

CONNECTLCF

REQUESTING AN INSPECTION

***IMPORTANT NOTE:** Scheduling inspections will **NOT** be available until a permit has been issued and the permit status reads **Issued**.*

Login to your ConnectLCF portal and get to your permit page which you would like to request an inspection for:

The screenshot shows the ConnectLCF portal interface. At the top, there is a navigation bar with links for Dashboard, Apply, View, Map, Pay Invoices, Search, Required Submittals, Help, Calendar, Service Requests, and How To. Below the navigation bar, the permit number is displayed as BLR [REDACTED]. The permit details are as follows:

Type:	Building (Residential) - Alteration/Repair	Applied Date:	01/16/2019		
Status:	Issued	Project Name:	[REDACTED] and Sep. Bath Remodel	Issue Date:	02/04/2019
District:	La Canada Flintridge, CA	Assigned To:	Martell, Heather	Expire Date:	08/05/2019
Description:	bath remodeled	Valuation:	\$3,900.00	Finalized Date:	

Below the permit details, there are several tabs: Locations, Fees, Reviews, Inspections, Attachments, Contacts, Sub-Records, Holds, Meetings, and More Info. The Inspections tab is highlighted. Below the tabs, there is a section for Locations with a table showing the main address: La Canada Flintridge, CA 91011. The results per page are set to 10, and there is 1 of 1 result.

Click on the Inspection Tab:

The screenshot shows the ConnectLCF portal interface with the Inspections tab selected. The permit details are the same as in the previous screenshot. Below the tabs, there is a section for Existing Inspections and Request Inspections. The Existing Inspections section is currently empty, showing "No records to display." The Request Inspections section is also empty, showing "No records to display."



VISIT THE CONNECTLCF PORTAL →

CONNECTLCF

You will see the following page:

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

Existing Inspections | Request Inspections | Optional Inspections | Next Tab | Permit Details | Main Menu

Existing Inspections

Description	Reinspection	Action
Footing	No	<input type="checkbox"/>
Foundation	No	<input type="checkbox"/>
Concrete Slab	No	<input type="checkbox"/>
Floor Framing	No	<input type="checkbox"/>
Wall Framing	No	<input type="checkbox"/>
Drywall	No	<input type="checkbox"/>
Lath, Interior	No	<input type="checkbox"/>
Lath, Exterior	No	<input type="checkbox"/>
Roof Sheathing	No	<input type="checkbox"/>
Final Building	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.

Results per page: 10 1 - 10 of 10

Request Inspection

Any existing inspection you have will show up here.

Here a list of available inspections are listed for you to request.

Select the inspection you would like to request. Some inspections may be locked as it requires certain inspections to be completed before it. Example, final building inspections cannot be scheduled until prior rough inspections have been completed.

Description	Reinspection	Action
Footing	No	<input checked="" type="checkbox"/>
Foundation	No	<input checked="" type="checkbox"/>
Concrete Slab	No	<input type="checkbox"/>
Floor Framing	No	<input type="checkbox"/>
Wall Framing	No	<input type="checkbox"/>
Drywall	No	<input type="checkbox"/>
Lath, Interior	No	<input type="checkbox"/>
Lath, Exterior	No	<input type="checkbox"/>
Roof Sheathing	No	<input type="checkbox"/>
Final Building	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.

Results per page: 10 1 - 10 of 10

Request Inspection

Multiple inspections can be selected by checking each of the boxes under Action column

CONTINUE TO NEXT PAGE



VISIT THE CONNECTLCF PORTAL →

CONNECTLCF

On this page you can select your PREFERRED DATE and provide instructions to the inspector regarding access.

Click on the calendar icon to get a calendar of dates to select from

The screenshot shows two inspection request forms. The top form is for a 'Foundation' inspection at a residential building. A red circle highlights the calendar icon next to the 'Requested Date' field. A red arrow points from this icon to a calendar widget for June 2019. The bottom form is for a 'Footing' inspection at the same address. The 'Requested Date' field is empty, and the 'Comments/Gate Code' field contains the text 'Gate will be open'.

You may continue down the page and select PREFERRED DATE for your other inspections or select "Use Same Date for All" to prefill the date for all requested inspections.

This section provides a detailed view of the forms with red annotations. A bracket on the left indicates that the two forms are 'Two selected inspection listed in order'. A red scalloped border around the 'Comments/Gate Code' field of the first form is annotated with 'Provide any special instructions for the inspector here.' A red arrow points to the 'Submit' button with the text 'Can use this button to pre-fill the above date for all the requested inspections.' Another red arrow points to the 'Requested Date' field of the second form with the text 'Or you may scroll down and select different dates for the other requested inspection.'

Once ready, press the submit button for each inspection request.



CONNECTLCF



VISIT THE CONNECTLCF PORTAL →

CONNECTLCF



VISIT THE CONNECTLCF PORTAL →