

Requesting and managing permit inspections

You can request to schedule any inspections needed for your permit directly from your Citizen Portal account. You may also have the ability to cancel your inspection or view the inspection schedule details. **Note: The options available may be limited depending on the configuration set up by your jurisdiction.*

Requesting an Inspection

You can request an inspection from several different areas in the Citizen Portal. You must be [logged in](#) to request an inspection.

▶ [From the my inspections section](#)

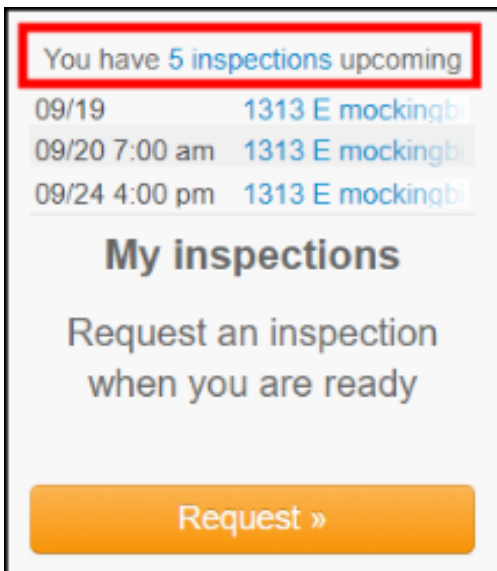
▶ [From the inspection schedule section](#)

▶ [From the permit application](#)

Viewing and canceling your inspections

You can easily view your scheduled and requested inspections and cancel them if needed. **Note: The options available may be limited depending on the configuration set up by your jurisdiction.*

1. Click **Go** on the Applications section.
2. At the top of the My Inspections section, you can see how many upcoming inspections you have scheduled. Click the **_ Inspections** link to view the list of your upcoming inspections.



- On this page, you can see the date and time of your scheduled and requested inspections as well as the assigned inspectors. You may also be able to cancel your inspection from this page.
 - If you need to cancel this inspection, click the **Cancel** link. You must enter a **Comment** and then click **Cancel Inspection**.

Upcoming Inspections		
Inspection	Inspector	Date
B-Misc inspections that pertain to inspections above this point&special insps. 1313 E mockingbird Lane, San Diego COMM-2019-138	Not Assigned	Requested for 9/19/2019 Cancel
B-Electrical 1313 E mockingbird Lane, San Diego COMM-2019-138	Not Assigned	Requested for 9/20/2019 at 7:00 am Cancel

Viewing inspection results

- Click **Go** on the Applications section.
- Click **View** on the My Applications section.
- Select the appropriate permit application number.
- Scroll down to the Inspections section. The Status column will show the results of the inspection.
- To see the details of the inspection, click the document icon (📄) to open the Inspection Results report.

📄 Inspections		
Permit Inspections Introduction		
	Date	Status
B-Electrical	9/20/2019 7:00 am requested	Awaiting Inspection Cancel >
B-Footings	9/19/2019 4:00 pm requested	Cancelled
	9/19/2019 4:00 pm scheduled	Cancelled
	9/19/2019	Approved 📄

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