REQUESTING AN INSPECTION IN CSS

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

Step 1: Login to Citizen Self Service (CSS)

*Please note that a CSS account is required to schedule an inspection

Step 2: Select located on the menu bar

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

Step 3: After inputting information in the desired fields, click Search
REQUESTING AN INSPECTION IN CSS

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

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

The permit information will be displayed:
**REQUESTING AN INSPECTION IN CSS**

Permit Number: DEM2019-00039

**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 at the bottom right corner of the associated inspection section (Request Inspections or Optional Inspections).

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:
Step 9: Choose your Request Date

Step 10: For comments, please include information such as contact, phone number, requested inspection time, and any other relevant information.

*Please note that requested inspection time will need to be confirmed with the inspector the day of inspection*

Note: There is an option to use the same date for all inspections
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Step 11: Select *Submit* once all inspections are complete

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

![Case #DEM2018-00007](image)

**Inspection Type:** DEM-Demolition Site Survey  
**Case Type:** Demolition  
**Address:** 1301 KING ST CITY OF ALEXANDRIA, VA 22314  
**Requested Date:** 10/17/2019

Step 12: Select *Back*

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

<table>
<thead>
<tr>
<th>View Inspection</th>
<th>Description</th>
<th>Status</th>
<th>Request Date</th>
<th>Scheduled Date</th>
<th>Inspector</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-000367</td>
<td>DEM-Demolition Site Survey</td>
<td>Scheduled</td>
<td>10/16/2019</td>
<td>10/16/2019</td>
<td>Blethen Joe</td>
<td></td>
</tr>
</tbody>
</table>

Repeat for all inspections you want to request.