

# PERMIT TRACKER



DEVELOPMENT SERVICES  
**ONLINE**  
BUILD A COMMUNITY WITH US

## SCHEDULING INSPECTIONS

You will need your account log-in, permit number(s) & contact information.

- 1 Log in to your contractor account.
- 2 Find the permit under "My Active Permits" on the dashboard, then click **request**.

**Hello DSC Test Contractor.**  
*Below is a Dashboard of your current activities.*

**My Active Permits** 1 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE
CRW-PERMIT	15001 N WE...	RARC	ISSUED	<a href="#">Request</a>	\$0.00

**My Active Projects** 1 total record(s)

PROJECT NO.	ADDRESS	TYPE	STATUS	FEES DUE
CRW-PROJECT	11555 W CL...	STORMWATERPLAN	ACTIVE	\$0.00

OR **search** using the permit search function (See finding information) & click on **request inspection**.

**Permit #CRW-PERMIT**

[Request Inspection](#) [Inspections](#)

Permit Info | Site Info | Contacts (4) | Fees \$0.00 | Inspections(4) | Reviews (3)

Type: RARC  
Subtype:  
Short Description: test  
Status: ISSUED  
Applied Date: 8/9/2016  
Approved Date: 6/27/2017  
Issued Date: 5/4/2018  
Final Date:  
Expiration Date: 5/4/2019

- 3 Verify **contact information**. Scheduling email confirmation will be sent to the email address provided.
- 4 Select the desired **inspection type** & **requested date**.
- 5 Then click **add inspection**. Repeat steps 3, 4, & 5 to schedule additional inspections on the same permit.
- 6 Click **submit** to complete the request. Check your email for confirmation.

**PERMIT Inspection Request - CRW-PERMIT**

\* Contact Name:

\* Phone Number:

\* Site Address:

\* Email Address:

Notes:

Inspection Type:

Requested Date:

Time:

\* Indicates required field.

To schedule an inspection for the next business day, requests must be made by 3:00 pm. Contact the applicable fire district to schedule inspections for fire related items.

Click "Add Inspection" to continue.  
Click "Cancel" to exit.

Inspection Type	Request Date	Time	Delete
DRYWALL	5/18/2018	Any	<a href="#">Delete</a>
ELEC MTR-NEW SERVICE ECO	5/18/2018	Any	<a href="#">Delete</a>
FRAMING/ROOF NAILING	5/18/2018	Any	<a href="#">Delete</a>

After you click "submit", an email will be sent to confirm your inspection was scheduled. **If you do not receive an email, the inspection request was not completed.** Please contact our office at 520-382-2600.