Permitting Online Portal
# Building

Permitting Online Portal
Building

Overview

The City of Santa Clara Permitting Online Portal is available 24 hours a day, 7 days a week to research, apply for permits, pay permit fees, and create service requests. Basic access is available without an account, however, for more robust access and to apply for permits, you must set up an account.

Please only use Chrome or Edge browsers.

Create an account

1. Go to www.santaclaraca.gov/permits

2. In the top right corner, click **Register for an Account**.

   | Register for an Account | Login |

3. Fill out the **Login Information**.

Scan to go to

Permitting Online Portal
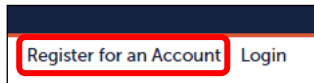
Login Information

STEP 1 OF 2: ACCOUNT DETAILS

* Required Fields

USER NAME: *
johndoe

E-MAIL ADDRESS: *
john.doe@xyz.com

PASSWORD: *
•••••••••

TYPE PASSWORD AGAIN: *
•••••••••

ENTER SECURITY QUESTION: *
What was your favorite food as a child?

ANSWER: *
Pizza

☑ I have read, understand, and agree to the Terms of Service ↗

CONTINUE

4. Read the Terms of Service and check the box. Then click **Continue**.

5. Fill out **Contact Details**. Please **use the same email** as in the previous step. The Contact Type is automatically completed for you. Then Click **Submit.**

Select Contact Type

STEP 2 OF 2: CONTACT DETAILS

* Required Fields

FIRST: *
John

LAST: *
Doe

NAME OF BUSINESS:

ADDRESS LINE 1: *
1500 Warburton Ave

CITY: *
Santa Clara

STATE: *
CA

ZIP: *
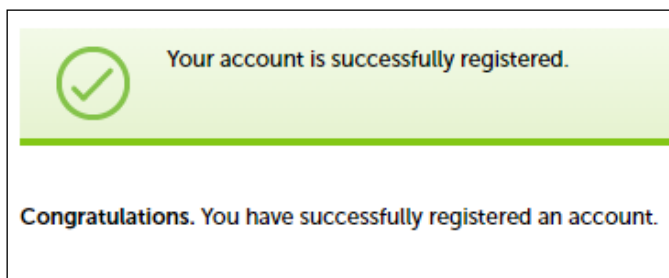95050

COUNTRY:
United States

HOME PHONE:

WORK PHONE:

MOBILE PHONE: *
555-555-5555

E-MAIL: *
john.doe@xyz.com

Submit

Back

A confirmation screen will show that you've successfully created your account.

✓ Your account is successfully registered.

Congratulations. You have successfully registered an account.

Permitting Online Portal
Building

City of
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Login

You can perform basic searches without logging in.

You must login to submit applications, upload/download files, schedule inspections, and see more search details **for projects you are connected to.**

1. Go to www.santaclaraca.gov/permits
2. Click **Login** in the top right corner of the screen.
3. Enter your email address or your user name.
4. Type your password.
5. Click **Sign In**.

If you forget your password, click **Forgot Password** at the bottom of the screen and follow the prompts.

Sign In

USER NAME OR E-MAIL: *

johndoe

PASSWORD: *

••••••••

Forgot Password?

Sign In

How to connect your Permitting Online Portal (POP) account to existing Building permits

Your account must be connected to the Building (BLD) permit to upload/download files or to schedule an inspection online. Unless you submitted the BLD permit under your account through the POP, you must ask for your account to be connected by a City staff member.

To request that your POP account be added to a BLD permit, **email the Permit Center at PermitCenter@SantaClaraCA.gov.**

Please provide:

- Full name
- User Name
- Email address used when you made your Permitting Online Portal Account
- BLD permit number(s)
- Your role in the project(s)

Please allow a few business days for us to process your request.

Search for Building (BLD) permits

Each Department or Division has its own Search function. To find other types of permits, such as Fire or Planning, click on the corresponding Department or Division name at the top of the screen.

1. Go to www.santaclaraca.gov/permits. From the **Building** tab, click on **Search for Permits**.
   If you are logged in, the list of permits your account is connected to will display first. **Scroll down** to see the **General Search** fields.

2. In the General Search section, enter information into any of the available fields, and click **Search**. Click on this icon ⑦ to see more information on how to use these fields. Please note:

   • **Parcel No** must be formatted as *###-##-###*
     Example: 291-02-003

   • **Start Date** and **End Dates** will limit searches to that date range.

   • **Record Type**: <u>**Do not use this field**</u> **unless you are only looking for permits that were created after 8/23/21.** Permits created prior to 8/23/21 had different labels, so they will be excluded from search results if you use this field.

