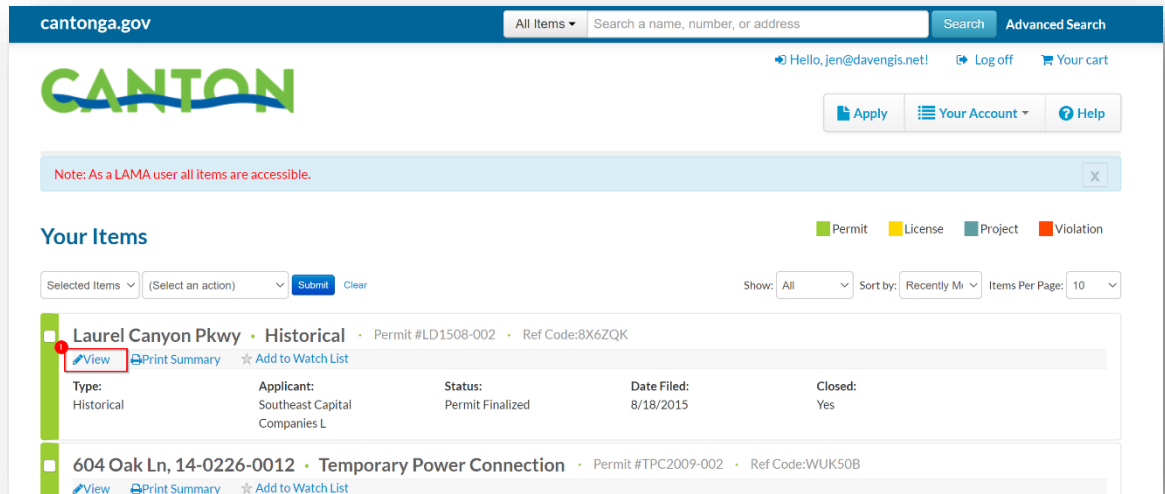


Adding an inspection that is not listed on the pop-out

Online you can add an inspection that is not listed on the quick schedule link by:

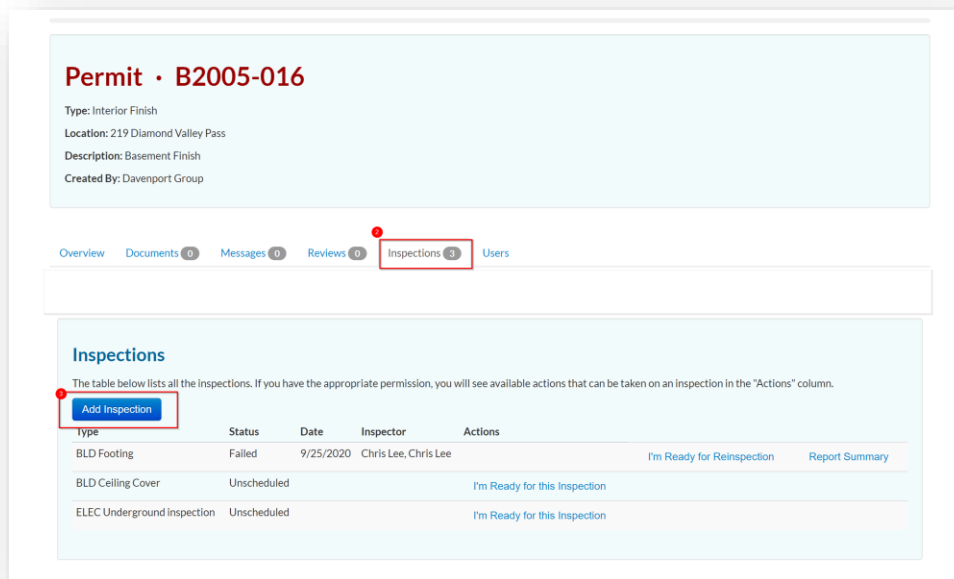
1. Locating the application by searching for its number or going to their Items, and clicking on the “View” Link under the address number.



The screenshot shows the cantonga.gov website interface. At the top, there is a search bar and navigation links. The main content area is titled "Your Items" and displays a list of items. The first item is "Laurel Canyon Pkwy · Historical" with a "View" link highlighted by a red box. Below the item name, there is a table with columns: Type, Applicant, Status, Date Filed, and Closed.

| Type | Applicant | Status | Date Filed | Closed |
|------------|-------------------------------|------------------|------------|--------|
| Historical | Southeast Capital Companies L | Permit Finalized | 8/18/2015 | Yes |

