How to Schedule an Inspection

**STEP 1:** Log into your account.

**STEP 2:** Go to Dashboard and click “**Active**” or search the permit.
STEP 3: Select the desired permit number.

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STEP 4: Click on the "Inspection" tab.
STEP 5: Find the inspection type and check the action box. Click “Request Inspection” at the bottom right.
STEP 6: On the next screen select the date by clicking on the calendar icon.
STEP 7: Enter any notes or instructions in the box
STEP 8: Click “Submit” (wait for the green check)

Please note: Emails received related with inspections will be sent through noreplay@jamestown.va.gov