

How to Request Inspections

Step One:

- To request inspection, you will want to open the project you are needing to request inspection for, make sure you are under the “**Overview**” tab, and then scroll down to find the inspection you need. To the far right, you will want to click that yellow button that says “**Request**” and follow the prompts.

#23-000593 - Building Permit New (R)

Project Type: Building Permit New (R) Department: Building Department Applicant: ASHLEY LOPEZ Permit Holder: ASHLEY LOPEZ Project Manager: Ashley Lopez

Overview Reviews Inspections Payments Documents Updates Comments Contacts

ADDRESS: City of Jersey Village, 16327 Lakeview, Jersey Village, TX USA

DESCRIPTION: Test application

Project Steps	Information Fields	Fees	Credentials	Occupancy Information	Correction Items
STEP 00	Application Request	Ashley Lopez	Standard	Accepted	
STEP 08	Print Permit	Ashley Lopez	Document	Issued	
STEP 35	Building Final (R)	TX BBG Consulting, Inc.	Inspection	Pending Request	Request
STEP 38	Archive		Standard		

Virtual Inspection Requests: We also have a virtual inspection option available. Simply contact our third party inspection team at 281-317-0571 prior to leaving the work site.

How to Locate Projects/Applications

Credentials: Click on the “**Credentials**” drop down menu on the left hand side. Here you will be able to see your applications, active credentials, etc. and you can view the data by clicking on the 8 digit number that appears on the right.

The screenshot shows the 'Requested Applications' interface. On the left, a navigation sidebar has 'CREDENTIALS' highlighted with a red box. The main area displays 'Requested Applications' with a sub-header 'APPLICATIONS: 1'. Below this are filters for 'Department: All' and 'Stage: All'. A table lists one application with ID and Type fields, and a 'Completed' status.

Permits: Click on the “**Permits**” drop down menu on the left hand side. Here you will be able to see all of your applications, active projects, etc. and you can view the data by clicking on the 8 digit number that appears on the right.

The screenshot shows the 'All Projects' interface. On the left, a navigation sidebar has 'PERMITS' highlighted with a red box. The main area displays 'All Projects' with a sub-header 'PROJECTS: 1'. Below this are filters for 'Template: All'. A table lists one project with details like 'Building Permit New (R)' and 'Active' status.