

HOW TO REQUEST INSPECTIONS FROM YOUR ONLINE PERMIT

*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 'Permit Details' page for a permit with number BLR [redacted]. The permit is in 'Issued' status. Key details include: Applied Date: 01/16/2019, Issue Date: 02/04/2019, Project Name: [redacted] and Sep. Bath Remodel, Assigned To: Martell, Heather, District: La Canada Flintridge, CA, Valuation: \$3,900.00, and Description: bath remodeled. Below the details is a navigation menu with tabs: Locations, Fees, Reviews, Inspections, Attachments, Contacts, Sub-Records, Holds, Meetings, and More Info. The 'Locations' tab is active, showing a table with columns 'Main' and 'Address'. One location is listed: La Canada Flintridge, CA 91011. The page also includes a 'Results per page' dropdown set to 10 and a pagination control showing '1 - 1 of 1'.

Click on the Inspections Tab:

This screenshot shows the same permit details page, but with the 'Inspections' tab highlighted in the navigation menu. A red circle and a red arrow point to the 'Inspections' tab. Below the navigation menu, there are sections for 'Existing Inspections' and 'Request Inspections'. The 'Existing Inspections' section has a 'Sort' dropdown set to 'Description' and a table with columns: View Inspection, Description, Status, Request Date, Scheduled Date, Inspector, and Action. The table is currently empty, with the text 'No records to display.' below it. The 'Request Inspections' section has a 'Sort' dropdown set to 'Order' and a table with columns: Description, Reinspection, and Action.

You will see the following page:

The screenshot shows a navigation bar with tabs: Locations, Fees, Reviews, Inspections (selected), Attachments, Contacts, Sub-Records, Holds, Meetings, More Info. Below the navigation bar are links: Existing Inspections, Request Inspections, Optional Inspections, Next Tab, Permit Details, Main Menu. The main content area has a header 'Request Inspection' and a table with columns: Description, Status, Request Date, Scheduled Date, Inspector, Action. Below this is a table with columns: Description, Reinspection, Action. The table lists various inspection types with checkboxes in the Action column. A 'Request Inspection' button is at the bottom right.

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.

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 maybe locked as it requires certain inspections to complete before it. Example, final building inspections can't be scheduled until prior required inspections have been completed.

This screenshot is similar to the previous one, but the checkboxes in the 'Action' column for 'Footing', 'Foundation', and 'Concrete Slab' are now checked. The 'Request Inspection' button is still at the bottom right.

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

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 the 'Request Inspection' form with a calendar pop-up. The form fields include: Inspection Type (Foundation), Case Type (Building (Residential)), Address (La Canada Flintridge, CA 91011), Requested Date, and Comments/Gate Code. The calendar pop-up shows the month of June 2019 with a date selected. A red circle highlights the calendar icon in the form, and a red arrow points to the calendar pop-up.

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

1 #BLR-2 [REDACTED] X

Inspection Type: Foundation

Case Type: Building (Residential)

Address: [REDACTED] La Canada Flintridge, CA 91011

* Requested Date: 06/25/2019 [Calendar Icon] [Dropdown]

Comments/Gate Code: Gate will be open [Green G Icon]

Use same date for all

Submit

Provide any special instructions for the inspector here.

Can use this button to pre-fill the above date for all the requested inspections.

Or you may scroll down and select different dates for the other requested inspection.

2 #BLR [REDACTED] X

Inspection Type: Footing

Case Type: Building (Residential)

Address: [REDACTED] La Canada Flintridge, CA 91011

* Requested Date: [Empty Field] [Calendar Icon] [Dropdown]

Two selected inspection listed in order

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