Inspections Guide

Important stuff to know

- Inspections may only be scheduled by the Applicant of Record
- Although listed, an inspection may not be available for scheduling due to its dependency on the passing of another inspection
- Inspections, as shown on the list, are subject to change
- Inspections may not be performed on the day requested
- Re-inspection fees may be added if the work is not ready/complete at the time of inspection, or if the inspection request is canceled after the cut-off time

To Schedule an Inspection
1. Sign in to your Connect Live account
2. Click the Inspections link at the top
3. Find the inspection you want to schedule (permits are separated by a blue bar with the address and permit number listed on it)
4. Click on “Schedule” in the Action column
5. Select the date you would like for the inspection from the available dates listed
6. You can enter a note to the inspector if needed
7. Click “Schedule this Inspection”
8. Click the “Close” button to close the message stating “Inspection scheduled successfully”

Once the inspection has been scheduled, the Status column will show “scheduled” along with the date requested and the Action column will now have “Cancel” available.
To Cancel an Inspection
1. Find the inspection you want to schedule (permits are separated by a blue bar with the address and permit number listed on it)
2. Click on “Cancel” in the Action column
3. Click “OK” in the “Are you sure you want to cancel this inspection?” message box
4. Click “OK” in the “Inspection cancelled successfully” message box

Once the inspection has been canceled, the Status column will say “May be available” and the Action column will now have “Schedule” available.

To View Information for a Failed Inspection
1. Click the icon under the “More Info” column

The icon will only appear if there is inspection info
2. After viewing the information click the “Close” button