REQUESTING AN INSPECTION

Fees MUST be paid and permits MUST be issued before requesting an inspection or the option will not be available!

Step 1: Login to the APEX Permit and Planning Portal

Step 2: Select located on the menu bar

Search by a specific type (Permits, Plans, Inspections, Code Cases, Requests) or with a certain keyword

Shop Information

Search for Search Keywords Exact Match

Step 3: After inputting information in the desired fields, click Search

You can filter the results to Permits, Plans, Inspections, Code Cases or Requests if you did a broad search
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Step 4: Select the appropriate result by clicking on the blue identification numbers

The permit information will be displayed:

Permit Number: DEM2019-0039
Type: Demolition
Status: Issued
Project Name:

Summary | Locations | Fees | Reviews | Inspections | Attachments | Contacts | Sub-Records | Holds | Meetings | More Info

Progress

57% Completed
- Completed
- In Progress
- Not Started

Fees
$0.00

Actions
No Actions
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Step 5: Select Inspections

Step 6: Click Request Inspections or Optional Inspections to easily view the inspections available for each inspection section

Step 7: Under the Action column, check the boxes associated with the inspections you want to request

Step 8: Once the boxes have been selected, click Request Inspection at the bottom right corner of the associated inspection section (Request Inspections or Optional Inspections)
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Note: You can only request one section at a time. For example, if you choose an inspection under both, Request Inspections and Optional Inspections, then you must click Request Inspection under Request Inspections first to request those inspections specifically. You will then have to select Optional Inspections to request those inspections or vice versa. All inspections for both inspection types will not generate on the same window, only those above the Request Inspections tab will generate per window.

The inspections you want to schedule of your choice will populate:

Request Inspections (2)

Step 9: Choose your Request Date

Step 10: Select whether you want AM or PM

Step 11: Write comments if needed

Note: There is an option to use the same date for all inspections
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Step 12: Select Submit once all inspections are complete

Once you have selected your requests, the following will generate:
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Step 13:  Select Back

Your requested inspections will now show under the *Existing Inspections* section

Repeat for all inspections you want to request.