



e-Permitting User Guides: *How to Schedule Inspections* (Mobile Device)

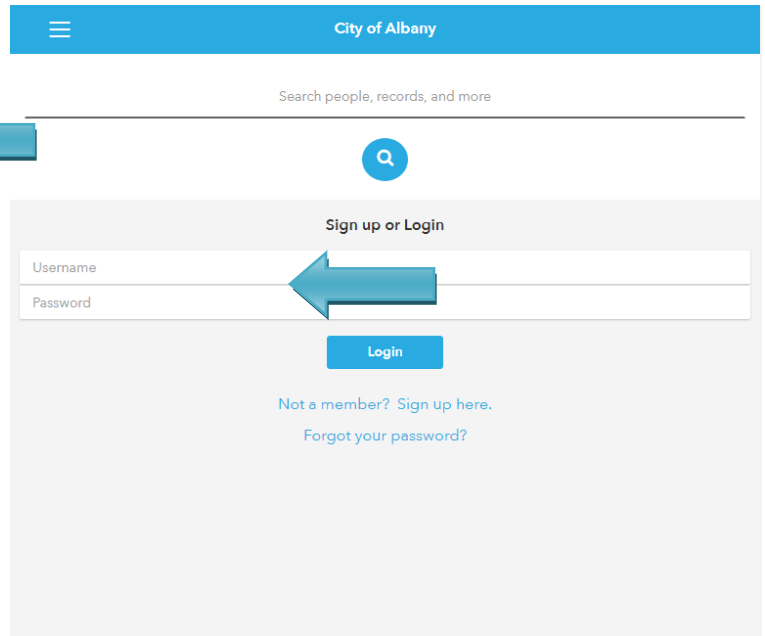
Thank you for using the City of Albany's e-Permitting platform. This platform can be used to make application, pay fees, upload documents, and schedule inspection. This guide will assist you in scheduling an inspection for your projects. In addition to scheduling inspections this site will also allow you to reschedule and view inspection results.

Step 1:

Go to our mobile inspection webpage at www.cityofalbany.net/inspections and log in.

If you do not have an account, please first go to www.cityofalbany.net/permits and register for an account.

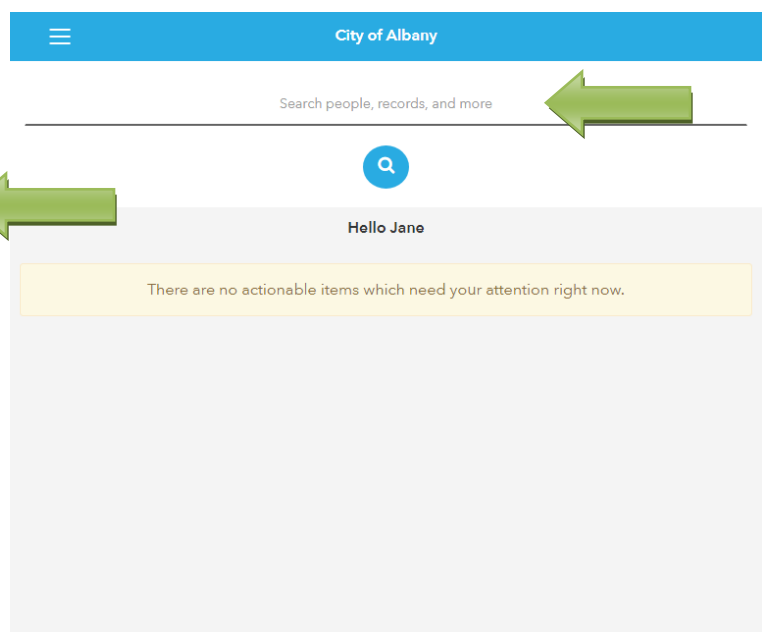
Note: For desktop users, please visit www.cityofalbany.net/permits for a more desktop friendly site.



Step 2:

Once logged in, tap the search bar to enter the permit number or address, then tap the blue search icon.

