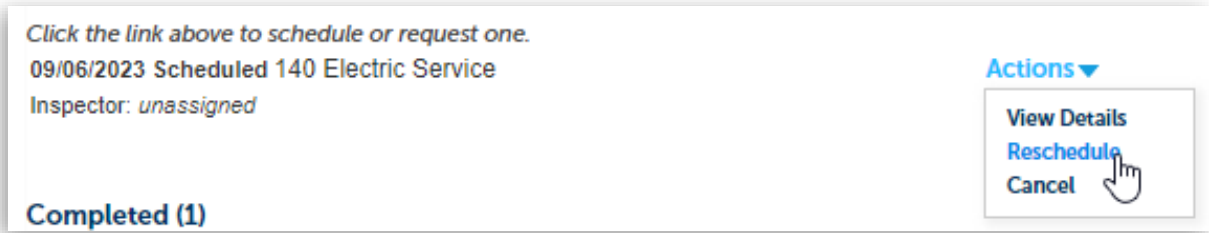
- 5) Scroll down and select the “Actions” link to the right of the scheduled inspection you want to cancel, then select “Reschedule”.

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

Completed (1)

Actions ▾

- View Details
- Reschedule
- Cancel



- 6) Select the requested inspection date (within 15-business days), then select the circle next to “All Day”, then select the “Continue” button.

Aug 2023

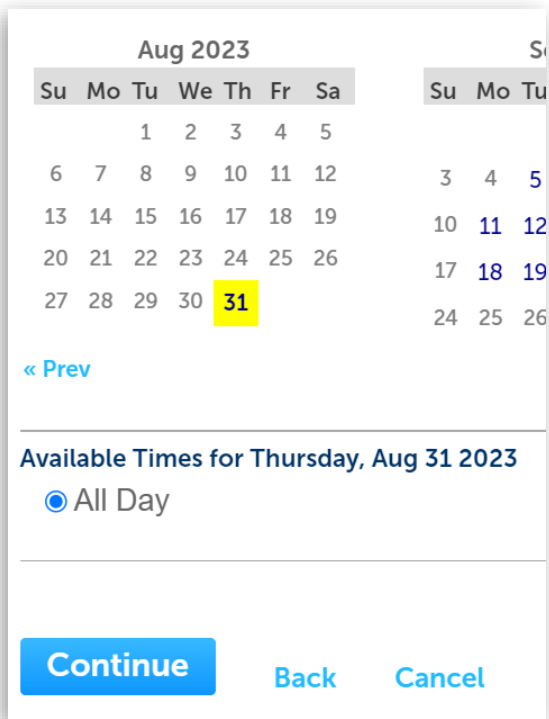
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu
		1	2	3	4	5			
6	7	8	9	10	11	12	3	4	5
13	14	15	16	17	18	19	10	11	12
20	21	22	23	24	25	26	17	18	19
27	28	29	30	31			24	25	26

« Prev

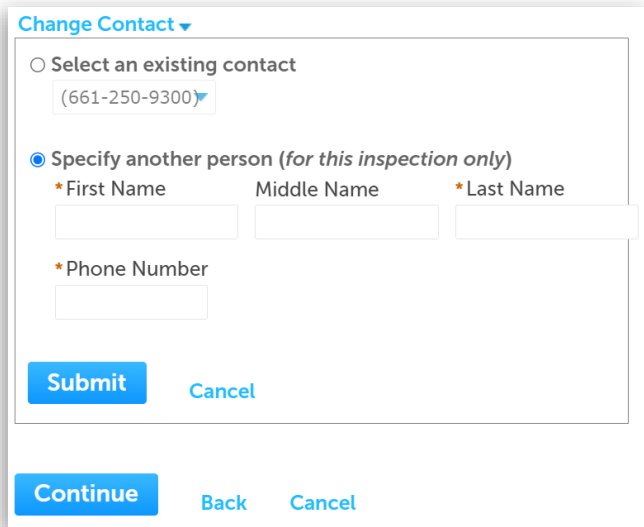
Available Times for Thursday, Aug 31 2023

All Day

Continue Back Cancel



- 7) The Contact information automatically populates with the phone number of the listed Applicant on the permit record. If you need to change this information, select “Change Contact”, then select the circle next to “Specify another person (for this inspection only)”, then enter the applicable contact name and phone number. Then select the “Submit” button, then the “Continue” button.



NOTE: The new contact information will not be saved as a contact on the permit record.

- 8) Verify the inspection information, then select the “Finish” button.

