

How to Request Inspections

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Information to Know

1. When you are requesting a date for your inspection please be aware that:
 - a. All calendar dates that are greyed out means that you cannot select that date for an inspection (e.g. Weekends or days already passed)
 - b. If you are trying to select the next business day and it is after 4PM, that day is no longer a viable option to choose. Our inspection request cutoff time is 4PM.
2. When requesting an inspection, there is no drop down option for an AM or PM time frame. Please be aware that:
 - a. Only homeowners and homeowner permits can request a time frame. If a homeowner wants to request a time frame, they can make that request in the Comments/Gate Code section.
 - i. AM time frame: 9am-1pm
 - ii. PM time frame: 1pm-5pm
3. You can request multiple inspections at one time.
4. If you cannot request an inspection, here are the possible reasons why:
 - a. Unpaid fees
 - i. You need to pay for your permit
 - ii. You need to pay for a re-inspection fee
 - iii. You need to pay for an additional plan review fee
 - b. A stop action hold has been applied to the permit
 - i. Your permit status should say On Hold
 - c. You are trying to request an inspection date on the weekend
 - d. You are trying to request an inspection date on a holiday
 - e. You are trying to request the next business day but are creating the request after 4PM, which is our cutoff time for next day inspections.
 - f. That inspection type is not inspected by the Building Department. Call the phone number listed on the inspection type to request that inspection with the appropriate department.

Ways to Request an Inspection

View – My Permits – Summary tab

Home My Dashboard Public Search Apply **1 View**

Public Records Request FAQs

PERMITS **INSPECTIONS** **LICENSES**

1 > My Permits

- > Request an Inspection
- > Today's Inspections
- > My Inspection History
- > My Contractor Licenses

Permit Number: COM-0268-2019

Permit Details | Tab Elements | Main Menu

Type: Commercial Addition Status: Issued

1 Summary Locations Fees Reviews Inspections Attachments Contacts Sub-Records Holds

Meetings More Info

Progress

7% Completed

- Completed
- In Progress
- Not Started

Workflow

- 1** Planning/Zoning Plan Review - Failed : 03/21/2019
- Planning/Zoning Plan Review - Passed : 04/11/2019
- Public Works Plan Review - Passed : 04/11/2019

1 Actions

- Request Inspection Electrical Ufer Group **Request** **1**
- Request Inspection Electrical Undergro. **Request**
- Request Inspection Mechanical Rough G **Request**
- Request Inspection Mechanical Final **Request**


1. Go to the permit record's Summary tab and under the Actions category, click Request on the wanted inspection type.

1 #COM-0268-2019 ✕

Inspection Type: Building Siding/Lath

Case Type: Commercial Addition

Address: 312 CTC BLVD Louisville, CO 80027

2 * Requested Date 

3 Comments/Gate Code



4 * Contact Name

5 * Contact Phone

6

2. Requested Date – By clicking on the calendar icon, select the date you would like the inspection to be scheduled for
 - a. All calendar dates that are greyed out means that you cannot select that date for an inspection (e.g. Weekends or days already passed)
 - b. If you are trying to select the next business day and it is after 4pm, that day is no longer a viable option to choose. Our inspection request cutoff time is 4pm.
3. Comments/Gate Code – This section is for any information that the inspector may need to know for the inspection. Homeowners and homeowner permits only can request a time frame under this section.
 - a. AM time frame: 9am-1pm
 - b. PM time frame: 1pm-5pm
4. Contact Name – Onsite contact that will be at the inspection or will be able to answer any questions about the inspection
5. Contact Phone – Onsite contact’s phone number
6. Click Submit

View – My Permits – Inspections tab

Home My Dashboard Public Search  Apply **1 View** 


Public Records Request FAQs


 PERMITS	 INSPECTIONS	 INVOICES
1 > My Permits	> Request an Inspection > Today's Inspections > My Inspection History	> My Invoices/Payments

Permit Number: COM-0268-2019




[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Commercial Addition Status: Issued 

Summary Locations Fees Reviews **1 Inspections**  Attachments Contacts Sub-Records Holds
Meetings More Info

[Existing Inspections](#) | [Request Inspections](#) | [Optional Inspections](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Existing Inspections

