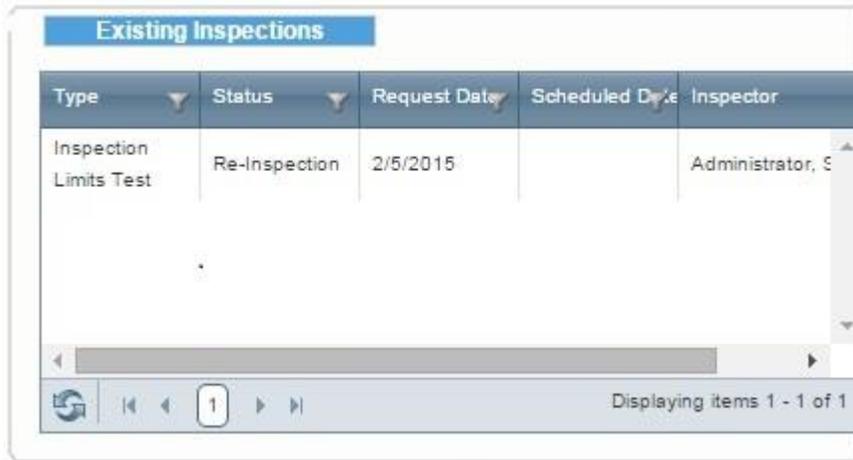## SCHEDULING AN INSPECTION ONLINE

Some municipalities require certain criteria to be met prior to scheduling an inspection, such as fees to be paid, permit to be issues, etc.

1. Once the ability to schedule an inspection is made available, you will see a **Schedule Inspection** box within your permit record. You will need to click on the **Schedule** button next to the inspection that you want to schedule.

Note: If you do not see that then you will need to contact the Town as your information is not set up correctly.

2. You will need to select a date by clicking on the calendar box within the pop up window. The comments area is not used so please do not put anything in this field, the inspector's do not use this field. If you have any special requests or need to let the inspector know anything please call them directly the day of the inspection before 8:30am.

3. Once you have made your selection, you will see the inspection listed under the **Existing Inspections** box.

4. When the requested inspection is approved by the municipality, you will see the schedule date populated with the day of the inspection as well as the name of the inspector who is assigned to the inspection.

5. If you fail an inspection a re-inspection will be created this will either show up in the **Scheduled Inspection** box. If it is not there, then you will need to locate the failed inspection on the **Existing Inspections** box and click on the failed inspection. There will be a **Schedule Re-inspection** button in the right hand corner.