3. **Scroll down below the General Search fields to see search results** at the bottom of the screen

4. Click on the **Record Number** of the record to see more details.

Permitting Online Portal
Building

View your records

To view your records, log into www.santaclaraca.gov/permits, click the **Home** tab. Then click **My Records**. Expand the category of records you would like to view. Click the **Record Number** to view more details.

	Date	Record Number	Record Type	Address	Related Records	Status	Action
☐	08/15/2021	BLD21-00943	Building Permit	123 Main Street Santa Clara, CA 95050	0	Submitted	
☐	07/23/2021	21TMPR-000070	Building Permit		0		Resume Application

Home Building Fire Planning Public Works Code Enforcement Help Your Neighbor Program

Dashboard **My Records** My Account Advanced Search ▾

▾ **Building**

Showing 1-2 of 2 | Add to collection

▸ Planning

Common Abbreviations

BLD = Building Permits (BLD##-##### or, if created prior to 8/23/21: BLD####-#####)

  DEF = Deferred Submittal (BLD##-####-DEF#), a "child" record

  REV = Revision (BLD##-####-REV#), a "child" record

  TCO = Temporary Certificate of Occupancy application (BLD##-####-TCO#), a "child" record

  AMMC = Alternate Means & Methods of Construction application (BLD##-####-AMMC#), a "child" record

TMP = Temporary Record, an application that has been saved, but not yet submitted (##TMP-######)

CEB = Code Enforcement Building Record created on/after 8/21/23 (CEB##-#####)

CRN = Code Enforcement Building Record created prior to 8/23/21 (CRN####-#####)

SER = Service Request (SER##-#####)

FIR = Fire Records (FIR##-#####)

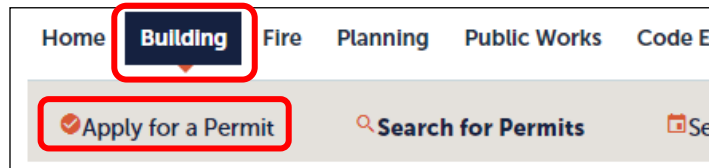**PLN** = Planning Records (PLN##-#####)

EP = Encroachment Permits

Permitting Online Portal Building

Apply for a Building permit

1. Log into www.santaclaraca.gov/permits. See **Create an Account** on page 2 if you do not have an account.

2. From the **Building** tab, click **Apply for a Permit**.

Home	**Building**	Fire	Planning	Public Works	Code En
	✓ Apply for a Permit		🔍 Search for Permits		📅 Sea

3. Read the online application instructions and the General Disclaimer. Then check the **I have read and accepted the above terms** box.

4. Click **Continue Application** to select the Building permit type.

Follow the next steps on the Permitting Online Portal and **read them carefully.** The **steps vary** based on ⃝ the type of Building permit you use.

This icon ⃝ will display more information when you click on it.

Scan to go to

Permitting Online Portal

What type of Building permit should I use, Regular or Simple?

Choose one of the following building permit types.

[Search]

▼ Building Regular Permits
  ○ Regular Building Permit
▼ Building Simple Permits
  ○ Residential HVAC
  ○ Residential PV Permit with SolarAPP+
  ○ Residential Re-Roof
  ○ Residential Sewer or Water
  ○ Residential Water Heater

Continue Application »

When in doubt, use the Regular Building permit type. You can always use the Regular Building permit type, regardless of the size of the project.

Simple Building permit types are only for very limited residential projects.

To see if your project qualifies for a Simple Building permit type, go to www.santaclaraca.gov/simplepermits

Scan to go to

Simple Permit Info

Apply for a Building permit (continued)

How to save an in-progress application

At any point in the application process, you can click **Save and resume later** to pause completing the application.

Save and resume later

To **continue an application you have saved:**

- From the Home screen, click on **My Records**.
- Expand **Building** to see any in-progress Building permit applications. They have **TMP** in the Record Number.
- Click **Resume Application** in the **Actions** Column.

If you need assistance to complete the process, call 408-615-2420 or email PermitCenter@SantaClaraCA.gov. Please provide the project address or temporary application number (example: 23TMP-12345) in all communication.

	Date	Record Number	Record Type	Address	Related Records	Status	Action
☐	08/15/2021	BLD21-00943	Building Permit	123 Main Street Santa Clara, CA 95050	0	Submitted	
☐	07/23/2021	21TMPR-000070	Building Permit		0		Resume Application

How to add Contacts to a Building permit

When you submit for a Building permit, the Contact info from your Permitting Online Portal Account is listed as the Applicant and the Primary Contact. The **Primary Contact** will receive critical correspondence such as fee notices and plan check comments.

- **To add other contacts** to the permit, after you submit the permit application, email PermitCenter@SantaClaraCA.gov with the **permit #, their contact information, and their role** on the project.

