

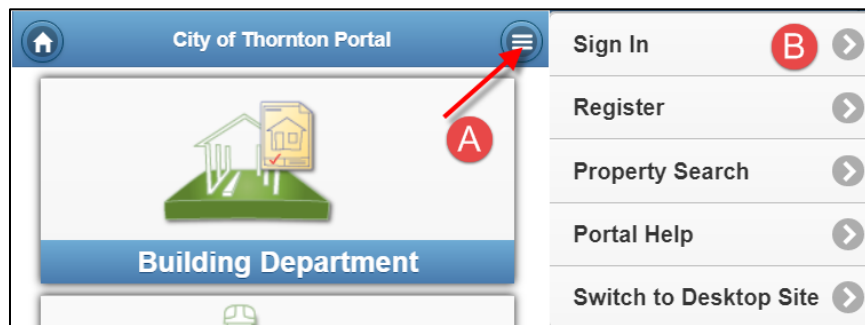


## Inspection Scheduling in CityView Portal-MOBILE SITE

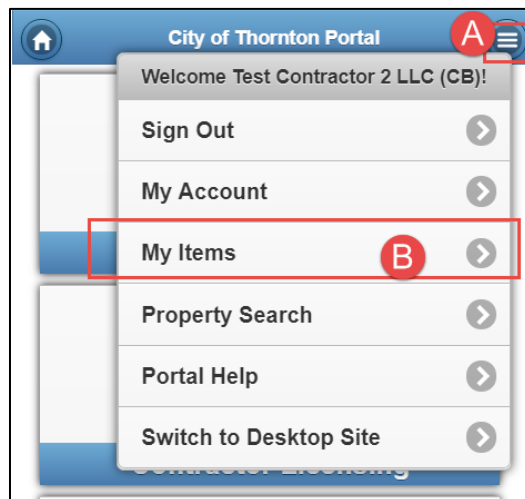
### BEFORE YOU BEGIN ...

- **All inspection requests will be reviewed before scheduled. An inspection will not be scheduled: if there are any outstanding permit or re-inspection fees, if it is not requested in construction order (refer to the Generic Construction Order document), if there is a stop work order on the permit, or if the permit status is not Permit(s) Issued. Inspections will show up under scheduled the morning of the inspection.**
- **You must be registered and signed into the CityView Portal to view permit information and schedule inspections. You must also be a contact on the permit (contractor, subcontractor, or applicant). Use your login to sign in. If you are a contractor, use your company login. If you are not yet registered, follow the registration instructions before you proceed.**

1. Log in to your CityView Portal account. <https://cityviewportal.cityofthornton.net/>



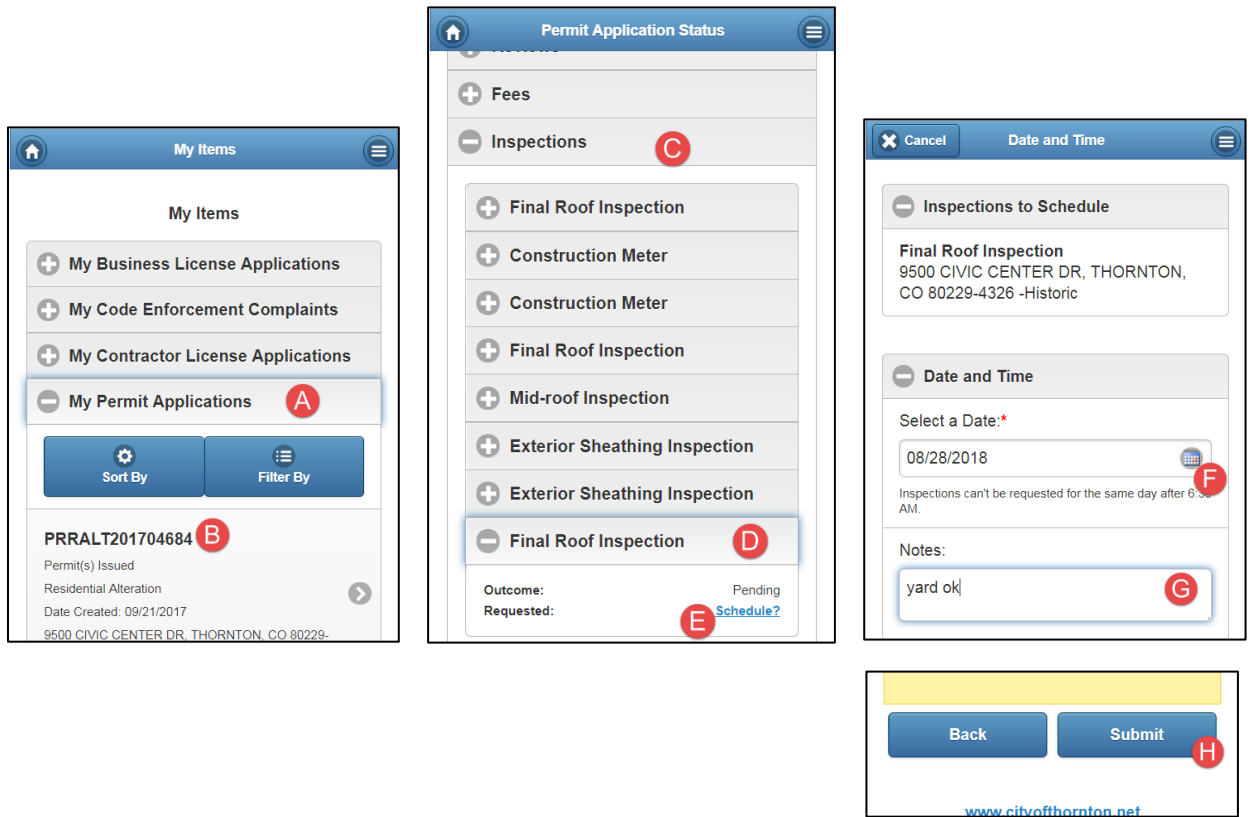
2. Navigate to the **My Items** page by pressing on the menu icon then on My Items as indicated below.





**3. REQUEST INSPECTION**

- A.** Press on **My Permit Applications** to view all your permits.
- B.** Press on the permit number for the permit you want to schedule inspection(s) for
  - i. You can also find your permit by pressing the Building Department icon in the home page and pressing on Request an Inspection then typing in the address and selecting it from the drop down menu. You will then have to select the permit number from the list.
- C.** Press **Inspections** to view all inspections available
- D.** Press on the inspection you want to schedule
  - i. **Please be sure to follow construction order (Refer to the Generic Construction Order document). If an inspection(s) are requested out of order, the inspection(s) will not be scheduled.**
- E.** Press on the **Schedule?** Hyperlink in blue
- F.** Press the calendar icon to select the date
- G.** Type in any applicable notes such as “yard ok” or lockbox number. This is where homeowners can request morning or afternoon by entering AM or PM.
- H.** Scroll down and press **Submit**



- 4. COMPLETE** You’re done. The next screen displays the message “Your inspection date has been requested.” The inspection is scheduled when the date appears under Scheduled.

