

# Instructions for How to Schedule an Inspection Online

1. Find and select the permit that you wish to schedule an inspection for by permit number.  
Note: If you have not paid for the permit or it has not been approved, you will not be able to schedule any type of inspection.

**You can not schedule inspections for other contractors. If there are subs tied to an address, each individual contractor will need to schedule their own inspections.**



## Schedule an Inspection

Submit an inspection request for a permit online.

<a href="#">Select a Permit</a>	<a href="#">Select Inspection Type and Date</a>	<a href="#">Contact Information</a>
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### Step 1: Select a Permit

Enter a Permit Number, including any dashes or spaces.


★ Permit Number:  ex. PB14-0013

Permit Number	Permit Type	Property Address
PD15-0004	Demolition	822 SCHUSTER AVE
PE14-0139	Electrical	
PBC15-0009	Building Commercial	3717 LOVERS LN
PBC15-0007	Building Commercial	27861 CARLTON WAY DR

2. Select the desired inspection type and choose from the available days on the calendar.

Note: You will not be able to schedule an inspection more than 7 days out or on blacked out holidays observed by the Village.

No inspections can be made for the following business day after 4pm.



## Schedule an Inspection

Submit an inspection request for a permit online.

Select a Permit  
Permit PBR13-0014  
1234 Main Street Select Inspection Type and Date Contact Information Add Attachments

### Step 2: Select Inspection Type and Date

#### Inspection Details

★ Inspection Type:

Select the type of inspection you wish to request.

#### Inspection Date

Using the calendar below, select an available date for your inspection request.

September 2013

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

★ Requested Date: 09/25/2013

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- Verify your contact information and anyone else that will need to be notified.



## Schedule an Inspection

Submit an inspection request for a permit online.

<b>Select a Permit</b> Permit PBR13-0014 1234 Main Street	<b>Select Inspection Type and Date</b> Final: 9/25/2013	<b>Contact Information</b>	<b>Add Attachments</b>
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### Step 3: Contact Information

Enter your contact information to be included with the request.

☆ Name:

☆ Phone:

Notes:

### Select Parties to Notify

Select one or more email addresses to include in notifications regarding inspection request updates.

Name	Email Address	
BSA Contractor	bsacontractor@bsa.com	<input checked="" type="checkbox"/>
John Smith	jsmith@abc.com	<input type="checkbox"/>
Chris Jones	cjones@abc.com	<input checked="" type="checkbox"/>

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4. Add any attachments (if applicable).



## Schedule an Inspection

Submit an inspection request for a permit online.

<a href="#">Select a Permit</a> Permit PBR13-0014 1234 Main Street	<a href="#">Select Inspection Type and Date</a> Final: 9/25/2013	<a href="#">Contact Information</a> (999) 123-4567 bsacontractor@bsa.com	<a href="#">Add Attachments</a>
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### Step 4: Add Attachments

If you have any files or attachments that will be required for the approval of your Inspection Request click the button below to browse your computer and attach them. **Please note: If you fail to submit required documents, your request may be delayed or denied.**

Select...

● Desert.jpg

✕ Remove

Upload successful!

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Finish

- Scheduling Confirmation: You will receive a confirmation message that the inspection has been scheduled successfully.

**Inspection Details:** Ceiling Inspection

Property Address: 3077 VINE CT, NOME, ME 04857 | Permit: 20-22-02-202-000

**Property Owner:** ELIZABETH C SMITH

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**Summary Information**

> 0 Violation(s) Found

**Jump To:** [Inspection Information](#) | [Associated Record Information](#)

- **Inspection Information**

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**Amount Due**

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Permit Total
**\$68.00**

[Pay Now](#)

Inspection Type	Ceiling	Status	Scheduled
Inspector	Electrical Inspector	Result	Not Available
Scheduled Date	01/31/2014	Scheduled Time	12:00:00
Scheduled By	Web		

- View Inspections: In the “View My Activity” section, you can view, cancel or reschedule pending inspections, or review completed inspections.