- **To change the Applicant** or **Primary Contact** on the permit, after you submit the permit application, email PermitCenter@SantaClaraCA.gov with **permit # and the contact information** of the person and ask them to be added as the **Primary Contact.**

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Apply for a Building permit (continued)

Here are some general steps in the Building permit application process. **The order of these steps vary depending on the type of Building permit you selected.**

Please carefully read each step of the application process on the online portal.

This icon will ⑦ display more information when you click on it.

Location (Address or Parcel Number)

1. Search by **Parcel Number** (aka: APN) OR the **Street No.** and **Street Name.** Click **Search.**

   - When searching by **Parcel Number:** use the format ###-##-###.

   - When searching by **Street No and Street Name:** use % as a wildcard after the partial Street Name if you are unsure of the entire name.

     - Example: Pepper will not find anything. However, Pepper% will find Pepperwood, Pepper Tree and Peppertree.

   If no records are found, review the information you typed. If there are no structures on the site, please search by Parcel Number, since the addresses have likely been retired.

   Owner information will populate from the County's records, which may be a few months behind. **If Owner information is incorrect**, after you submit the application, upload proof of ownership with a letter asking for the Owner information to be updated.

Address

For best results please enter the Street # and Street Name ONLY and click Search. It is best to enter the first 3 characters of the Street Name followed by a % sign. I.E "ABE%

If you cannot find the address, search by Parcel Number below. If the Parcel search does not return the address, then just leave the Address section blank and have the Parc

Street No.:	Direction:	Street Name:	Street Type:	Unit No.:
1500	--Select--	WARBURTON	AV	

Search   **Clear**

Parcel

Search in this format: ###-##-###. If you search by Parcel and there is no address, then leave the Address section above blank and have the Parcel Number field below filled out.

* Parcel Number:
224-25-074

Search   **Clear**

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Apply for a Building permit (continued)

Job Value (valuation)

For the **Job Value** field, enter a dollar amount for the value of the labor plus value of the materials for the entire scope of work. Even if you are doing all the work yourself, the Job Value needs to include the value of the labor in dollars.

Contractor Information

Note: If you do not have a contractor yet, or the permit is being pulled as Owner-Builder, then you should skip this step. If the step is not letting you skip, click on General Declarations above to go back enough steps to change who the permit is being pulled by from Contractor to Owner.

1. To add a contractor, click **Add**.

2. Enter their **State License Number** and **then click outside of that field, in the surrounding white space. Please wait a few moments** as other fields are automatically populated from the Contractor State License Board (CLSB) current data.

   - If no Business License # populates automatically, please enter the Contractor's City of Santa Clara Business License. To confirm the Business License #, please contact the Finance Department's Business License at 408-615-2310 or BusinessLicense@santaclaraca.gov or check online: business.santaclaraca.gov

Contractor Information   ✕

Type in your contractor's license #, then click outside of that field, and wait a moment. It will auto-populate information from CSLB.

If your business license # does not have your contractor's license #, then it will not auto-populate here. If you do not have a business license #, need to renew, or add your contractor's license to it, Contact Finance here.

After entering the State License Number, click here, in the blank white space

*License Type:	*State License Number:	Name of Business:
Contractor ▼		

*First:	*Last:	Business License #:

*Address Line 1:		*City:	*State:	*Zip:
			--Select-- ▼	

Mobile Phone:	*E-mail

[Save and Close] [Clear] Discard Changes

3. Enter the remaining required information.

4. Click **Save and Close**.

Apply for a Building permit (continued)

Attachments during application (uploading files)

During the Attachments step, please upload any files that are part of your Building permit application submittal, such as drawings, calculations, or forms.

- Please upload PDFs
- The maximum file size is 300MB
- For drawings, please follow the [Electronic Plan Submittal Guide](#)

Note: Some Building permit types require specific file(s) to be uploaded in order to submit the application. This will be noted on the Attachments step during application. In these scenarios, you will need to use the matching "Type" dropdown list to properly label the file.

1. Click **Add** to open the File Upload screen..

2. In the File Upload screen, click **Add** to select files from your computer. You can press **Ctrl + Click** to select more than one document.

3. Click **Continue**.

4. Select the **Type**.
   - Use "**Uploaded from ACA**" unless the screen states to use a specific file Type for a required file.
   - Example: use the Type "CF1R" for the Simple Residential HVAC permit.

5. Write a detailed **Description** for each file.
   - Example: "Drawings - 1st Submittal" or "C&D Waste Form"

6. Click **Save**

7. Click **Continue Application** when you have finished uploading files. You will get a green confirmation message near the top of the screen.