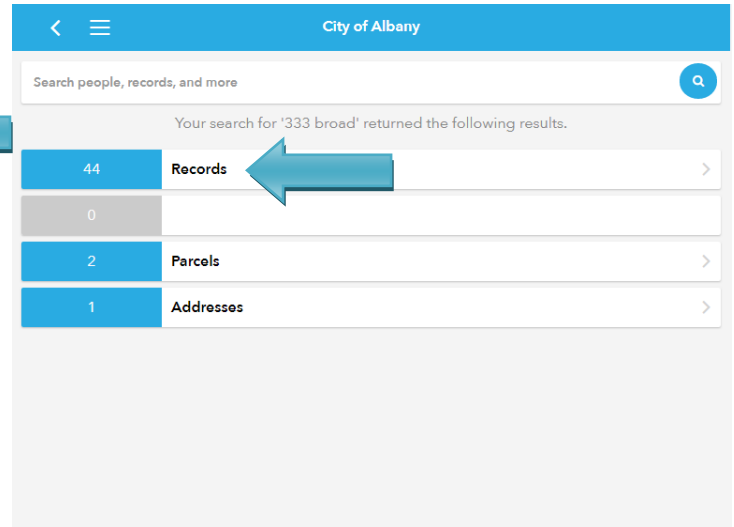
Note: If you search by address, entering less information in the search area provides better results. For example, searching for 333 Broadalbin is better than searching for 333 Broadalbin St SW.



Permitting User Guides: How to Schedule Inspections (Mobile Device)

Step 3:

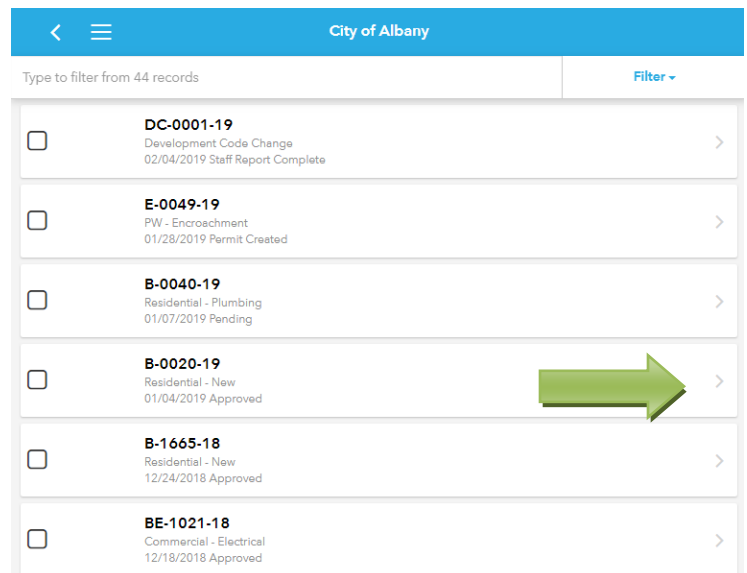
Tap on “Records” to pull up the list of permits.



Step 4:

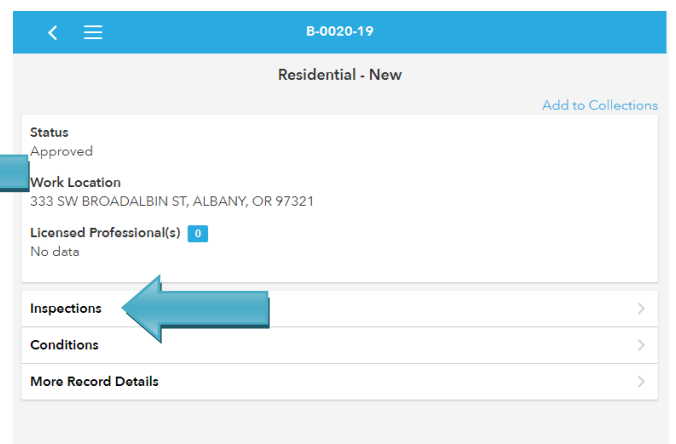
Tap on the arrow to the right of the permit you want to schedule an inspection for.

