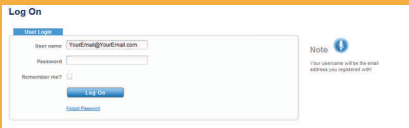
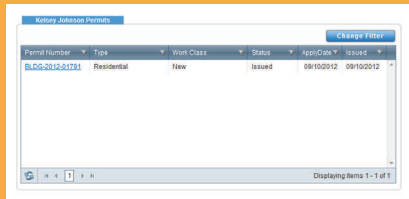


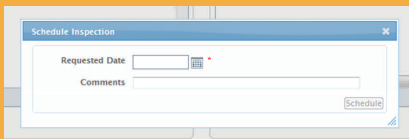
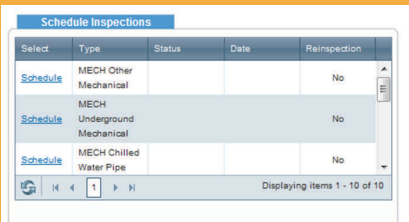
## Step 1



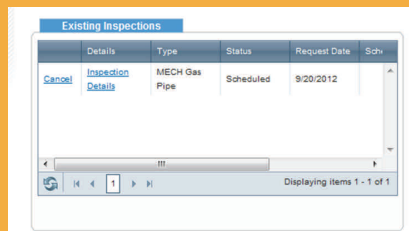
## Step 2



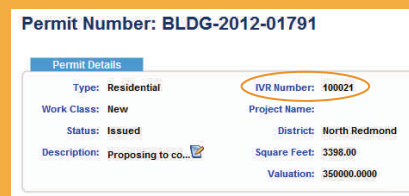
## Step 3



## Step 4



## Unique IVR #



# How to Request Inspections

## Requesting an Inspection through E-Track Portal

**Step 1:** Log into your E-Track Portal account. In order to request an inspection, you must have an issued permit from the Development Services Center.

**Step 2:** Select the permit you wish to request an inspection for by clicking on the permit number.

**Step 3:** Once you are on the permit screen, scroll down the page to see the list of available inspections (in the **“Schedule Inspections”** box). Click on **“Schedule”** to the left of the desired inspection type. (Note: All unpaid invoices must be paid before this action can be performed.) Fill in the date in which you wish to request the inspection to be completed. In the **“Comment”** field, please include your name, phone number and any information you wish to communicate to the inspector prior to the inspection. Your request will be forward to the appropriate department.

**Step 4:** To check the status of your inspections or cancel the requested inspection that has yet to be scheduled with the inspector, view the **“Existing Inspections”** box. Click on the inspection to see more details.

## Requesting an Inspection through the NEW IVR System

In order to call in an inspection through the **NEW IVR system**, you will need to have the **NEW IVR phone number** and the **NEW unique IVR PIN** number associated to permit. The phone number is **1-866-457-5289**.

If you do not have the **New unique IVR PIN number** associated to the permit you are requesting an inspection for, you can find it attached to your printed permit or in the E-Track Portal under Permit Details (see attached **“Unique IVR #”**).