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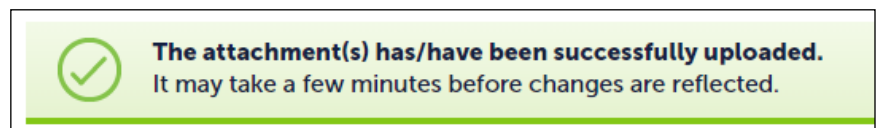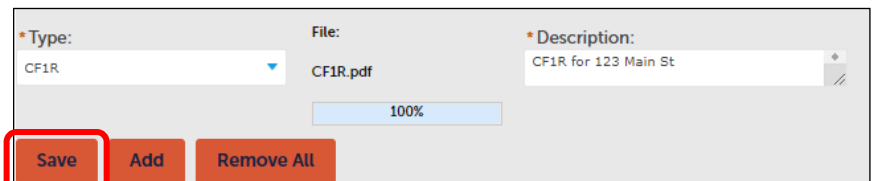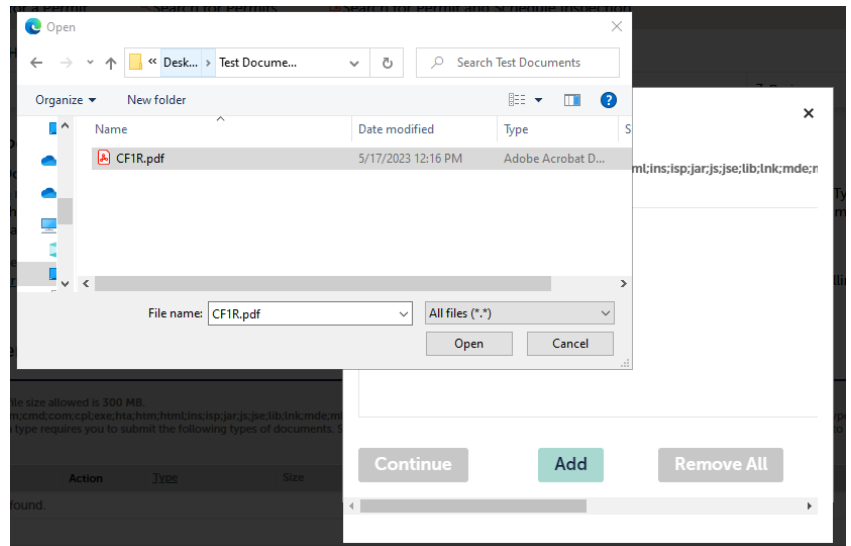
Paying fees via the Permitting Online Portal

You must be logged in to pay fees. You do not need to have your account connected to a specific BLD permit to pay a fee. Once fees are invoiced, a link will appear in the **Actions** column to allow you to pay fees with a credit card.

1. To view and/or pay a fee, **log into** www.santaclaraca.gov/permits.

2. From the **Home** screen, click **My Records**. Expand the category of records you would like to view. In the action column, click **Pay Fees Due**.

3. Review the fees, and click **Pay Fees.**

4. Complete the billing and payment information. **Make sure the name matches what is on the card.**

4. Click **Pay**. A confirmation screen will appear.

5. Click **Print/View Receipt** to print a hard copy of your receipt. A different receipt will also be emailed to the email address provided in the Payment Details. Both receipts are required for refunds.

Fees	Qty.	Amount
BLD Technology Fee	1	$10.50
Plumbing - Water Heater same location	1	$220.00
Permit Issuance	1	$91.67
TOTAL FEES: $322.17		

Continue Application »

You have paid a fee associated to this Record.
Please print a copy of this receipt and retain a copy your records.

Thank you for using our online services.

Your Record Number is BLD23-64138.

Work may not begin until the permit has been issued. Once the permit has been issued, a printed copy of
408-615-2400.

Print/View Receipt

Thank You

View Record Details » (When you have the permit card printed post it in the work area.)

Permitting Online Portal Building

Upload or download files to a Building permit

You must be logged in and your account must be connected to the specific Building (BLD) permit to upload or download files. See page 3 for how to have your account connected.

1. **Open the record: Login** and **Search** for it with the BLD number. Or go to **Home** and choose **My Records.** Click on the **Record Number** to open it.

2. Click **Record Info** to open the drop down menu and choose **Attachments**. It may take a few moments for the files to appear.