Sort Description 

1. Go to the permit record's Inspections tab

2 Request Inspections

Sort

Description	Reinspection	Action
Building Ledger Backing	Yes	2 <input type="checkbox"/>
Building Perimeter Drain	No	<input type="checkbox"/>
Building Shear Walls/Sheathing	No	<input type="checkbox"/>
Building Wrap	No	<input type="checkbox"/>
Building Sprinkler Rough In: Call the Fire Dept. at 303-666-8809 for the inspection. Do NOT schedule this with the Build. Dept.	No	<input type="checkbox"/> Inspection type doesn't allow public request.
HPC Grant - Framing	No	<input type="checkbox"/>
Building Framing	No	<input type="checkbox"/>
Building Siding/Lath	No	<input type="checkbox"/>
Building Window	No	<input type="checkbox"/>
Building Masonry/Veneer/EIFS	No	<input type="checkbox"/>

Results per page 1 - 10 of 41 << < 1 2 3 4 5 > >>

2 Request Inspection

2. Under the Request Inspections section, check the Action box for the inspection you want and click Request Inspection.
 - a. Any inspections that have been Approved will not show up as an option to choose from the Request Inspections section.
 - b. If you want to request an inspection that says "Inspection type doesn't allow public request," please call the number associated to that inspection type to request that inspection.
 - c. If you want to request multiple inspections, check the Action box for each inspection you want and then click Request Inspection

3 Optional Inspections

Description	Action
Building Damp Proofing	3 <input type="checkbox"/>
Building Drywall	<input type="checkbox"/>
Building Final	<input type="checkbox"/>
Building Footings/Piers	<input type="checkbox"/>
Building Foundation	<input type="checkbox"/>
Building Framing	<input type="checkbox"/>
Building Insulation	<input type="checkbox"/>
Building Ledger Backing	<input type="checkbox"/>
Building Masonry/Veneer/EIFS	<input type="checkbox"/>
Building Midroof	<input type="checkbox"/>

Results per page 1 - 10 of 10 << < 1 > >>

3 Request Inspection

3. The Optional Inspections section is for any inspections that you might need to request again that may already be approved or that you are not seeing as an option to choose from the Request Inspections section. Please default to the Request Inspections section to request your inspections before going to the Optional Inspections section.

1 #COM-0268-2019

Inspection Type: Building Siding/Lath

Case Type: Commercial Addition

Address: 312 CTC BLVD Louisville, CO 80027

4* Requested Date

5 Comments/Gate Code

6 * Contact Name

7 * Contact Phone

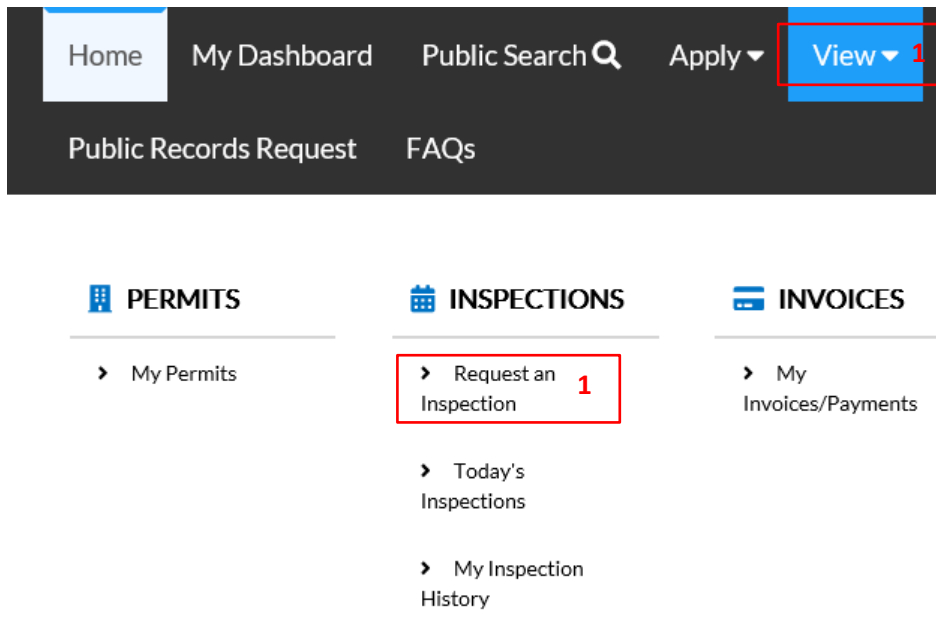
8 9, 10 Use same date for all
 Use same field contact for all

