

# Scheduling Inspection



*NOTE: Before you can schedule an inspection, you MUST register for an account, have an issued permit, and all fees paid.*

Log into your Tucson Development Center Online account. Click “My Work” in the main menu. A list of your permits will be displayed.

Find the permit you need and click on the permit number to view the detail page.

The screenshot shows the "Permit Detail Page" for permit number TC-RES-1022-00606. At the top, there are navigation links for "Permit Details", "Tab Elements", and "Main Menu". Below this is a summary section with the following details: Type: Residential Trade Permit; Status: Submitted - Online; Project Name: (blank); Applied Date: 10/16/2022; Issue Date: (blank); District: Outside City; Assigned To: (blank); Square Feet: 0.00; Valuation: \$1,500.00; Description: Replace water heater with a new unit. Below the summary is a row of tabs: Summary, Locations, Fees, Inspections (highlighted in blue), Attachments, Contacts, Sub-Records, and More Info. Under the "Inspections" tab, there are links for "Existing Inspections", "Request Inspections", and "Optional Inspections". A "Sort" dropdown menu is set to "Description". Below this is a table header with columns: View Inspection, Description, Status, Request Date, Scheduled Date, Inspector, and Action. The table body is empty, displaying "No records to display."

*The Permit Detail Page – Click “Inspections” in the row of tabs under the summary*

The top of the detail page shows a summary of your project. Below the summary is a set of tabs giving you access to specific details about the permit.

Click the “Inspections” tab. A list of inspections available for this permit and whether they’ve already been scheduled is displayed. There may be required inspections as well as optional inspections. There is also an order to inspections; final inspections cannot be requested until all inspections with a lower priority have been completed.

Determine the type of inspection you need and select it by clicking the checkbox in the "Action" column. Then click the "Request Inspection" button at the bottom right of the list.

The Inspection Request form shows the type of inspection and the address of your location. Select a date using the date picker and select either AM or PM.

In the comments box enter any information that will help the inspector to do the inspection.

Click the Submit button to send your request. A confirmation page appears showing you the details of your inspection request.

## Checking the Inspection Status

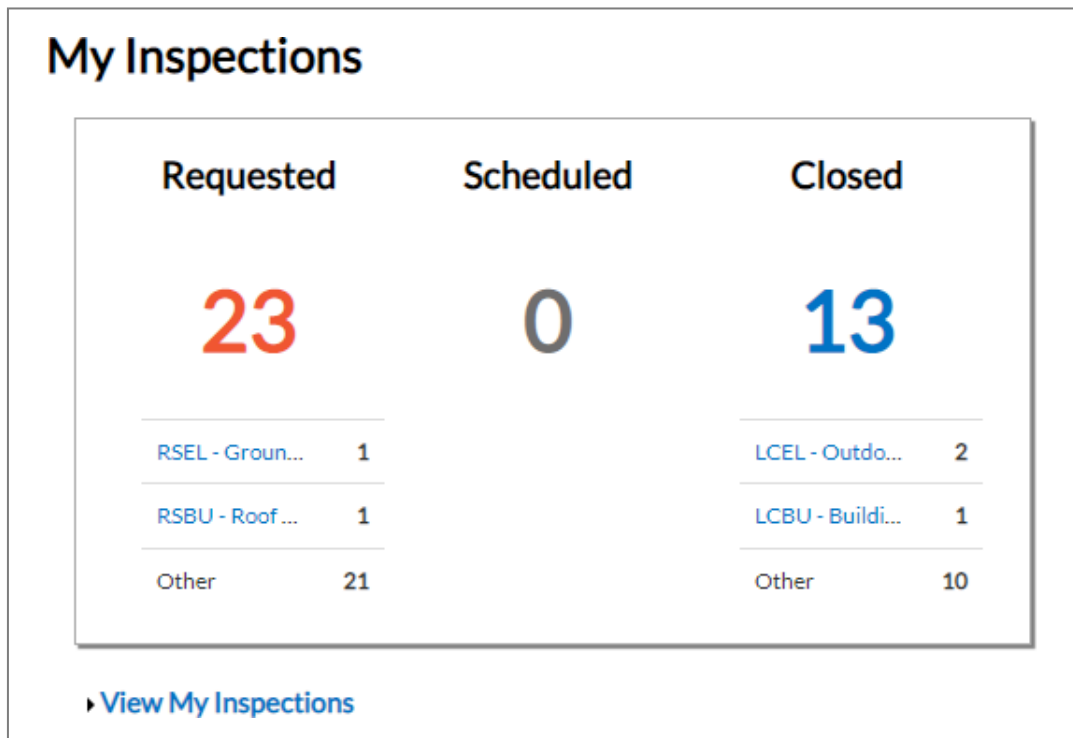
When you submit an inspection request, its status will be "Requested". Once your request has been reviewed and dispatched to an inspector, the status will change to "Scheduled" and a notification email will be sent.