3. You can sort by Date or Virtual Folder, etc by clicking on the corresponding column name.
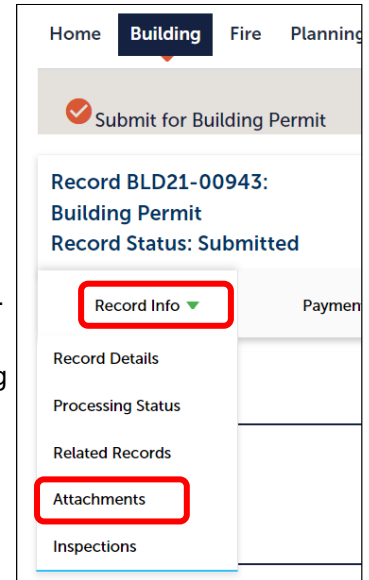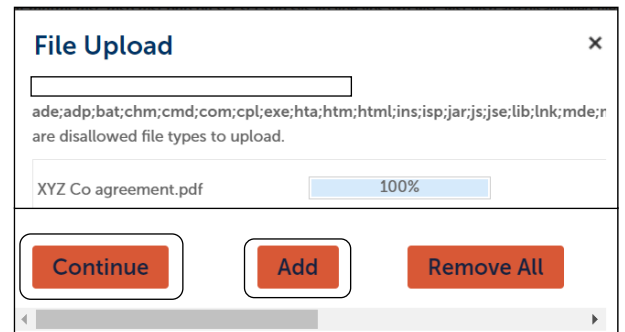
To download a file, click the **file name.**
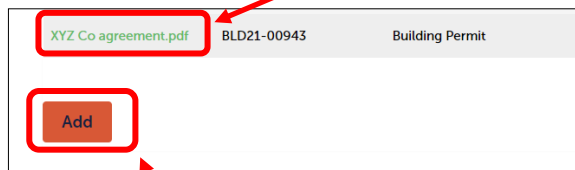
**To upload a file:**

1. Click **Add.** This will open the File Upload screen.

2. In the File Upload screen, click **Add** and select the file(s) you would like to upload. You can press **Ctrl + Click** to select more than one file.

3. Click **Continue** once all the files are listed.

4. Type a detailed **Description** next to each file. For the type, use **"Uploaded from ACA"** unless the page specifies otherwise.

5. Click **Save**. We are automatically notified when a file is uploaded.
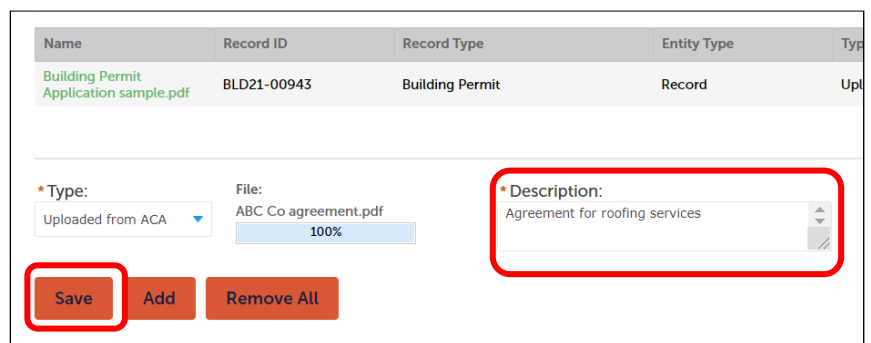
To remove a file that was mistakenly uploaded:

1. Next to the file you want to delete, click on **Action** to open the dropdown menu.

2. Click **Delete.**

Note: You cannot delete files that were uploaded or moved by City staff.
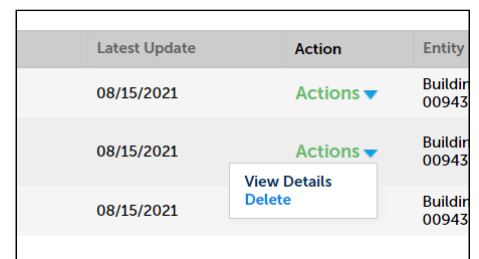
Download or upload files to a Building permit (continued)

How to resubmit (respond to plan check comments)

You must be logged in and **your account must be connected to the specific Building (BLD) permit** to resubmit. See page 3 for how to have your account connected.

Important: Do not resubmit until you receive all plan check comments. When all the plan check comments have been released, the application will be in the status: "Pending Corrections" and the Primary contact will have received a formal email.

1. **Log into** www.santaclaraca.gov/permits
2. **Open** your permit application (BLD##-#####) using Search or My Records.
   - If you are responding to plan check comments **for a Revision, Deferred Submittal or other child record, then open that child record** (example: BLD##-#####-REV#) instead of the parent permit (BLD##-#####). You should upload your resubmittal on the child record.
2. **Upload the following files.** Follow the instructions on page 12 on how to upload files.
   - The **Transmittal Form** for Building Permits
   - **Letter responding to all comments**
   - **Full set of drawings with clouds, delta, & date** that indicate the changed/added scope of work and any changes per comments received. Do not submit solely the revised sheets. It must always be a full set of drawings. Drawings must be compiled into 1 file.
     - Please follow the **electronic plan submittal guide**.
     - If you are responding to comments **on a Revision, submit all of the sheets affected by that Revision**, even if some of those sheets were not affected by the plan check comments.
     - If the drawing file is over 300MB, then you may split the file by trades.
   - **Any other documents that were changed due to plan check comments**, such as structural calculations, Title 24 documentation, etc.

