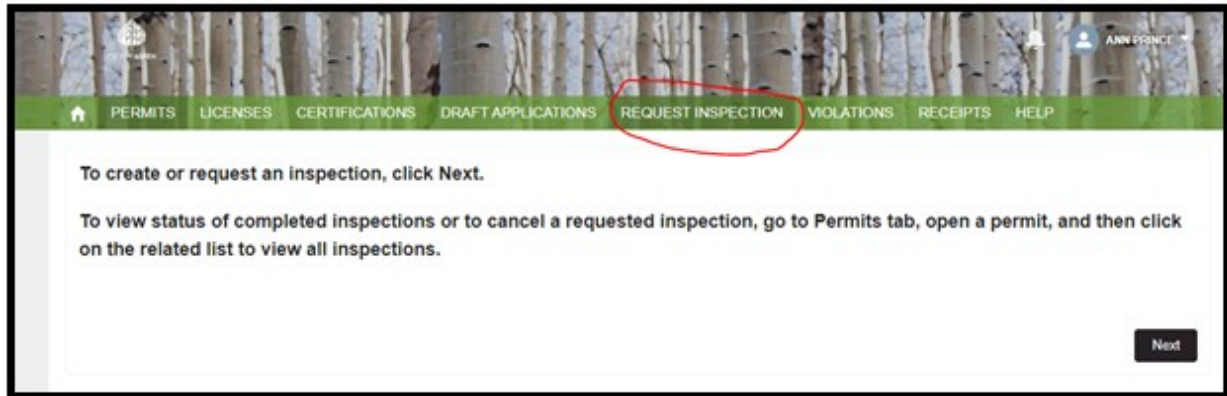
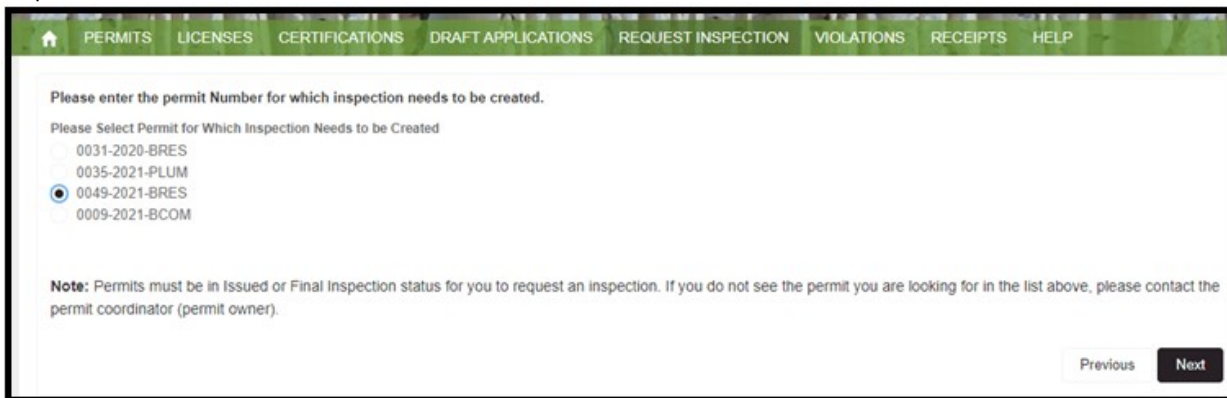