12 Submit Request All 11

4. Requested Date – By clicking on the calendar icon, select the date you would like the inspection to be scheduled for
 - a. All calendar dates that are greyed out means that you cannot select that date for an inspection (e.g. Weekends or days already passed)
 - b. If you are trying to select the next business day and it is after 4pm, that day is no longer a viable option to choose. Our inspection request cutoff time is 4pm.
5. Comments/Gate Code – This section is for any information that the inspector may need to know for the inspection. Homeowners and homeowner permits only can request a time frame under this section.
 - a. AM time frame: 9am-1pm
 - b. PM time frame: 1pm-5pm
6. Contact Name – Onsite contact that will be at the inspection or will be able to answer any questions about the inspection
7. Contact Phone – Onsite contact’s phone number
8. Steps 9-11 – You will only see these if you are requesting multiple inspections at one time
9. Use same date for all – If you want the inspections to all be for the same date, check this checkbox.
10. Use same field contact for all – If you want the contact information to all be the same, check this checkbox.
11. Request All – You can only click on this if you checked both boxes for “Use same date for all” and “Use same field contact for all.” Once you click Request All, all the inspections will immediately be requested.
12. Click Submit

- a. If you are requesting multiple inspection at one time and click Submit, it will only submit that one inspection, not all of them.

View – Request an Inspection



1. Under the View header, select Request an Inspection

Request Inspections

2

4

Sort

Case Number	Address	Type	Inspection Type	Select All <input type="checkbox"/>
COM-0261-2019		Commercial Addition	Mechanical Final	3 <input type="checkbox"/>
COM-0261-2019		Commercial Addition	Mechanical Rough Gas	<input type="checkbox"/>
COM-0261-2019		Commercial Addition	Plumbing Shower Pan	<input type="checkbox"/>
COM-0261-2019		Commercial Addition	Building Final	<input type="checkbox"/>
COM-0261-2019		Commercial Addition	Electrical Other	<input type="checkbox"/>
COM-0261-2019		Commercial Addition	Public Works: Utilities Disconnect Final	<input type="checkbox"/> Inspection type doesn't allow public request.
COM-0261-2019		Commercial Addition	Electrical Solar PV	<input type="checkbox"/>

2. In the search bar, enter your permit number or address
3. Check the Action box for the inspection you want

- a. If you want to request an inspection that says “Inspection type doesn’t allow public request,” please click on the permit number, go the Inspections tab, and call the number associated to that inspection type to request that inspection.
4. Click Request Inspection