We are automatically notified when a file is uploaded.

Download or upload files to a Building permit (continued)

How to submit a Revision, Deferred Submittal, etc. (child records)

You must be logged in and **your account must be connected to the specific Building (BLD) permit** to submit a Revision, or Deferred Submittal, etc. See page 3 for how to have your account connected.

1. **Log into** www.santaclaraca.gov/permits

2. **Open** your permit application (BLD##-#####) using Search or My Records.
   - If you are **responding to plan check comments for a Revision, Deferred Submittal** etc, follow the instructions on how to resubmit on page 13. You should upload the files to the child record (example: BLD##-#####-REV#)
   - If you are submitting a revision to a **Residential PV Permit with SolarAPP+**, follow the instructions here: www.santaclaraca.gov/solarapp

2. **Upload the following files.** Follow the instructions on page 12 on how to upload files.
   - For **Revisions** (REV):
     - The **Transmittal Form** for Building Permits
     - **Written narrative of the changes** referencing sheets/details that have changed
     - **Revised/added drawings:** On the drawings, be sure to submit the revised sheets with a **cloud around all changes, a delta, and a date for the revision.** Drawings must be collated into 1 file. Follow the electronic plan submittal guide.
     - **Revised valuation** (labor + materials)
     - Any other affected documents, such as structural calculations, Title 24 documentation, etc.
   - For **Deferred Submittals** (DEF):
     - The **Transmittal Form** for Building Permits
     - **Drawings**: They must be collated into 1 file. Follow the electronic plan submittal guide.
     - Any accompanying documents such as truss calculations, etc.

3. When the Revision, Deferred Submittal, etc is processed, we will open a child record number. Page 5 has a list of abbreviations for common child record types.

We are automatically notified when a file is uploaded.

Permitting Online Portal
Building

Check status of a Building (BLD) permit or application

You can view the detailed status of a BLD permit without logging in.

Find the application for which you would like to check the status. You can Search for it with the BLD number or go to **Home** and choose **My Records.** Click on the Record Number to open it.

General Status

Record Status indicates the general status of the application. **Issued, Active** or **ACT** all mean that the permit has been issued**. The three** different names for an issued permit reflect older software that was in effect when the permit was first issued.

Detailed Status

1. Click **Record Info** drop down menu and choose **Processing Status**.

2. Click the **Black arrow** to the left of a status item to see detail.
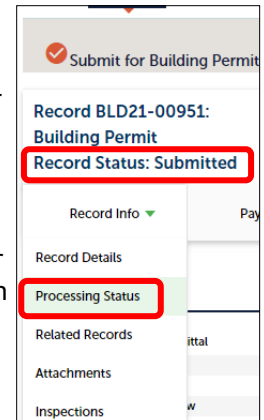
Application Submittal

Target Date is **not applicable** since this action depends on when the Permit Center received the submittal and the length of the queue.

Green check mark means that the most recent submittal has been routed for review.

Hourglass means the application or resubmittal has not been routed for review. Possible reasons are: because it has not been submitted to the Permit Center yet, or it is in the queue to be processed, or more information is needed before it can be routed.
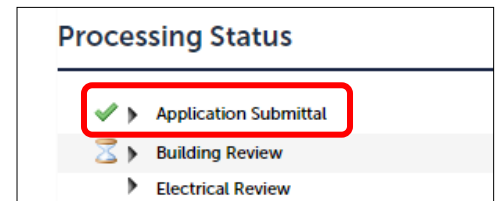

Plan Reviews

Target Date is approximate.

Black triangle means this permit has been routed for that plan review. No black arrow means that this permit was not routed to that reviewer. Click the black arrow to see details including if review was approved or had corrections, target date, and how many rounds of review there have been.

Hourglass means that plan review is still in progress.

