



e-Permitting User Guides: *How to Schedule Inspections*

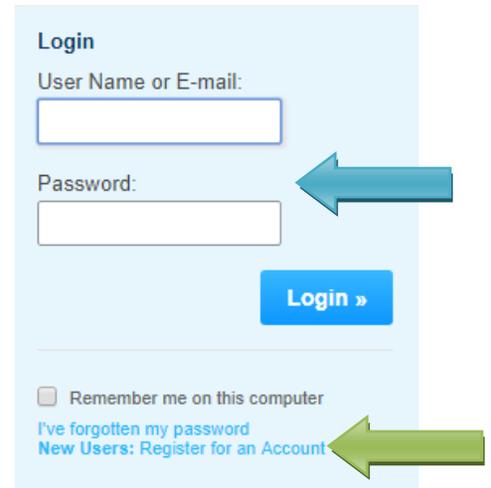
Thank you for using the City of Albany's e-Permitting platform. This platform can be used to make application, pay fees, upload documents, and schedule inspection. This guide will assist you in scheduling an inspection for your projects. In addition to scheduling inspections this site will also allow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

Step 1:

Go to our online permitting webpage at www.cityofalbany.net/permits and locate the login box on the right side of the screen. 

If you do not have an account, select the "New Users: Register for an Account" link at the bottom of the log in box. 

Note: For mobile users, please visit www.cityofalbany.net/inspections.



Login

User Name or E-mail:

Password:

Login »

Remember me on this computer

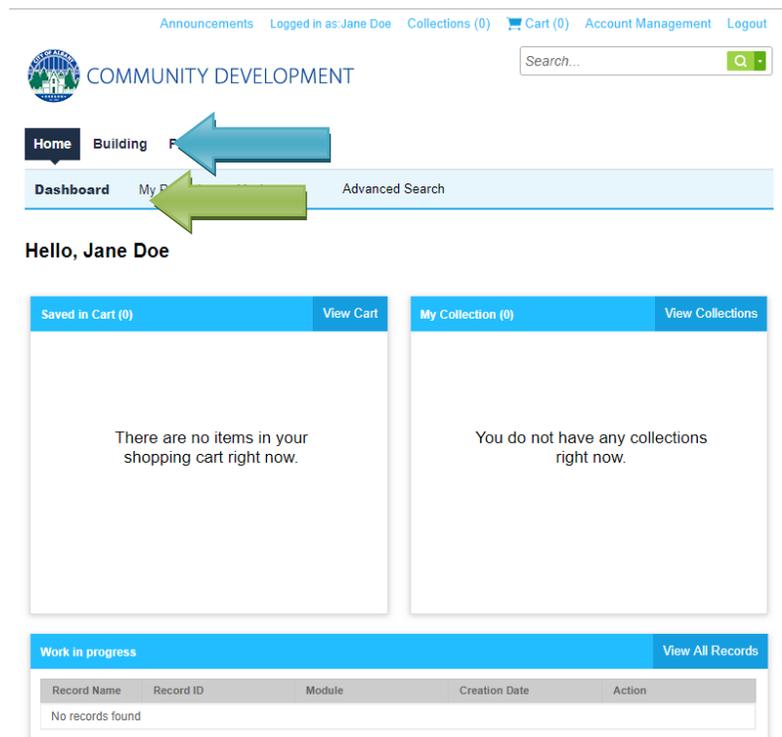
[I've forgotten my password](#)
[New Users: Register for an Account](#)

Step 2:

Once logged in, you have two options to access the permit you would like to request an inspection(s) for. The first would be to select "My Records". This option provides only records associated with your online account. 

The second option is to select the "Building" tab. This allows you to either select building permits associated with your account or allows you to search for any permit. 

Note: If you use the search option, entering less information into the search area provides better results. For example, if you know the permit number you want to access, only enter that number in the record number area. Similarly, if you are searching by address, only enter the address number and street name.



Announcements Logged in as: Jane Doe Collections (0) Cart (0) Account Management Logout

COMMUNITY DEVELOPMENT

Home Building  

Dashboard My Records Advanced Search

Hello, Jane Doe

Saved in Cart (0) View Cart My Collection (0) View Collections

There are no items in your shopping cart right now. You do not have any collections right now.

Work in progress View All Records

Record Name	Record ID	Module	Creation Date	Action
No records found				

[e-Permitting User Guides: What a e-](#)

Community Development & Public Works

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Step 3:

From your list or from the search results, locate the permit number you would like to schedule an inspection for. 

Click the record number of the permit you want to schedule an inspection for.

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

Records

Showing 1-10 of 44



Date	Record Number	Record Type	Status	Module
02/04/2019	DC-0001-19	Development Code Change	Staff Report Complete	Planning
01/28/2019	E-0049-19	PW - Encroachment	Permit Created	Building
01/07/2019	B-0040-19	Residential - Plumbing	Pending	Building
01/04/2019	B-0020-19	- New	Approved	Building



Step 4:

On the permit record's main page, select the "Record Info" dropdown menu and select "Inspections". 

Home **Building** Planning

Search Applications Create an Application

Record B-0020-19:
Residential - New
Record Status: Approved [Add to cart](#)
[Add to collection](#)

Record Info **▼** Payments **▼** Conditions **2**

Record Details

Inspections  [View Condition](#)

To schedule an inspection, select the Inspections link under the Record Info menu.

Work Location

Step 5:

To schedule an inspection, click on the "Request an Inspection" link. 

Record B-0020-19:
Residential - New
Record Status: Approved [Add to cart](#)
[Add to collection](#)

Record Info **▼** Payments **▼** Conditions **2**

A notice was added to this record on 01/04/2019.
Condition: Plot Plan Kept Onsite Severity: Notice
Total Conditions: 2 (Notice: 2) [View Condition](#)

To schedule an inspection, select the Inspections link under the Record Info menu.