1 #COM-0268-2019

Inspection Type: Building Siding/Lath

Case Type: Commercial Addition

Address: 312 CTC BLVD Louisville, CO 80027

5 * Requested Date

6 Comments/Gate Code

7 * Contact Name

8 * Contact Phone

10, 11 Use same date for all
 Use same field contact for all

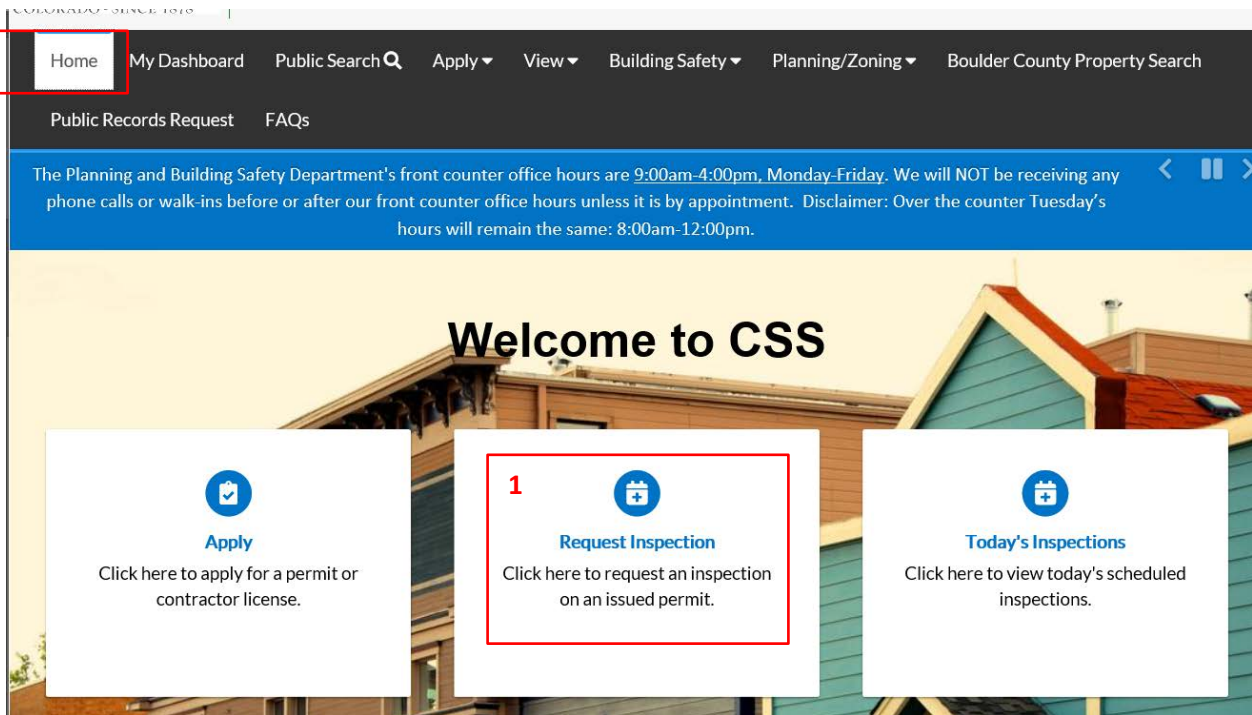
13 Submit Request All 12

9

5. Requested Date – By clicking on the calendar icon, select the date you would like the inspection to be scheduled for
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8. Contact Phone – Onsite contact’s phone number
9. Steps 10-12 – You will only see these if you are requesting multiple inspections at one time
10. Use same date for all – If you want the inspections to all be for the same date, check this checkbox.
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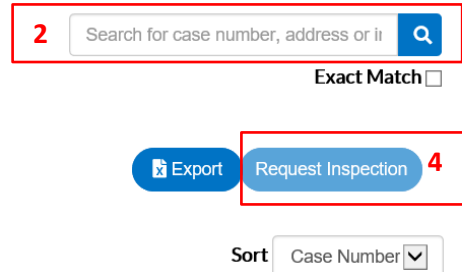
12. Request All – You can only click on this if you checked both boxes for “Use same date for all” and “Use same field contact for all.” Once you click Request All, all the inspections will immediately be requested.
13. Click Submit
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Home – Request Inspection



1. Under the Home header, select Request an Inspection tile

Request Inspections



Case Number	Address	Type	Inspection Type	Select All <input type="checkbox"/>
COM-0261-2019		Commercial Addition	Mechanical Final	<input checked="" type="checkbox"/>
COM-0261-2019		Commercial Addition	Mechanical Rough Gas	<input type="checkbox"/>
COM-0261-2019		Commercial Addition	Plumbing Shower Pan	<input type="checkbox"/>
COM-0261-2019		Commercial Addition	Building Final	<input type="checkbox"/>
COM-0261-2019		Commercial Addition	Electrical Other	<input type="checkbox"/>
COM-0261-2019		Commercial Addition	Public Works: Utilities Disconnect Final	<input type="checkbox"/> <i>Inspection type doesn't allow public request.</i>
COM-0261-2019		Commercial Addition	Electrical Solar PV	<input type="checkbox"/>

2. In the search bar, enter your permit number or address
3. Check the Action box for the inspection you want

- a. If you want to request an inspection that says “Inspection type doesn’t allow public request,” please click on the permit number, go the Inspections tab, and call the number associated to that inspection type to request that inspection.
4. Click Request Inspection

1 #COM-0268-2019

Inspection Type:	Building Siding/Lath
Case Type	Commercial Addition
Address:	312 CTC BLVD Louisville, CO 80027

5 * Requested Date

6 Comments/Gate Code

7 * Contact Name

8 * Contact Phone

9 10, 11 Use same date for all
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13 12

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