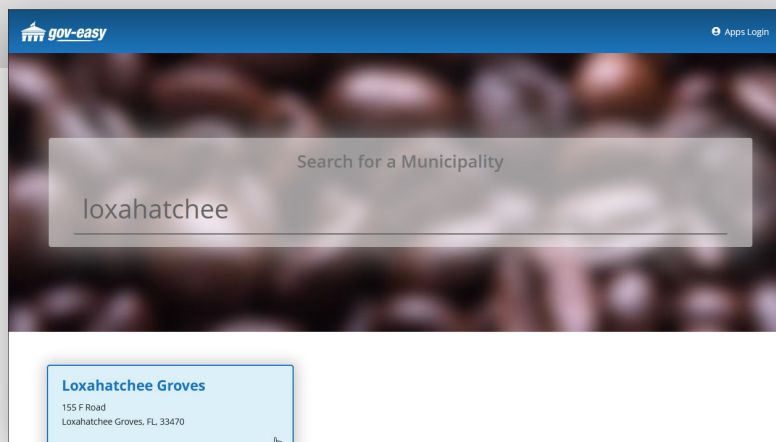


HOW TO Request an Inspection

Visit apps.gov-easy.com to follow the steps below.

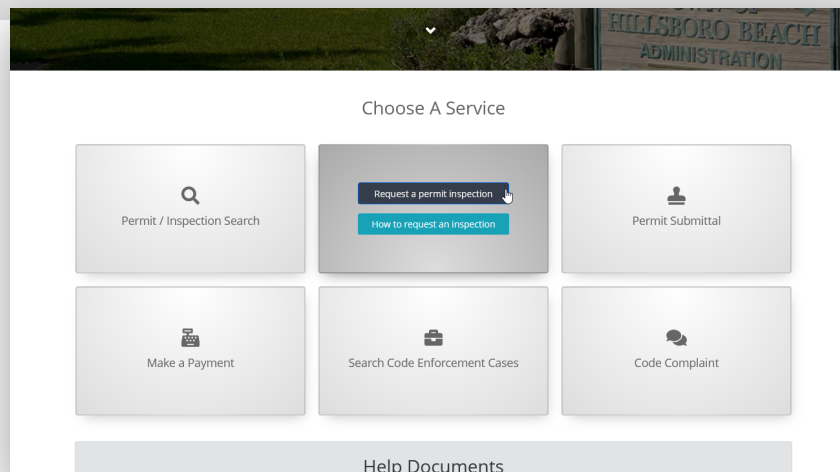
Step 1

Type in the name of the municipality from which you want to search permits. Select from the results below.



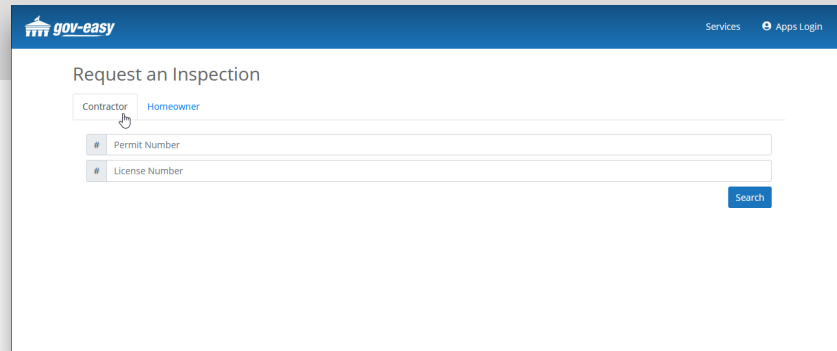
Step 2

On the services screen hover over "Request an Inspection" and click on "Request a permit inspection".



Step 3

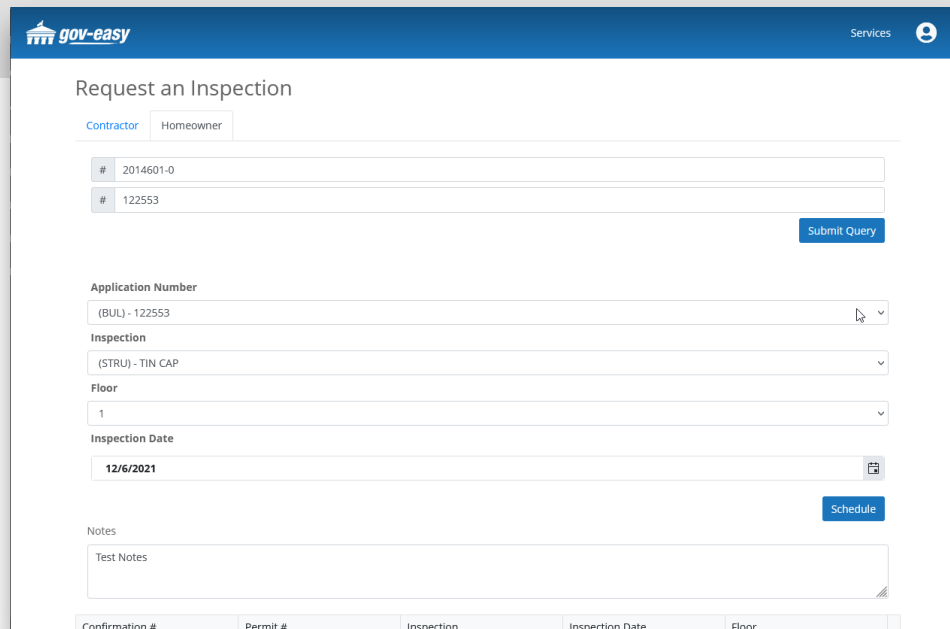
Select from “Contractor” or “Homeowner” and enter the requested information.



The screenshot shows the 'Request an Inspection' form in the gov-easy system. The form has a blue header with the gov-easy logo and 'Services' and 'Apps Login' links. Below the header, the title 'Request an Inspection' is displayed. There are two tabs: 'Contractor' (selected) and 'Homeowner'. Below the tabs are two input fields: 'Permit Number' and 'License Number'. A blue 'Search' button is located to the right of the 'License Number' field.

Step 4

Fill out the details of the inspection request and select a date for the inspection. Click “Schedule” and if the date is available, you will see a green notification box with a success message. If you see a warning in a red box, you will need to pick another date.



The screenshot shows the 'Request an Inspection' form in the gov-easy system, now filled out. The form has a blue header with the gov-easy logo and 'Services' and a user profile icon. Below the header, the title 'Request an Inspection' is displayed. There are two tabs: 'Contractor' (selected) and 'Homeowner'. Below the tabs are two input fields: '# 2014601-0' and '# 122553'. A blue 'Submit Query' button is located to the right of the second field. Below these fields are several dropdown menus: 'Application Number' (value: (BUL) - 122553), 'Inspection' (value: (STRU) - TIN CAP), and 'Floor' (value: 1). Below the dropdowns is an 'Inspection Date' field with the value '12/6/2021' and a calendar icon. A blue 'Schedule' button is located to the right of the date field. Below the date field is a 'Notes' section with a text area labeled 'Test Notes'. At the bottom of the form is a table with the following columns: Confirmation #, Permit #, Inspection, Inspection Date, and Floor.