Green check mark only means that reviewer completed the current round of review. Click on the black arrow to see if they approved the permit or not.
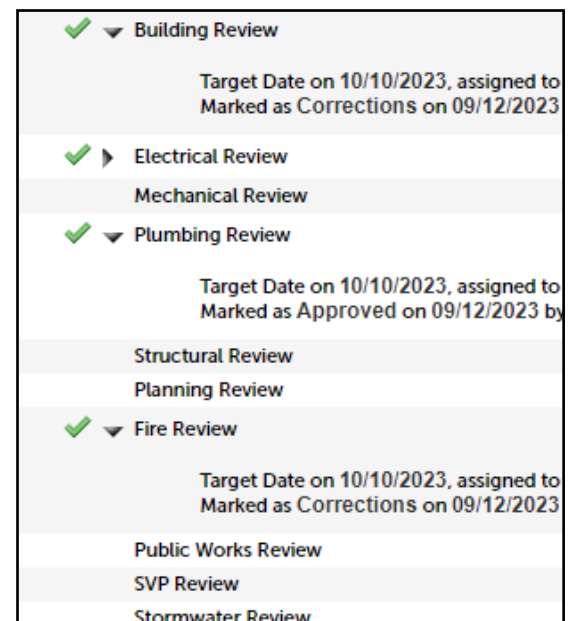
## Check status of a Building (BLD) permit or application (continued)

Review Decisions

> **Target Date** is approximate.
>
> **Hourglass** means the results of the most recent round of review is in the queue to be processed.
>
> **Yellow asterisk** means that comments have been issued to the Applicant/Primary contact via email.
>
> **Green check mark** means that all relevant reviewers have approved the permit.
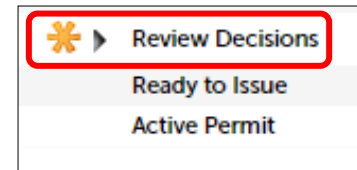

Ready to Issue

> **Target Date** is not applicable, since the action depends on when the Permit Center receives all outstanding items and length of the queue.
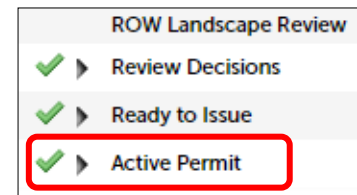>
> **Green Check mark** means the permit is ready to issue.
>
> **Hourglass** means the permit has been prepped for issuance. Permit Center has emailed a list of what is needed in order to issue the permit to the Applicant/Primary contact.
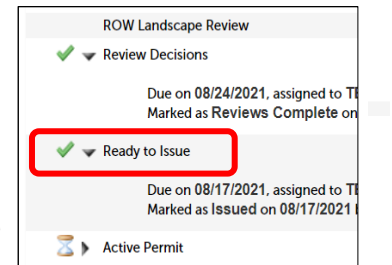
Active Permit

> **Green check mark** means permit has been issued.

**City of
Santa Clara**
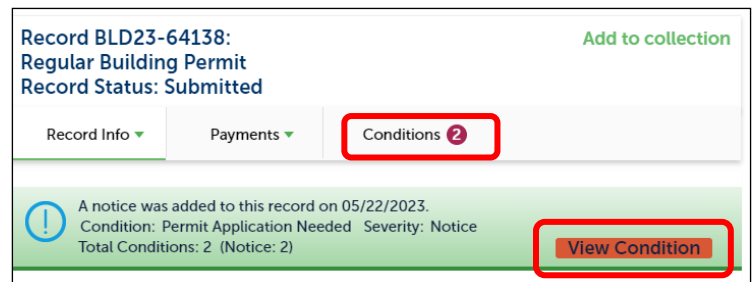The Center of What's Possible

Check status of a Building (BLD) permit or application (continued)

Conditions

Conditions are put on applications and Building permits to help make sure requirements are met.
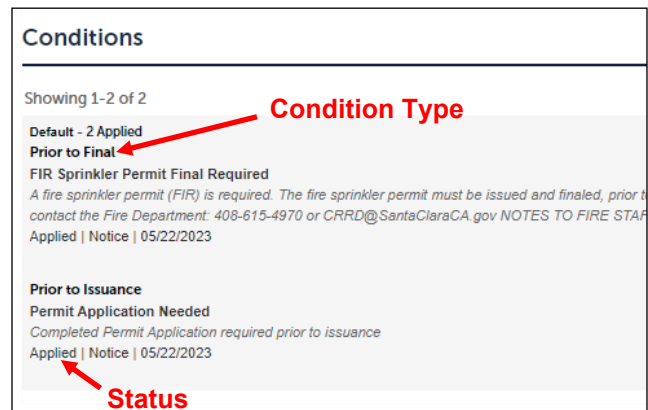
How to view Conditions:

1. **Log into** www.santaclaraca.gov/permits

2. **Open** your permit application (BLD##-#####) using Search or My Records.

3. On your record, click **Conditions** or **View Condition** to see more details.

Record BLD23-64138:
Regular Building Permit
Record Status: Submitted   Add to collection

Record Info ▾   Payments ▾   Conditions 2

⚠ A notice was added to this record on 05/22/2023.
Condition: Permit Application Needed   Severity: Notice
Total Conditions: 2 (Notice: 2)   **View Condition**

- **Status**:

  Applied means the Condition is still applicable to your project.

