
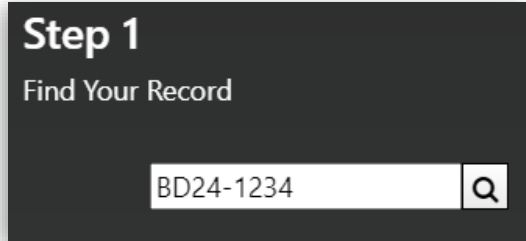



## **Step-by-step instructions – Scheduling an inspection online (Building/Fire Permits)**

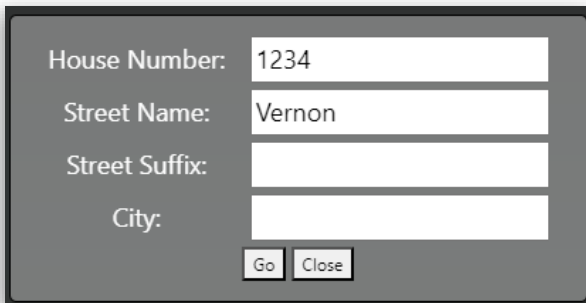
- 1) Click this link to go to our [Roseville Inspection Scheduler](#).
- 2) Enter the Building Permit record number, and then select the magnifying glass () icon. (NOTE: Only permit records in “ISSUED” or “ISSUED with REVISION” status will be available for scheduling an inspection.)



**Step 1**  
Find Your Record

BD24-1234 

**NOTE:** You may also search by project address. Be sure to only complete the “House Number” and “Street Name” fields to widen your search results.



House Number:

Street Name:

Street Suffix:

City:

- 3) Select all applicable inspections requested for the next inspection visit, then select the “Get Availability” button.

**Step 2**  
Inspection Options for this Record

355 Gas Service

330 Ground / Underfloor Plumbing

345 DWV Test

1000 Building Permit Final

320 Water Service

325 Sewer Service

340 Rough Plumbing

350 Roof Drain Overflow Test

357 Gas Test

360 Water Heater Replacement

Get Availability

- 4) Select an available inspection date:

**Step 3**  
Availability

Monday 7/29/2024	Tuesday 7/30/2024	Wednesday 7/31/2024	Thursday 8/1/2024
Friday 8/2/2024	Monday 8/5/2024	Tuesday 8/6/2024	Wednesday 8/7/2024
Thursday 8/8/2024	Friday 8/9/2024	Monday 8/12/2024	Tuesday 8/13/2024

- 5) Enter the name and phone number of the contact person **responsible** for the inspection, then select the “Submit” button.

**Step 4**  
On-site contact person

Remember My Information

First Name *	Jodie
Last Name *	Smith
Phone *	9161234567

**NOTE:** The additional comment field is intended for you to add an additional contact email to whom the inspection result will be sent, and/or add a note to your inspector. **(Be sure to use a comma to separate information.)**

- Due to the high volume of inspections we are receiving, any notes entered in the “Additional Notes” section will not be guaranteed, including requests for inspectors to make phone calls from the field.

Optional Comments or Instructions for your Inspector. You may also add additional email addresses to receive inspection results here. Please list these addresses and separate with a comma. Note: Due to volume, timeframe requests are unable to be honored

Additional Notes or Add Additional Inspection Result Recipients *	janedoe@gmail.com, plans and inspection card on front porch
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- 6) You will receive an option to add the scheduled inspection to your calendar.

## Result

1. **355 Gas Service:** Successfully scheduled.
2. **330 Ground / Underfloor Plumbing:** Successfully scheduled.
3. **345 DWV Test:** Successfully scheduled.

NOTE: ONCE YOU CLOSE THIS POPUP THE PAGE WILL REFRESH.

[Download the Calendar Invite.](#)

Inspections will be conducted between 8:00am-3:30PM

Close and Refresh