TDC Online gives you several ways to check the status of your inspections.

### On Your Dashboard

When you log into your account, the first page you'll see is your Dashboard. You can also click "Dashboard" in the main menu.

Scroll to the bottom of the page to the "My Inspections" section. It shows you how many inspections have been requested, scheduled, and closed. Links to the most recent inspection requests are also shown below each number.



The “View My Inspections” link at the bottom of the box takes you to the “My Existing Inspections” tab on the “My Work” page.

## The “My Work” Page

At the top of the page, make sure the “My Existing Inspections” tab is selected.

By default, this list shows you inspections that have been scheduled. If you don’t see the inspection you want, select “All” in the “Display” dropdown. You can also filter the list for those with a status of “Requested” or “Closed”

## Inspections Calendar

Click “Today’s Inspections” in the main menu. You don’t have to be logged into your account to access it.

The list of scheduled inspections can be sorted and filtered to view what you need. The default date is the current day. Select different dates using the date picker to the right of the date field.

The screenshot shows the 'Today's Inspections' interface. At the top, there is a search bar with the placeholder text 'Search for Case Number, Inspection Type, Address' and a search icon. Below the search bar is an 'Exact Match' checkbox. A date picker is set to '10/17/2022'. There is an 'Exclude Completed' checkbox and an 'Export' button. A 'Sort' dropdown menu is set to 'Case Number'. The main table has the following data:

View Inspection	Case Number	Case Type	Inspection Type	Address	Primary Inspector	Estimated Start Time	Estimated End Time	Inspector Phone Number	Status	Order
<a href="#">T17RW00349-0000</a>	T17RW00349	Permit	TRSP - ROW - Recurring	1 E BROADWAY BL TUCSON AZ 85701	Mong, Bellamy				Scheduled	0
<a href="#">T19RW00683-0000</a>	T19RW00683	Permit	TRSP - ROW - Recurring	3221 N GLADES AV TUCSON AZ 85705	Robertson, Daniel				Scheduled	0
<a href="#">T19RW06246-0000</a>	T19RW06246	Permit	TRSP - ROW - Recurring	5401 E WAVERLY ST TUCSON AZ 85712	Wingstrom, Jeff				Scheduled	0
<a href="#">T19RW06549-0000</a>	T19RW06549	Permit	TRSP - ROW - Recurring	2025 N BEVERLY AV TUCSON AZ 85712	Wingstrom, Jeff				Scheduled	0
<a href="#">T19RW07072-0000</a>	T19RW07072	Permit	TRSP - ROW - Recurring	10750 E BILBY RD TUCSON AZ 85747	Mong, Bellamy				Scheduled	0
<a href="#">T20RW01680-0000</a>	T20RW01680	Permit	TRSP - ROW - Recurring	2400 S...	Bravin, Mike				Scheduled	0

You can exclude inspections that have already been completed and sort the list by case number, inspector, inspection type and several other criteria.

If you know the case number, inspection type, or address, you can search for the inspection record with the search function in the upper right of the page. Be aware that the search only works on the date selected.