

# Requesting an Inspection

^	Project/Case	Submitted By	Process	Status	Parcel #	Address	Submitted On
	BLDG.0224.2020	Test - Test Test (Company Admin)	General Permit Application	Permit Issued	264304401001	120 RUNNING MARE, PITKIN COUNTY Colorado 81656	Jul 06, 2020
	BLDG.0222.2020	Test - Test Test (Company Admin)	General Permit Application	Completed	264321302019	120 TURTLE, PITKIN COUNTY Colorado 81611	Jun 30, 2020

Once you are ready to schedule an inspection, you will want to locate and choose the project from your work-list. The project must have a status of **Permit Issued**, otherwise you will be unable to request the inspection.

After selecting the project, the inspection section will now have a variety of inspections listed. You can select the required inspection from this screen and move forward with scheduling.

Permits

Building Permit

Inspections

- CONSTRUCTION MGMT INSPECTION
- CONTINUOUS INSULATION
- EH CHILDCARE FACILITY INSPECTION
- EH FOOD INSPECTION
- EH OWTS INSPECTION
- EH OWTS INSTALLATION INSPECTION

<ul style="list-style-type: none"> <li>Fee</li> <li>Task</li> <li>Review</li> <li>Permit</li> <li style="background-color: #4CAF50; color: white;">Inspection</li> <li>Certificate</li> </ul>	2020.INSP	CONSTRUCTION MGMT INSPECTION		Comments
	2020.INSP	CONTINUOUS INSULATION		

You can also access all of the inspections from the navigation panel on the left.

An inspection must be in **Required** status before you are able to schedule. If the inspection status does not show as **Required**, please reach out to your project coordinator.

Inspection #	Type	Rolled	Open Comments	Reinspection	By Contractor	Status	Fee
<input type="checkbox"/> 0220.2020.INSP	CONSTRUCTION MGMT INSPECTION					Required	
<input type="checkbox"/> 0221.2020.INSP	CONTINUOUS INSULATION					Required	

After clicking on either the blue hyper-links or the inspection icon, the page shown here on the right will appear. You will be able to request an inspection date. This is only a request and will depend on the inspectors' workload.

Please note that inspections must be requested 24 hours in advance. Weekend inspections are at inspectors' discretion. Code Enforcement, Construction Management, Engineering, and Planning/Zoning do not take place the next business day; rather, a representative will contact you within 48 hours of receiving your request to schedule your inspection.

[SCHEDULE](#) > [UPDATE INSPECTION/LOCATION NOTE](#)

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SCHEDULE INSPECTION

Inspection Date \*

July, 2020

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	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	1
2	3	4	5	6	7	8

Today: July 6, 2020

Leave any desired comments or requests for the inspector, then click **Submit** to complete your request. **Important Note:** If someone other than the person making the request will be the on-site contact attending the inspection, list their name, number, and email address here in the **Inspection/Location Notes** field.

< Inspection List

## CONSTRUCTION MGMT INSPECTION

Inspection Status  
Required

[SCHEDULE](#) > UPDATE INSPECTION/LOCATION NOTE

SCHEDULE INSPECTION

Inspection Date \*

07/08/2020

Inspection/Location Notes

Call 30 minutes before

The status will change to **Scheduled** and the date will appear under the **Scheduled Date** column.

✓ Inspection scheduled

search

	Inspection #	Type	Rolled	Open Comments	Reinspection	By Contractor	Status	Fees	Performed By/On	Last Action	Assigned To	Scheduled Date
<input type="checkbox"/>	0220.2020.INSP	CONSTRUCTION MGMT INSPECTION					Scheduled		Test Test Jul 06, 2020 @ 05:16 PM	Scheduled		Jul 08, 2020
<input type="checkbox"/>	0221.2020.INSP	CONTINUOUS INSULATION					Required		Alex Sanchez Jul 06, 2020 @ 05:05 PM	Added		
									Alex			