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:

Click on the Inspection Tab:
You will see the following page:

Select the inspection you would like to request. Some inspections maybe 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.

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

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

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.

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