  Not Applied means the Condition has been met or is not applicable to your project.

Conditions

Showing 1-2 of 2   **Condition Type**

Default - 2 Applied
Prior to Final ◄
FIR Sprinkler Permit Final Required
A fire sprinkler permit (FIR) is required. The fire sprinkler permit must be issued and finaled, prior t
contact the Fire Department: 408-615-4970 or CRRD@SantaClaraCA.gov NOTES TO FIRE STAF
Applied | Notice | 05/22/2023

Prior to Issuance
Permit Application Needed
Completed Permit Application required prior to issuance
Applied | Notice | 05/22/2023
                    Status

- Common **Condition Types:**

  Prior to Issuance - prevents permit from being issued

  Prior to Final - prevents permit from passing final inspection

  Prior to Routing - prevents routing the application for plan review

  Prior to Inspection Schedule - prevents any inspections being scheduled

  Prior to Passing Rough Inspections - prevents rough inspections from being passed & prevents final inspections from being scheduled

  Prior to Schedule Final Inspection - prevents final inspections from being scheduled

Permitting Online Portal Building

Schedule or Request an Inspection

1. Log into www.santaclaraca.gov/permits (See **Create an Account** on page 2 if you do not have an account.) **Note: Your account must be connected to the BLD permit to schedule an inspection online. Unless you submitted the BLD permit under this account through the POP, you must ask for your account to be connected by a City staff member. (**See Page 3 for details.)

2. Click the **Building** tab, then **Search for Permit and Schedule Inspection**.

3. Click the **BLD Record Number** of the record for which you would like to schedule an inspection.

4. In the **Inspections Upcoming** section, click **Schedule or Request an Inspection**.

5. From the **Available Inspection** category drop-down menu at the top of the screen, choose the Inspection Category.

6. Select the Inspection type from the list. Click **Continue**.

City of
Santa Clara
The Center of What's Possible

Schedule or Request an Inspection (continued)

1. Select an available date. Available dates appear as blue links.

2. Select a time frame.

3. Click **Continue.**

4. Review the information on the Location and Contact Screen.

   If correct, click **Continue**.

   If incorrect click **Change Contact** and enter **information** (for this inspection only.)

Schedule/Request an Inspection

Aug 2021

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

Sep 2021

Su	Mo	Tu	We	Th
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

« Prev

◉ 08:00 AM - 05:00 PM

Continue   Back   Cancel

Schedule/Request an Inspection

Inspection type: 208 SERVICE UPGRADE

Location and Contact

Verify whether the location and contact person for the selected inspection are correct.

Location
111 Main Street

Contact
Hannah House
408-123-1234

Change Contact ▾

○ **Select an existing contact**

Hannah House   408-123-1234▾

◉ **Specify another person** (*for this inspection only*)
  *First Name   Middle Name   ***Last Name**

  Elisi | | Jones

  *Phone Number
  408-222-3333

Submit   Cancel

City of Santa Clara
The Center of What's Possible

Schedule or Request an Inspection (continued)

Review the confirmation. Click **Include Additional Notes** to add additional information to your inspection request.

Note: Reschedule must be made before 02:00 PM 1 day(s) prior to the inspection date/ time. Cancellations must be made before 02:00 PM 1 day(s) prior to the inspection date/ time.

Click **Finish** when done.

Schedule/Request an Inspection ✕

Confirm Your Selection

If requesting a Fire Building Inspection please put the date and time that you are requesting the inspection in the comments section. Fire inspections on Building permits are pending until the request for date and time is reviewed by the Fire Department.

208 SERVICE UPGRADE
8/23/2021 8:00 AM
111 Main Street

Hannah House 408-222-3333

Include Additional Notes

Cancellation and Reschedule Policy:

Reschedule must be made before 04:00 PM 1 day(s) prior to the inspection date/time.
Cancellations must be made before 04:00 PM 1 day(s) prior to the inspection date/time.

Finish   Back   Cancel

The Inspection date and tmie show up in the **Upcoming** section in the Building record.

Click **Actions** to view more details about the inspection, reschedule, or cancel.

Details include:

- Scheduled date/time
- Status History
- Result Comments
- Related Inspections

will

Record BLD21-00943:
Building Permit
Record Status: Issued

Record Info ▼   Payments ▼

Inspections

Upcoming (1)
Schedule or Request an Inspection
Click the link above to schedule or request one.
08/23/2021 at 08:00 AM Scheduled 208 SERVICE UPGRADE (18482356)   Actions ▼
Inspector: Unassigned Inspector

Completed

There are no completed inspections on this record.