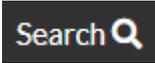


REQUESTING AN INSPECTION

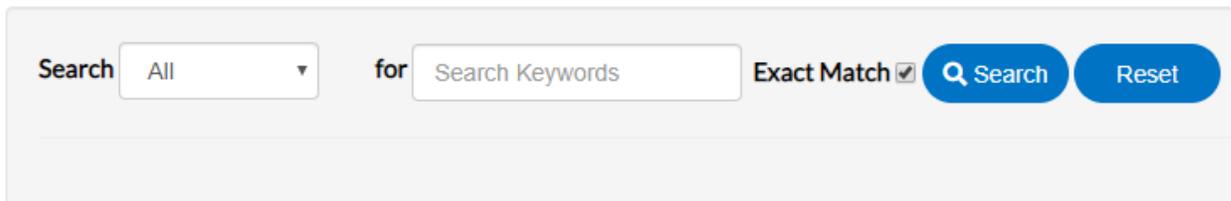
Fees MUST be paid and permits MUST be issued before requesting an inspection or the option will not be available!

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

Public Information



Search for Exact Match

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

Filter Results

All **7**

Permit **6**

Plan **1**

Inspection **0**

Code Case **0**

Request **0**

You can filter the results to Permits, Plans, Inspections, Code Cases or Requests if you did a broad search

REQUESTING AN INSPECTION

Step 4: Select the appropriate result by clicking on the blue identification numbers

[Next](#) | [Top](#) | [Paging Options](#) | [Filter Options](#) | [Main Menu](#)

Permit Number **TES2019-00039** Applied Date 09/19/2019
 Type Hauling Permit Issued Date 09/19/2019
 Project Name Expiration Date 10/21/2019
 Status Issued Finalized Date
 Main Parcel
 Address

[Previous](#) | [Next](#) | [Top](#) | [Paging Options](#) | [Filter Options](#) | [Main Menu](#)

Permit Number **ELV2019-00039** Applied Date 08/23/2019
 Type Elevator Permit - New Issued Date
 Project Name Expiration Date
 Status Submitted Finalized Date
 Main Parcel
 Address

[Previous](#) | [Next](#) | [Top](#) | [Paging Options](#) | [Filter Options](#) | [Main Menu](#)

Permit Number **SGN2019-00039** Applied Date 10/16/2019
 Type Signs - New Issued Date 10/16/2019
 Project Name Expiration Date 04/13/2020
 Status Issued Finalized Date
 Main Parcel 50299910
 Address 1234 MICHIGAN CT ALEXANDRIA VA 22314



The permit information will be displayed:

Permit Number: DEM2019-00039

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Demolition	Status: Issued	Project Name:
-------------------------	-----------------------	----------------------

[Summary](#) | [Locations](#) | [Fees](#) | [Reviews](#) | [Inspections](#) | [Attachments](#) | [Contacts](#) | [Sub-Records](#) | [Holds](#) | [Meetings](#) | [More Info](#)

Progress	Workflow	Actions
<p>57% Completed</p> <p>● Completed ● In Progress ● Not Started</p>	<ul style="list-style-type: none"> ✓ Demolition Review - Passed : 10/16/2019 ✓ Preliminary Demolition Review - Passed : 10/16/2019 ✓ Application Completeness Check - Demolition - Passed : 10/16/2019 ✓ Deposit Fees Paid - Passed : 10/16/2019 ✓ DEM-Pre-Demolition Site Survey - Passed : 10/16/2019 ✓ Fees Paid - Passed : 10/16/2019 ✓ Receive Bond - Passed : 10/16/2019 ✓ Issue Permit - Passed : 10/16/2019 <input type="radio"/> DEM-Pre-Demolition Site Survey 	<p>No Actions</p>
<p>Fees</p> <p>\$0.00</p> <p>View Details Add to Cart</p>		

REQUESTING AN INSPECTION

Step 5: Select *Inspections*



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

Existing Inspections | [Request Inspections](#) | [Optional Inspections](#) | Next Tab | Permit Details | Main Menu

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

Request Inspections Sort Order ▾

Description	Reinspection	Action
DEM-Demolition Site Survey	No	<input type="checkbox"/>
DEM-Tank Removal	No	<input type="checkbox"/>
DEM-Final Inspection	No	<input type="checkbox"/>

Results per page 10 ▾ 1 - 3 of 3 << < 1 > >>

[Request Inspection](#)

Optional Inspections

Description	Action
DEM-Demolition Site Survey	<input type="checkbox"/>
DEM-Final Inspection	<input type="checkbox"/>
DEM-Pre-Demolition Site Survey	<input type="checkbox"/>
DEM-Tank Removal	<input type="checkbox"/>

Results per page 10 ▾ 1 - 4 of 4 << < 1 > >>

[Request Inspection](#)

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**)

REQUESTING AN INSPECTION

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)

1
#DEM2018-00007 ✕

*REQUIRED

Inspection Type:	DEM-Demolition Site Survey
Case Type	Demolition
Address:	1301 KING ST CITY OF ALEXANDRIA, VA 22314

*** Requested Date**

Comments/Gate Code

Use same date for all

Submit

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

REQUESTING AN INSPECTION

1 #DEM2018-00007 ×

Inspection Type: DEM-Demolition Site Survey

Case Type: Demolition

Address: 1301 KING ST CITY OF ALEXANDRIA, VA 22314

* Requested Date: 10/17/2019  AM ▾

Comments/Gate Code: 8am would be best

Use same date for all

Step 12: Select **Submit** once all inspections are complete

Once you have selected your requests, the following will generate:

1 Case #DEM2018-00007

Inspection Type: DEM-Demolition Site Survey

Case Type: Demolition

Address: 1301 KING ST CITY OF ALEXANDRIA, VA 22314

Requested Date: 10/17/2019

Comments/Gate Code:



REQUESTING AN INSPECTION

Step 13: Select [Back](#)

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

Existing Inspections

Sort Description ▼

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
2019-000367	DEM-Demolition Site Survey	Scheduled	10/16/2019	10/16/2019	Blethen Joe	
2019-000370	DEM-Demolition Site Survey	Scheduled	10/17/2019	10/17/2019	Dhage Murli	
2019-000369	DEM-Tank Removal	Scheduled	10/17/2019	10/17/2019	Blethen Joe	

Results per page 10 ▼ 1 - 3 of 3 << < 1 > >>

Repeat for all inspections you want to request.