

# Schedule Inspections on Cloudpermit

1. To schedule an inspection once a permit has been issued, go to your permit workspace and scroll down to INSPECTIONS. Under the inspection you would like to schedule, click 'Request inspection'

**INSPECTIONS** Close ^

**Footing excavation before concrete** OPEN →

Placement of all footing forms prior to pouring concrete. Geotechnical review may be required to confirm soil suitability.

Request inspection

**Foundation slabs before concrete** OPEN →

Foundation slabs before concrete

Request inspection

**Rough Framing; fire stopping & draft stopping** OPEN →

Rough Framing; fire stopping & draft stopping

Request inspection

**Rough Electrical** OPEN →

Rough Electrical

Request inspection

2. Select your requested date and timeslot from the drop-down menus and add any additional notes for the inspector if needed. Click “**CREATE INSPECTION REQUEST**” once you are ready.

**New inspection request** ×

Requested date \* 3/8/2024

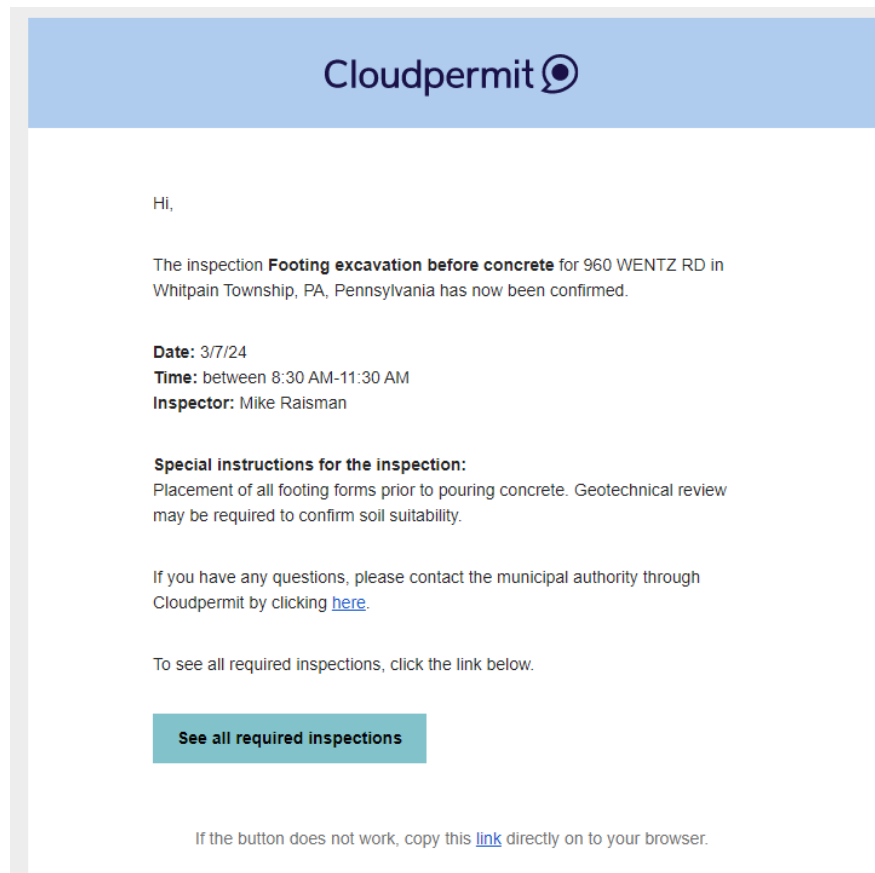
Requested time slot \* 8:30 AM - 11:30 AM ▼

Additional information (optional)

Notes or instructions for the inspector

**CANCEL** **CREATE INSPECTION REQUEST**

3. You will receive an email to let you know the inspection has been confirmed.



4. If you need to change or modify your inspection request after it has been confirmed, return to the workspace where you scheduled this inspection, and click “**MODIFY REQUEST**”. You have to cancel the inspection and create a new request in order to change the date.

The image shows a modal window titled 'Edit or cancel inspection request' with a close button (X) in the top right corner. The content inside the modal includes: 'Confirmed to occur on 3/7/2024, 8:30 AM - 11:30 AM', a message stating 'Inspection request has been confirmed already and date change is not possible. To change date, cancel this request and make a new request.', and a section for 'Additional information (optional)' with a text area labeled 'Notes or instructions for the inspector'. Below the text area is a checkbox labeled 'I want to cancel this request'. To the right of the checkbox is a button labeled 'CANCEL NOW AND CLOSE' with a trash icon. At the bottom of the modal, there are two buttons: 'CLOSE' on the left and 'UPDATE AND CLOSE' on the right.

- However, if the inspection has not been confirmed yet, it is very easy to change the date or time. Click “**MODIFY REQUEST**” again.

INSPECTIONS

Close ^

**Footing excavation before concrete**

OPEN →

Placement of all footing forms prior to pouring concrete. Geotechnical review may be required to confirm soil suitability.

2	UNCONFIRMED	3/11/2024, 8:30 AM - 11:30 AM	Not assigned yet	<b>MODIFY REQUEST</b> ✎
1	<input type="checkbox"/> CANCELED	3/7/2024, 8:30 AM - 11:30 AM	Mike Raisman	

- Then, select “**CHANGE DATE**”, and then click “**UPDATE AND CLOSE**”

Edit or cancel inspection request

×

Requested on 3/11/2024, 8:30 AM - 11:30 AM

**CHANGE DATE**

Additional information (optional)

Notes or instructions for the inspector

☐ I want to cancel this request

CANCEL NOW AND CLOSE 🗑

CLOSE

**UPDATE AND CLOSE**

- When the inspection is completed, you will be notified by email with the inspection report attached.