

City of Noblesville

Citizen Permitting Portal Guide – Scheduling Inspections

Upon payment of outstanding fees and permit issuance, Citizen Permitting Portal (Civic Access) will allow for scheduling inspections depending on the permit application submitted. This guide will cover a couple different places where those inspections can be scheduled

Contents

| From the Record | 1 |
|-----------------------------------|---|
| From the Request Inspections Page | 2 |

From the Record

Once the permit has been issued and all fees paid, there are two places inspection can be accessed on your record

| 1. After logging into Civic Access, click the My Work menu | Dashboard Home Apply MyWork Map PayInvoices Search Q Calendar () |
|--|---|
| 2. Select the My Permits tab | MYPERMITS |
| 3. Using the filter features, find your record in the list and click the permit number link | Search Display All v Records Updated v In Let 1 Yes Prost Number COMM-CODES5-2022 |
| 4. OPTION 1 - On the Summary tab under Available actions, click the Request button next to any inspection you wish to schedule and follow the instruction (found below) | Available Actions Request Inspection Footing Inspection Request Inspection Request Request Inspection Request |
| **inspection options will vary based on permit type** | Poundauoninspection |
| 5. OPTION 2 – Click the Inspections tab from the permit summary | Inspections |
| 6. Under the Request Inspections section, click the check box(s) in the Action column for the inspections to be scheduled *some inspection types do not allow public request, please call in those inspection types | Pergent Inspections Pergent Inspection PergentInspection Pergent Inspectio |
| 7. Click Request Inspection button | Request Inspection |

For further assistance with online services, please contact staff directly by calling: (317) 776-6325

| 8. | If multiple inspections were selected in the previous screen, an inspection scheduling box will display for each inspection | encourse accurate encourse accurate | Ingeneration | Can be: Accession functions | Decement Darks, Stanker Screeper, Mel | X tered | |
|-----|--|---|--|---|--|---------------|-----------|
| 9. | Using the date picker for each inspection, select the date you wish to request for this inspection **Same day inspections must be called in** | | K Mo 26 27 02 03 09 10 16 17 23 24 30 01 Today | June 2024 Tue Wed Tua 20 20 30 04 05 66 11 12 13 28 26 27 04 05 66 13 14 9 20 28 26 27 03 64 02 03 04 26 27 | Fr Sat 31 01 07 08 14 15 21 22 28 29 05 06 | | |
| 10. | When scheduling please be aware of the these instructions **once the inspection date has been accepted it will be added to your portal calendar** | ion type is not a pections allowe d holidays are i me Day Inspec driveway/sidew chedule an insp | vailable p d if schedu not availab cions cann alks canno ection if fe | lease call (317 iled by 4pm th ile. ot be requeste t be requeste es are owed o |) 776-6325. he day before. ed online. d online; pleas n a permit. | e call (317)7 | 776-6330. |
| 11. | The Comments/Gate Code section should be used to annotate additional information you wish to convey to the inspector | o (gate/garage code) | | | | | |
| 12. | If you opted to schedule multiple inspections simultaneously, checking the "Use same date for all" box will take the date from the first scheduled inspection and copy to all other inspections in the list | | 🗆 Use | same date | e for all | | |
| 13. | Click the Submit button for each inspection listed | | | Submit | | | |

From the Request Inspections Page

Additionally, Civic Access provides a Request Inspections page that provides single screen listing all inspections available for scheduling from all applications that you may have submitted

| Once logged in to Civic Access, click the Request Inspection box in middle of page | Reputs Inspection Click here to request an inspection on an existing record. If the inspection is not available, please call 317.776.6325 |
|---|---|
| OPTIONAL – Use the search field to narrow your result set by permit number, permit type, or inspection type | Search |
| 3. Select the check box next to the inspection to be scheduled | Cuncharter Altream Automater Automater |
| 4. Click Request Inspection | Request Inspection |

| 5. | Using the date picker for each inspection, select the date you wish to request for this inspection | | K Mon 1 26 27 1 02 03 1 09 10 1 | June 20: Tue Wed 28 29 04 05 11 12 | 14 Thu 30 06 13 | Fri 31 07 14 | > Sat 01 08 15 | |
|----|--|--|---|--|-----------------------------|-----------------------|-------------------------|--|
| | **Same day inspections must be called in** | | 16 17 23 24 3 30 01 1 Today Cle | 18 19 25 26 02 03 | 20 27 04 | 21 28 05 | 22 29 06 ose | |
| 6. | When scheduling please be aware of the these instructions | | | | | | | |
| | **once the inspection date has been accepted it will be added to your portal calendar** | If the Inspection type is not available please call (317) 776-6325. Next Day inspections allowed if scheduled by Apm the day before. Weekends and holidays are not available. Timed and Same Day Inspections cannot be requested online. Laterals and drivewydidewalks cannot be requested online; please call (317)776-6334 You cannot schedule an inspection if fees are owed on a permit. | | | 7)776-6330. | | | |
| 7. | The Comments/Gate Code section should be used to annotate additional information you wish to convey to the inspector | Additional Info (gate/garage code) | | | | | | |
| 8. | Click the Submit button for each inspection listed | | | Subn | nit | | | |