## How to request an inspection?

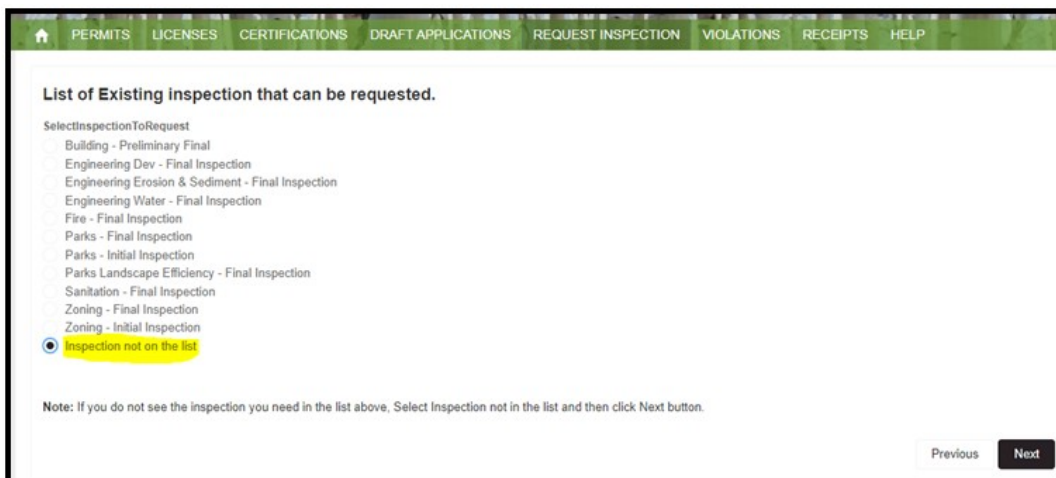
1. Login with your account to our Applicant Portal
2. Click on the Request Inspection Tab at the top of the screen.



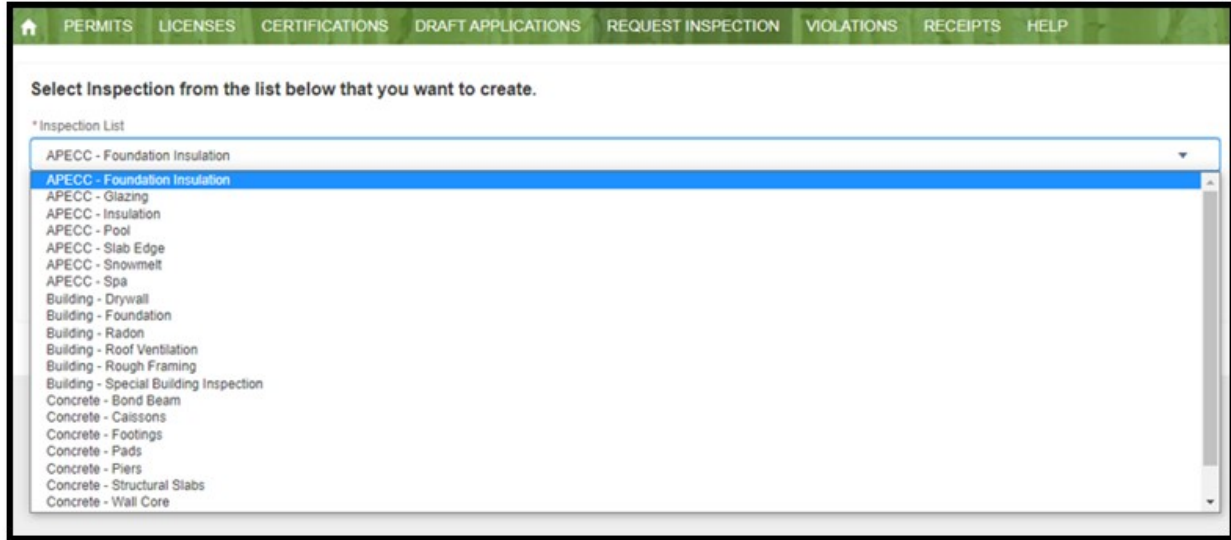
3. Once you click on Next, the system will provide a list of permits that allow inspections (in issued or final inspection status).



