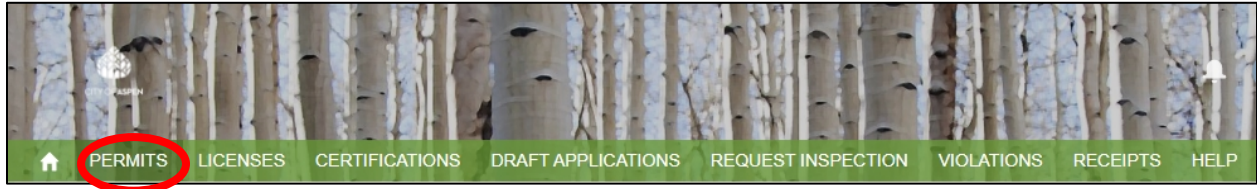


How to See What Inspections Are Needed

1. Navigate to your list of permits in the Salesforce portal by clicking on the “Permits” tab at top of screen.



2. Scroll down and click the permit number you wish to see the required inspections for. **Note: The permit status must be “issued” to show required inspections.**

The image shows a table of submitted permits. The permit number '0028-2019-BRES' and its status 'Issued' are circled in red.

Number ↑	Type	Applicant	Status	Address.	Issue Date
1	0002-2019-BRES	Building	Permit Review	1234 Main St	
2	0005-2019-BRES	Building	Permit Review	1234 Main St	
3	0028-2019-BRES	Building	Issued	1234 Main St	9/17/2019
4	0031-2020-BRES	Building	Issued	1234 Main St	11/11/2020

3. Scroll down and click the “Related” tab above the permit details.

The image shows the details page for permit 0028-2019-BRES. The 'RELATED' tab is circled in red. The page displays fields for Number, Type, Applicant, Record Type, Assigned Owner, and Status.

Number	0028-2019-BRES	Record Type	Building
Type	Building	Assigned Owner	AnnMarie Prince
Applicant		Status	Issued

4. Scroll down to find the “Inspections” section. Click “View All.”

The image shows a list of inspections for permit 0028-2019-BRES. The 'View All' link is circled in red.

Number	Status	Type	Subtype
INS-0002230-19	Pass/Accepted	HPC	
INS-0002232-19	Pass/Accepted	Concrete	Bond Beam
INS-0002259-19	Pass/Accepted	Fire	
INS-0006384-20	Pass/Accepted	Comm Dev	
INS-0003635-20	Pass/Accepted	Zoning	
INS-0012171-20	Pass/Accepted	Building	Final Building

5. On this page you will see all the required inspections for this permit. Don't forget to use the scroll bar to see the full list.

Permits > 0028-2019-BRES
Inspections

17 items • Updated a few seconds ago

Number	Status	Type	Subtype	Requested ...	Co...	Ow...	Ow...	Permit Ins...
1	INS-0002230-19	Pass/Accepted	HPC		5/28/2020 9:11 AM	5/28/2020	Renee Espinoza	Initial Inspection
2	INS-0002232-19	Pass/Accepted	Concrete	Bond Beam		2/24/2020		Initial Inspection
3	INS-0002259-19	Pass/Accepted	Fire			5/28/2020		Final Inspection
4	INS-0006384-20	Pass/Accepted	Comm Dev			8/31/2020	Rebecca Wallace	
5	INS-0003635-20	Pass/Accepted	Zoning			5/28/2020		Final Inspection
6	INS-0012171-20	Pass/Accepted	Building	Final Building		8/31/2020		Final Inspection
7	INS-0006222-21	Pending	Parks Landscape Efficiency					Final Inspection
8	INS-0006223-21	Pending	Engineering Erosion & Sediment					
9	INS-0006224-21	Pending	Sanitation					Final Inspection
10	INS-0006225-21	Pending	Parks					Final Inspection

6. Ready to request an inspection? Click the "Request Inspection" tab at the top of the screen and follow the prompts. [Click here for more detailed information about how to request an inspection.](#)