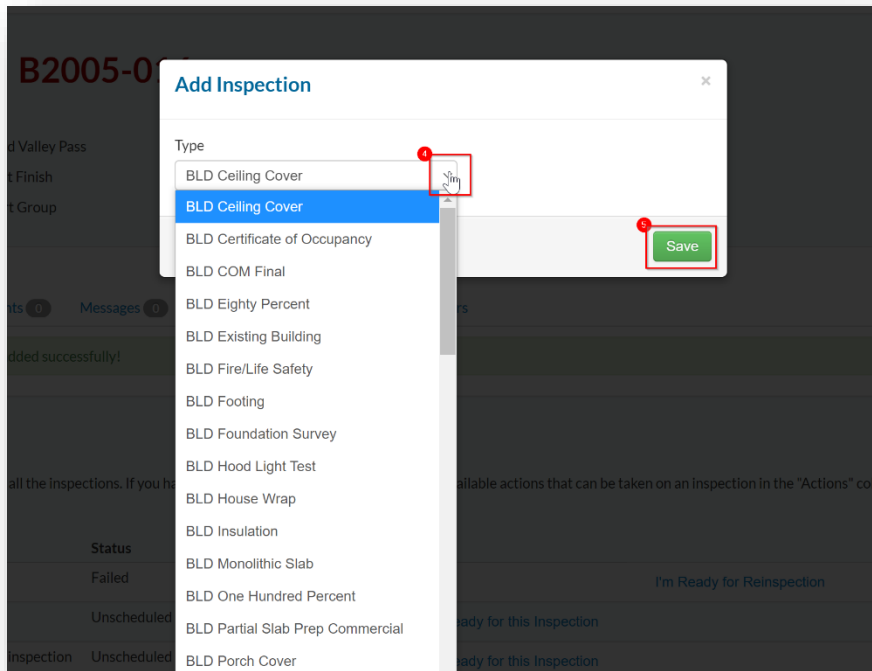
2. On the next screen, click on the “Inspections” Tab.
3. Click on the “Add Inspection” button.



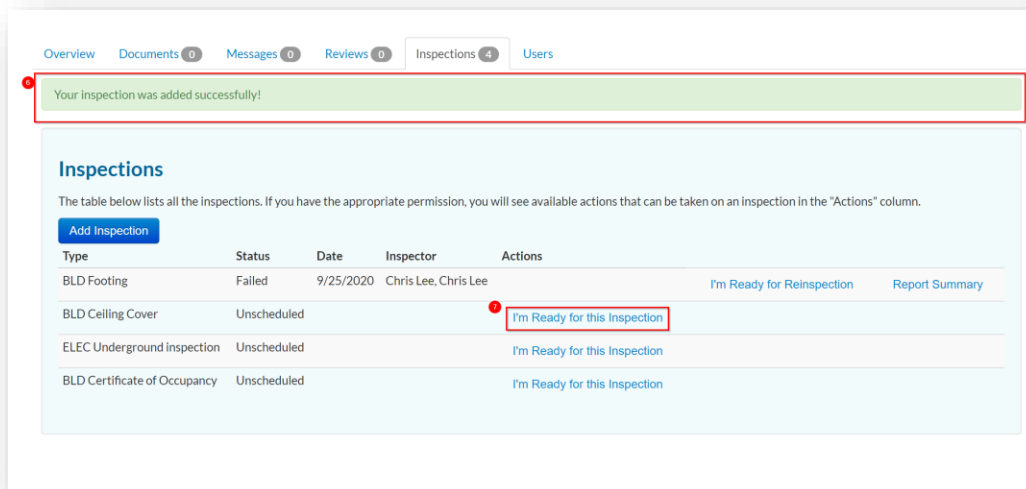
The screenshot shows the "Permit · B2005-016" page. The "Inspections" tab is selected and highlighted with a red box. Below the tabs, there is a table with columns: Type, Status, Date, Inspector, and Actions. The "Add Inspection" button is highlighted with a red box.

| Type | Status | Date | Inspector | Actions |
|-----------------------------|-------------|-----------|----------------------|---|
| BLD Footing | Failed | 9/25/2020 | Chris Lee, Chris Lee | I'm Ready for Reinspection Report Summary |
| BLD Ceiling Cover | Unscheduled | | | I'm Ready for this Inspection |
| ELEC Underground inspection | Unscheduled | | | I'm Ready for this Inspection |

4. Select the Type of Inspection from the drop down.
5. Click “Save”



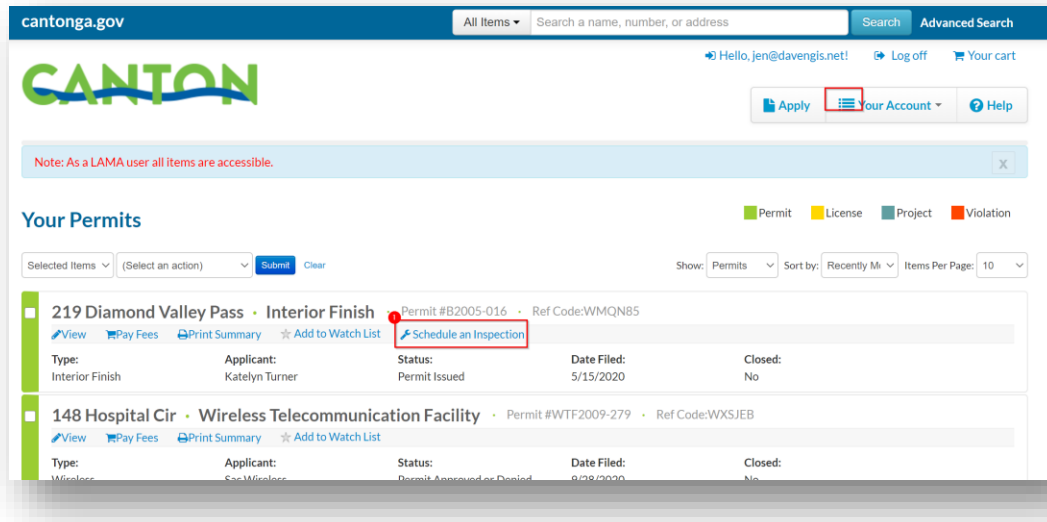
6. You will see a success message indicating that inspection has been added.
7. Click the "I'm ready for this Inspection" to schedule.