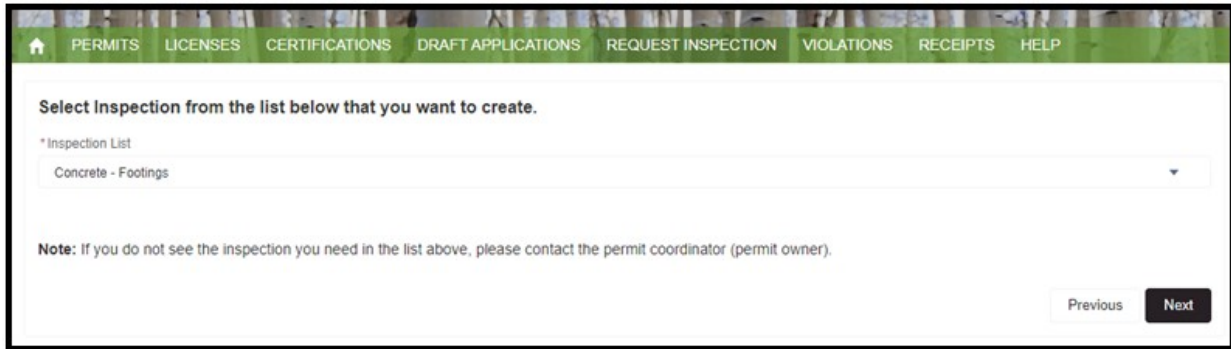
4. You can select the permit and click next. Then you will see a list of system-generated inspections awaiting request. Once you see the inspection you want, you can select it and be taken to a request form to enter date/time, etc. If you do not see the inspection you want, you can click *Inspection not on the list* and click Next.



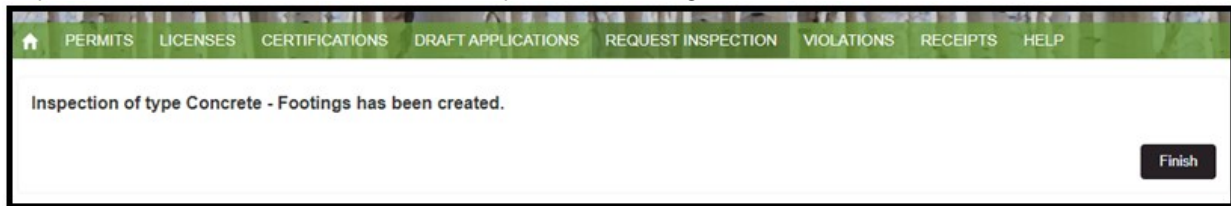
5. When you click next, you will be taken to a picklist screen where you can pick from all the building inspections available for the permit type.



6. You can select the inspection type you want, click next and be taken to the request inspection screen.



7. Inspection will be created in Requested status. When you click Finish, you will be redirected back to Request Inspection tab to either enter another inspection or navigate to different tab.



If you have questions, please contact the appropriate department:

Building	<a href="mailto:buildinginspectors@cityofaspen.com">buildinginspectors@cityofaspen.com</a>
Engineering CMP	<a href="mailto:cmphelp@cityofaspen.com">cmphelp@cityofaspen.com</a>
Engineering Dev Rev	<a href="mailto:engerineeringhelp@cityofaspen.com">engerineeringhelp@cityofaspen.com</a>
Engineering Soils/Erosión	<a href="mailto:cmphelp@cityofaspen.com">cmphelp@cityofaspen.com</a>
Engineering Water	<a href="mailto:cmphelp@cityofaspen.com">cmphelp@cityofaspen.com</a>
HPC	<a href="mailto:amy.simon@cityofaspen.com">amy.simon@cityofaspen.com</a>
Parks	<a href="mailto:david.radeck@cityofaspen.com">david.radeck@cityofaspen.com</a>
Recycling	<a href="mailto:eh@cityofaspen.com">eh@cityofaspen.com</a>
Sanitation	<a href="mailto:chip.aspensan@outlook.com">chip.aspensan@outlook.com</a>
Water Efficient	<a href="mailto:rick.magill@cityofaspen.com">rick.magill@cityofaspen.com</a>
Landscaping	
Zoning	<a href="mailto:comdevzoning@cityofaspen.com">comdevzoning@cityofaspen.com</a>