

Requesting Inspections through the Public Portal

1. Now that you have issued your permit, you can request inspections through SmartGov's Public Portal.
2. Login to your Public Portal account.

Applications

Home | Briggs, Lily - support

Enter a permit or license number, address, or name **SEARCH**

Enter at least 2 characters

Apply Online
Apply online with our quick and easy process
APPLY +

Pay Online
Pay your applications quickly and securely
PAY +

My Inspections
Request an inspection when you are ready
REQUEST +

My Applications
Review your applications and inspection results
VIEW +

Other services

Advanced search Inspection schedule Reports Documents

3. Select **My Applications** on the right hand side. Under **Active** select the permit you would like to request an inspection for.

My Applications

Applications in Progress

▼ 1 record

Active

▲ 1 record

Permits

Permit / Reference #	Address	Submitted	Expires	Status
NEWRES-2023-001 One- And Two- Family Dwellings - New	35 HILLSIDE LANE	6/14/2023	12/11/2023	Approved

4. Under the **Permit Inspections** dropdown you can view all required inspections for the permit.

Inspection	Date	Status
Consultation		
Exterior Veneer Drainage Plane		REQUEST INSPECTION
Flashing		REQUEST INSPECTION
Mid-roof		REQUEST INSPECTION
Final Roof		REQUEST INSPECTION
Framing		REQUEST INSPECTION
Fireplace Framing		REQUEST INSPECTION
Chimney		REQUEST INSPECTION
Fire Blocking		REQUEST INSPECTION
Firestopping		REQUEST INSPECTION
Insulation		REQUEST INSPECTION
Interior Wall Covering		REQUEST INSPECTION
Floor/Deck Waterproofing		REQUEST INSPECTION
Shower Pan		REQUEST INSPECTION
High Altitude Adjustment		REQUEST INSPECTION
Final Smoke/CO		REQUEST INSPECTION
Final Mechanical		REQUEST INSPECTION
Final Address		REQUEST INSPECTION

[← View Applications](#)

[REQUEST INSPECTION](#)

5. Select **REQUEST INSPECTION** next to the inspection type you would like. From the request page, indicate the date of the inspection you would like and write any comments for the inspector you want them to know. Select **REQUEST INSPECTION** once you have verified the information.



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Request an Inspection

Application:

Only ISSUED Permits with No Fees Due or PENDING/VALID Licenses that are NOT EXPIRED will be available for inspection requests

Inspection Type:

Requested For:

Requested For Time Slot:


Comments:

[REQUEST INSPECTION](#)

6. You can now see the status of your inspection request in your **Permit Inspections** dropdown. The inspector will be notified with your request and will schedule it based on your requested inspection date, if they need to inspect on a different date you will be notified.


Inspection	Date	Status	
Consultation			
Exterior Veneer Drainage Plane	6/15/2023	Pending	CANCEL
Flashing			REQUEST INSPECTION
Mid-roof			REQUEST INSPECTION
Final Roof			REQUEST INSPECTION
Framing			REQUEST INSPECTION

7. Return back to the main portal page. Under **My Inspections** you can see any upcoming scheduled inspections, as well as request additional inspections from this tab.



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You have **2** inspections upcoming

06/20	35 HILLSIDE
06/15	35 HILLSIDE

My Inspections
Request an inspection when you are ready

[REQUEST »](#)

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1	in progress
1	active
0	expired / inactive
0	closed

My Applications
Review your applications and inspection results

[VIEW »](#)