Note: Only permits with a status of “Approved” may have inspections scheduled.



Step 5:

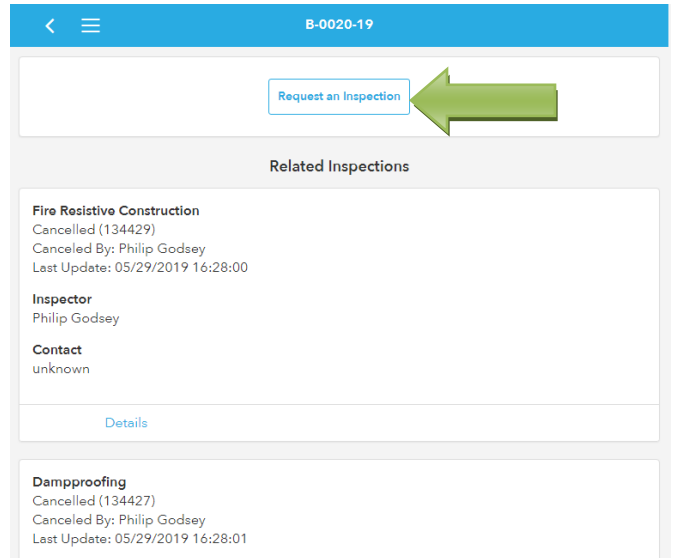
Tap on “Inspections” to pull up the inspection activity.



Permitting User Guides: How to Schedule Inspections (Mobile Device)

Step 6:

Tap the “Request an Inspection” button at the top of the screen.

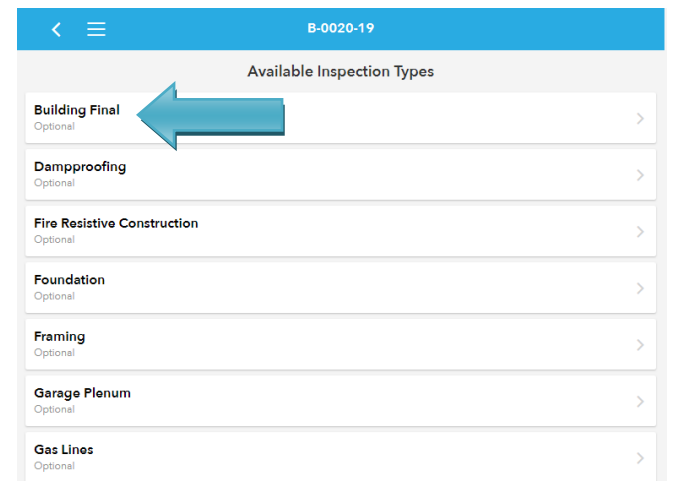


The screenshot shows the top of the mobile app interface. At the top, there is a blue header with a back arrow, a menu icon, and the permit number 'B-0020-19'. Below the header is a white box containing a blue button labeled 'Request an Inspection', which is pointed to by a green arrow. Below this is a section titled 'Related Inspections' with two entries: 'Fire Resistive Construction' and 'Dampproofing'. Each entry includes details like 'Cancelled (134429)', 'Canceled By: Philip Godsey', and 'Last Update: 05/29/2019 16:28:00'. A 'Details' link is visible at the bottom of the first entry.

Step 7:

Select the type of inspection you are requesting.

Note: Only one inspection can be scheduled at a time. If you have multiple inspections to schedule on a permit, you will need to repeat these steps for each inspection.



The screenshot shows the 'Available Inspection Types' section of the mobile app. It features a list of inspection types, each with a right-pointing arrow: 'Building Final' (Optional), 'Dampproofing' (Optional), 'Fire Resistive Construction' (Optional), 'Foundation' (Optional), 'Framing' (Optional), 'Garage Plenum' (Optional), and 'Gas Lines' (Optional). A blue arrow points to the 'Building Final' option.