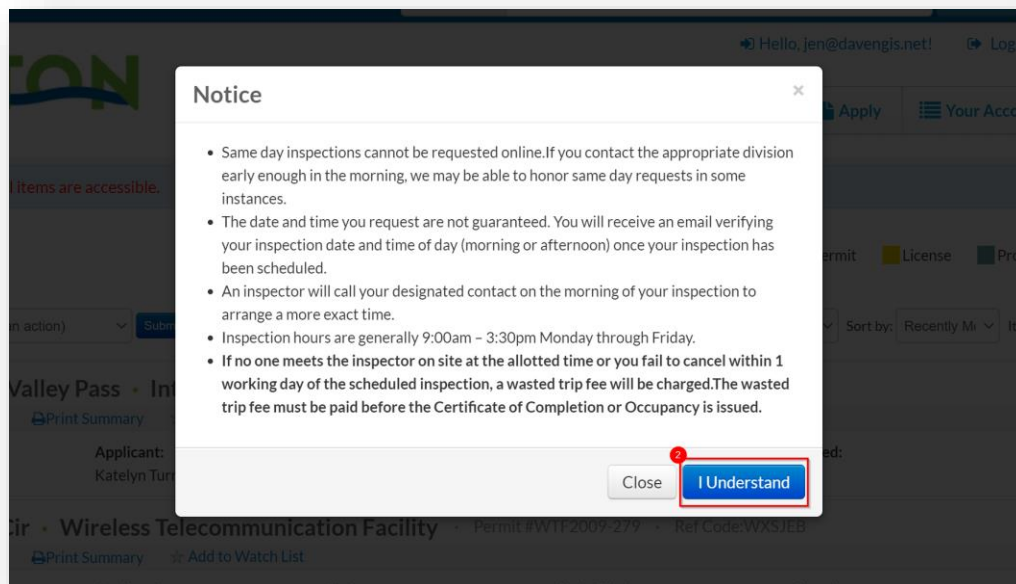
Inspection Requests on Permits (for requesting online inspections)

If unscheduled inspections exist on a permit, when going to Your Account > Your Items you will see a link for scheduling an inspection just under the Permit Type. To schedule your inspection:

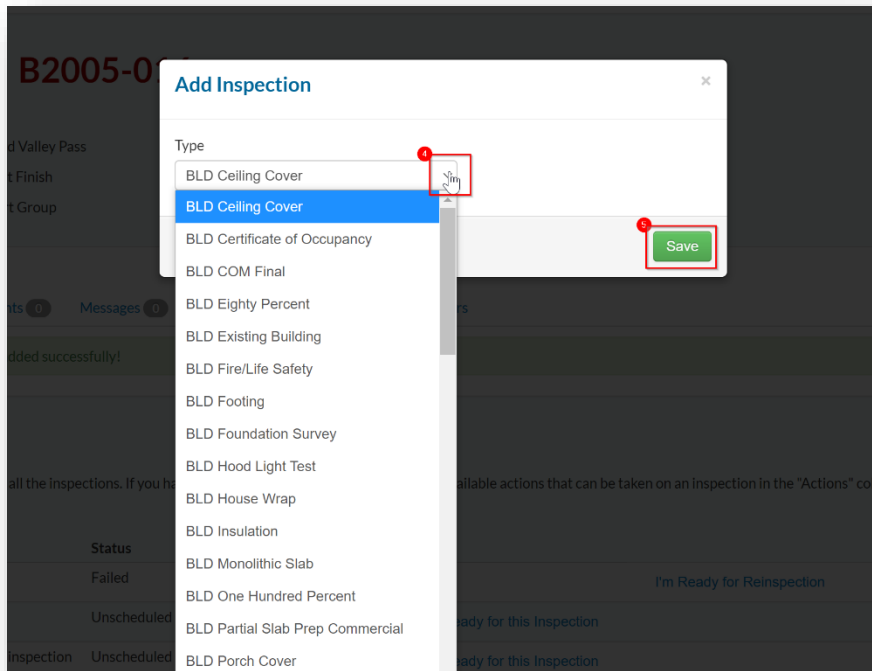
1. Click on the “Schedule an Inspection” Link with the small blue wrench



2. A warning screen with important information about how far in advance to schedule your inspection will pop-up. Read the information and click to indicate that you understand.



3. Enter the contact information for the person the inspector should contact on site, as well as the phone number and any related notes.



6. You will see a success message indicating that inspection has been added.
7. Click the "I'm ready for this Inspection" to schedule.

