

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

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From the Record

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

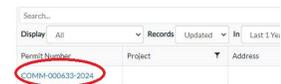
1. After logging into Civic Access, click the My Work menu



2. Select the My Permits tab

MY PERMITS

3. Using the filter features, find your record in the list and click the permit number link



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)



inspection options will vary based on permit type

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

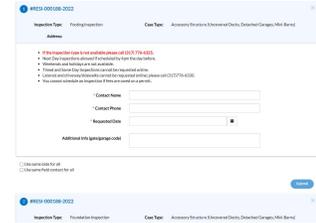
Description	Resubmission	Action
Footing Inspection	No	<input type="checkbox"/>
Foundation Inspection	No	<input type="checkbox"/>
Rough-In Inspection	No	<input type="checkbox"/>
Inspection - Engineering Department - Eng Sanitary Lateral	Yes	<input type="checkbox"/> Inspection type doesn't allow public request

7. Click Request Inspection button

Request Inspection

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

- If multiple inspections were selected in the previous screen, an inspection scheduling box will display for each inspection



- Using the date picker for each inspection, select the date you wish to request for this inspection

****Same day inspections must be called in****



- 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 4pm the day before.
- Weekends and holidays are not available.
- Timed and Same Day Inspections cannot be requested online.
- Laterals and driveway/sidewalks cannot be requested online; please call (317)776-6330.
- You cannot schedule an inspection if fees are owed on a permit.

- The Comments/Gate Code section should be used to annotate additional information you wish to convey to the inspector

Additional Info (gate/garage code)

- 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 for all

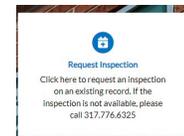
- Click the Submit button for each inspection listed



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



- OPTIONAL – Use the search field to narrow your result set by permit number, permit type, or inspection type

Search...

- Select the check box next to the inspection to be scheduled

Case Number	Address	Type	Inspection Type
<input type="checkbox"/> RES-00108-2022		Accessory Structure (Shed/wood Deck, D.L.,	Height Inspection
<input type="checkbox"/> RES-00108-2022		Accessory Structure (Shed/wood Deck, D.L.,	Foundation Inspection

- Click Request Inspection



5. Using the date picker for each inspection, select the date you wish to request for this inspection



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