

Scheduling Inspections Online



1. Go to: www.buildingspokane.org
2. Click on the Online Permit System link:



3. Login to your account
4. Click on: [Schedule an Inspection](#)

What would you like to do today?
To get started, select one of the services listed below:

<p>Building</p> <p>Apply for Permit</p> <p>Search City Permit Records</p> <p>Schedule an Inspection</p>	<p>Code</p> <p>Create an Application</p> <p>Search Applications</p>
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5. Select the [Permit](#) needing the inspection:

My Permits						
Date	Record Number	Record Type	Project Title	Site Address	Expiration Date	Status
<input type="checkbox"/>	10/10/2011 B1110414ELEC	Limited Energy ePermit	BA install at Zagz Inc 097-10829	1305 N HAMILTON ST, SPOKANE, WA 00000		Issued
<input type="checkbox"/>	10/10/2011 B1110412ELEC	Limited Energy ePermit	BA install at Soul Patrol 097-10828	3117 E OLYMPIC AVE, SPOKANE, WA 00000		Issued
<input type="checkbox"/>	10/10/2011 B1110408ELEC	Limited Energy ePermit	BA install at Ackermann Residence 377-15279	3702 S ALDER CIR, SPOKANE, WA 00000		Issued
<input type="checkbox"/>	10/10/2011 B1110392MECH	Mechanical Permit	REMODEL - ARPIN PPTY	1117 E 35TH AVE, SPOKANE, WA 00000		Issued
<input type="checkbox"/>	10/06/2011 B1110283ELEC	Limited Energy ePermit	BA install at Whitehall Residence 377-15265	2823 N LACEY ST, SPOKANE, WA 00000		Issued
<input type="checkbox"/>	10/05/2011 B1110264ELEC	Limited Energy ePermit	BA install at Snyder Residence 377-15258	7206 N BLUEGRASS ST, SPOKANE, WA 00000		Issued
<input type="checkbox"/>	10/05/2011 11TMP-004243	Electrical ePermit - Remodels	REMODEL SMITH RESIDENCE	808 W SPOKANE FALLS BLVD, SPOKANE, WA 00000		Issued
<input type="checkbox"/>	10/05/2011 B1110248ELEC	Limited Energy ePermit	BA install at Grubb Residence 377-15262	7002 N BLUEGRASS ST		Issued

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:

General Search

Street No:	Direction:	Street Name:	Street Type:
<input type="text" value="808"/>	<input type="text" value="--select--"/> (e.g. N)	<input type="text" value="SPOKANE FALLS"/> (e.g. Main)	<input type="text" value="--select--"/>

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.*

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

Inspections

Upcoming

[Schedule or Request an Inspection](#)

*You have not added any inspections.
Click the link above to schedule or request one.*

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

8. Verify *Inspection Type* and click on the Underlined date:

Schedule/Request an Inspection X

Inspection type: Rough-In/Wiring

To continue, select an appointment date by clicking a link on the calendar below:

Oct 2011							Nov 2011							Dec 2011						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	<u>11</u>	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			

[« Prev](#) [Next »](#)

9. Click the circle next to the available times then **Continue**:

Available Times for Tuesday, Oct 11 2011

Morning (9:00 AM - 4:00 PM)

9:00 AM - 4:00 PM

Continue

[Back](#)

[Cancel](#)

10. **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](#)

11. Verify **Inspection Type**, **Date and Time**, and **Location**.
12. 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

13. Clicking **Finish** is the final step. ☺