Step 8:

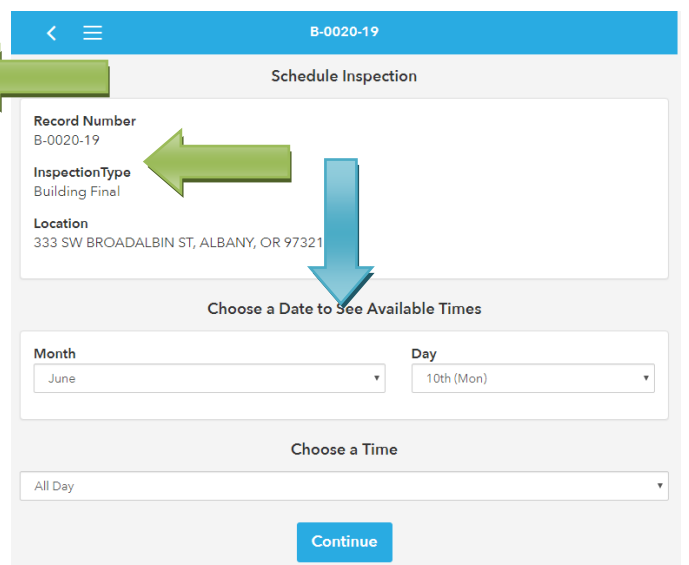
Confirm the permit number, inspection type, and location.

Select an available date from the drop-down list. Inspections can be scheduled up to 10-days in advance but must be scheduled by 7 a.m. for inspections that don't require additional lead time.

Once a date is selected, select the available time.

Tap the “Continue” button to proceed.


Note: If you desire an a.m. or p.m. inspection, or a 15-minute call ahead, you can request this within the additional note, discussed in step 10.



The screenshot shows the 'Schedule Inspection' screen. It displays the 'Record Number' (B-0020-19), 'InspectionType' (Building Final), and 'Location' (333 SW BROADALBIN ST, ALBANY, OR 97321). Below this is a section titled 'Choose a Date to See Available Times' with two drop-down menus: 'Month' (set to June) and 'Day' (set to 10th (Mon)). Below that is a 'Choose a Time' section with a drop-down menu set to 'All Day'. A blue 'Continue' button is at the bottom right. Green arrows point to the permit number, inspection type, and location fields, and a blue arrow points to the 'Continue' button.



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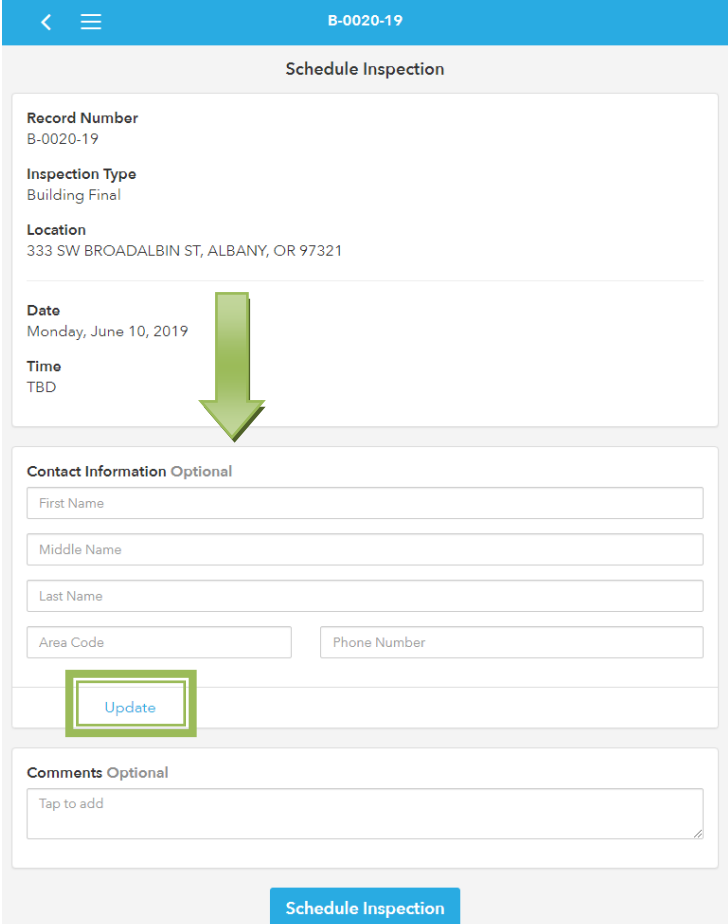
Step 9:

If the contact is different than the permit applicant, enter the contact information and press “Update”. 

