



Request an Inspection - on active Building Permits

People associated to the permit can schedule/request an inspection, one at a time, for active permits.

- 1) Login to ONEnv.us with your linked user account. ****Remember you have to be a contact or associated to the account or record to be able to do this.**
 - 2) Go to the blue tab labeled “My Records”. (Your building permits can be sorted by Active status)
 - 3) Select the active Building Permit record number you wish to request an inspection for.
 - 4) Click the white tab labeled “Record Info” which drops down. Drop down to the fifth one and click on “Inspections” within that record.
 - 5) Under “Upcoming”, click on “Schedule or Request Inspection” in that record and then a pop-up box appears with all types of inspections. (NOTE: All inspection types will appear, but *only* those printed on your permit are required.)
 - 6) Click on the radio button to schedule/request the inspections they want - only 1 inspection request at a time. Click “Continue”
 - 7) A calendar will appear – the blue hyperlinked days are the available days – and the only ones selectable. (this may be different by cities or counties). Click inspection day desired.
 - 8) The selected day will turn yellow, and then choose “All Day” and hit “Continue”.
 - 9) Then click “Continue” again. A pop-up box appears with customer Contact Information*.
- Important:* This must include the On-site Superintendent’s cell number in order for the Building Inspector to text message when the inspection time scheduled.
- a) Either edit Contact, or add additional contact.
 - b) Click Continue again.
- 10) On this Modification screen - customer should add notes under “additional notes” box such as any different instructions.
 - 11) Then click “Finish”. Pop-up box appears naming the Building Inspector this request has been assigned to, according to the appropriate zone for the inspection.
 - a. You are done. The morning of the inspection, the Building inspector will text message the contact number with a scheduled Inspection Time.

OPTIONAL:

- b. Click “View Details” of any previous resulted (completed) inspections to see results, comments, etc.
- c. Under “Actions” customer can choose to Reschedule, Cancel, or Print this detail.

NOTE: For City of Sparks inspections, the system creates a pending inspection that needs to be approved by staff before being scheduled.