Inspections

To schedule an inspection, click on the Request Inspection link below. Inspection requests can only be scheduled on permits in the Approved record status.

Upcoming
[Request an Inspection](#) 

You have not scheduled any inspections.
Click the link above to schedule one.

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Step 6:

Select the inspection you would like to schedule.

Click on the “Continue” button to proceed.

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.

Request an Inspection

Select the requested inspection from the list below and click Continue. Please note that only one inspection can be selected at a time. If additional inspections are requested, please repeat this process for each inspection type.

Available Inspection Types (23)

Show inspections

- Building Final
- Dampproofing
- Fire Resistive Construction
- Foundation
- Framing
- Garage Plenum
- Gas Lines
- Insulation
- Mechanical Final
- Other

< Prev 1 2 3 Next >

Continue

Step 7:

Select an available date from the calendar. Inspections can be scheduled up to 10-days in advanced 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.

Click 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 9.

Request an Inspection

Select the requested inspection from the list below and click Continue. Please note that only one inspection can be selected at a time. If additional inspections are requested, please repeat this process for each inspection type.

Inspection type: Building Final

Select an inspection date from the calendar below.

Jun 2019							Jul 2019							Aug 2019							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
						1							6						1	2	3
2	3	4	5	6	7	8							13	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	1	15	16	17	18	19	20	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31	

Available Times for Friday, Jun 7, 2019

All Day

Continue

Step 8:

Verify that the inspection type, location, and contact is correct.

To change the contact, click “Change Contact” to select an existing contact or change to another person.

Click the “Continue” button to proceed.

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

Request an Inspection

Select the requested inspection from the list below and click Continue. Please note that only one inspection can be selected at a time. If additional inspections are requested, please repeat this process for each inspection type.

Inspection type: Building Final

Location and Contact

Please confirm that the location for the inspection is correct. To verify or add a contact for this inspection, select the Change Contact link below.

Location
333 SW BROADALBIN ST
ALBANY OR 97321

Contact
Jordan Sprague
5417910073

Change Contact

Continue

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Step 9:

Click on “Notes” to add notes about the requested inspection. This is ideal for inspections of only part of an area, for 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. 

Request an Inspection

Select the requested inspection from the list below and click Continue. Please note that only one inspection can be selected at a time. If additional inspections are requested, please repeat this process for each inspection type.

Confirm Your Selection

If you would like to add a note to the inspector, click on the Notes link below. Once you have confirmed the location, date, contact and notes, click Finished to schedule the inspection.

Inspection Type: Building Final
Date and Time: 06/07/2019
Location: 333 SW BROADALBIN ST
ALBANY OR 97321
Contact: Jordan Sprague 5417910073

[Notes](#) 

[Finish](#) [Back](#) [Cancel](#)

Step 10:

Once your note is complete, click the “Finish” button to submit the request. 

Request an Inspection

Inspection Type: Building Final
Date and Time: 06/07/2019
Location: 333 SW BROADALBIN ST
ALBANY OR 97321
Contact: Jordan Sprague 5417910073

Notes

Please enter any notes for the inspector. Please do not leave access codes, as this request is public record and could be viewed by the public.

If you would prefer an AM or PM inspection, please list that at the beginning of the notes. While we try to accommodate such requests, we may be unable to based on workload.

If you need a call ahead, please leave the appropriate contact information and reference that you would like a call ahead. While we try to accommodate call ahead requests, only a 15-minute call ahead can be provided.

(Please include an alternate phone number if different from the contact information provided in your application.)

[Finish](#) 

Step 11:

Congratulations. Your inspection is now scheduled.

Note: A confirmation email of your scheduled inspection will be sent to the requester and permit owner. (This element is coming soon!!!)

Record Info ▾ | Payments ▾ | Conditions 2

A notice was added to this record on 01/04/2019.
Condition: Plot Plan Kept Onsite Severity: Notice
Total Conditions: 2 (Notice: 2) [View Condition](#)

To schedule an inspection, select the Inspections link under the Record Info menu.

Inspections

To schedule an inspection, click on the Request Inspection link below. Inspection requests can only be scheduled on permits in the Approved record status.

Upcoming (1)
[Request an Inspection](#)

Click the link above to schedule one.
06/07/2019 at TBD Scheduled Building Final (134908) [Actions ▾](#)
Inspector: *unassigned*

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Canceling or Rescheduling:

If you need to reschedule your inspection, click on “Actions” for a dropdown of available actions. 

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

Inspections

To schedule an inspection, click on the Request Inspection link below. Inspection requests can only be scheduled on permits in the Approved record status.

Upcoming (1)

[Request an Inspection](#)

Click the link above to schedule one
06/07/2019 at TBD Scheduled Building Final (134908)
Inspector: *unassigned*

Actions ▾ 

- View Details
- Reschedule

Results:

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

Completed (12)

Approved - 9; Partial Approval - 2; Rescheduled - 1

Approved Foundation (132062)

Result by: Jim Alexander on 03/28/2019 at 11:16 AM

[View Details](#)

Partial Approval Insulation (132411)

Result by: Jim Alexander on 04/02/2019 at 10:59 AM

[View Details](#)

Approved Sewer - Storm (132502)

Result by: Shawn Eaton on 04/05/2019 at 12:00 AM

[View Details](#)

Approved Underground Plumbing (132738)

Result by: Shawn Eaton on 04/15/2019 at 12:00 AM

[View Details](#)

Approved Foundation (133124)

Result by: Jim Alexander on 04/25/2019 at 12:00 AM

[View 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.