Note: If the contact is changed, the change is only for the one inspection. All future inspection requests would need to be changed to the new contact. This contact will NOT receive the inspection results emails.

Step 10:

Add notes to the inspection request in the “Comments” box. This is ideal for inspections of only part of an area or mentioning that you have an a.m. or p.m. preference, or for requesting a 15-minute call ahead. Please do not leave access codes, as this information can be viewed by the public.  



Schedule Inspection

Record Number
B-0020-19

Inspection Type
Building Final

Location
333 SW BROADALBIN ST, ALBANY, OR 97321

Date
Monday, June 10, 2019

Time
TBD

Contact Information Optional

First Name

Middle Name

Last Name

Area Code

Phone Number

Update


Comments Optional

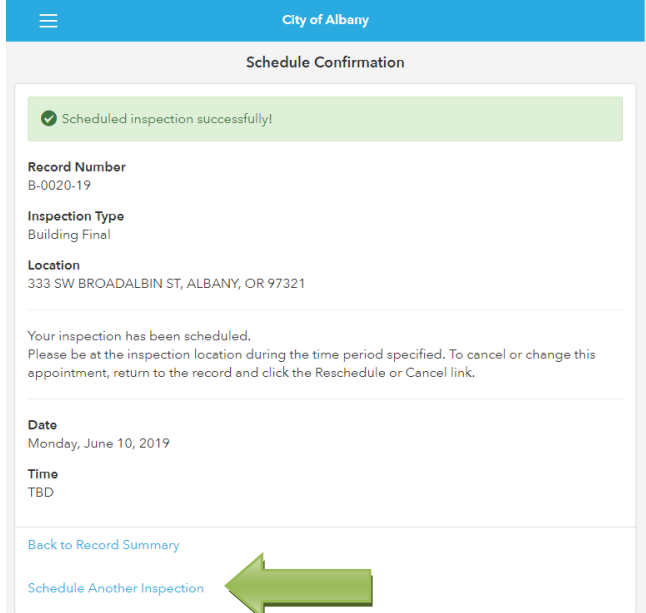
Tap to add

Schedule Inspection

Step 11:

Congratulations. Your permit inspection is now scheduled.

To schedule another inspection, tap on “Schedule Another Inspection”. 



City of Albany

Schedule Confirmation

Scheduled inspection successfully!

Record Number
B-0020-19

Inspection Type
Building Final

Location
333 SW BROADALBIN ST, ALBANY, OR 97321

Your inspection has been scheduled.
Please be at the inspection location during the time period specified. To cancel or change this appointment, return to the record and click the Reschedule or Cancel link.

Date
Monday, June 10, 2019


Time
TBD

[Back to Record Summary](#)


[Schedule Another Inspection](#)

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Canceling or Rescheduling:


If you need to reschedule your inspection, press “Reschedule” under the scheduled inspection. 

To cancel an inspection, please email cd.customerservice@cityofalbany.net.

Building Final Scheduled (134972) 06/10/2019 00:00:00
Inspector unassigned
Contact unknown
Details Reschedule 

Results:

After your inspection is complete, you can view the results by pressing on “Details”. 

Building Final (120193) Last Update: 07/17/2018 12:55:06
Inspector Joel Heenan
Contact unknown
Details 

Email Notification:

In addition to viewing the inspection results through the City’s permitting system, the permit applicant will be automatically emailed the inspection results.

If you have any questions about scheduling an inspection or experience an error, please contact us by email at cd.customerservice@cityofalbany.net.