Scheduling Inspections Online

1. Go to: www.spokanecity.org/permits
2. Login to your account
3. Click on: **Schedule an Inspection**

4. Select the **Permit** needing the inspection:
If you do not remember the Permit # you may search for the permit in the General Search Section found at the bottom of this page:

This will return a list of permits at this address for you to select your permit from.

HELPFUL HINT: When searching by address, enter the Street No. and the Street Name only. Leave all other fields blank or the computer may not be able to find the permit.

5. From the Permit Details page select Schedule or Request an Inspection:

6. Identify the type of inspection desired then click the button:

7. Verify Inspection Type and click on the Underlined date:

Schedule/Request an Inspection

Inspection type: Rough-In/Wiring

To continue, select an appointment date by clicking a link on the calendar below:
8. Click the circle next to the available times then Continue:

Available Times for Tuesday, Oct 11 2011
Morning (9:00 AM - 4:00 PM)

Continue Back Cancel

9. Change Contact information as necessary and click Continue:

Schedule/Request an Inspection
Inspection type: Rough-In/Wiring
Location and Contact
Verify whether the location and contact person for the selected inspection are correct.

Location
7206 N BLUEGRASS ST

Contact
Kristy Perez
Change Contact

Continue Back Cancel

10. Verify Inspection Type, Date and Time, and Location.

11. Click Include Additional Notes to provide detail the inspector will need to know:

Inspection Type: Rough-In/Wiring
Date and Time: 10/11/2011 9:00 AM
Location: 7206 N BLUEGRASS ST
Contact: Kristy Perez

Include Additional Notes
Provide Contact Name and Phone Number for your Inspector in the box below. Failure to provide this information may result in a delay of your inspection.

Mr. Smith, 625-6300: Inspection is for the basement work only. Beware of dog in back yard

12. Clicking Finish is the final step. ☺