# **STEP 1:**

Find and select the permit you wish to schedule an inspection for.





		e and L	<u>)ate</u>	Cont	act Inf	ormati	ion	Add At	tachment				
tep 2: Selec	t Insp	ectio	n Ty	/pe a	nd D	Date							
	Inspec	tion D	etails										
😭 Inspection Type	E: Final						•						
		Select the type of inspection you wish to request.											
	Select t	he type	ormsp	1			Inspection Date						
	Select t	tion D	ate	1									
	Select t	tion D	ate				la la la						
	Select t	tion D the cale	ate ndar b uest.	elow, s	elect a	ın avai	lable	date for	your				
	Select t Inspec Using t inspect	tion D tion D he caler ion requ	ate ndar b uest.	elow, s	elect a	in avai	lable	date for	your				
	Select t Inspect Using t inspect	ne type ( tion D the caler tion requ S	ate ndar b uest. epter	elow, s mber i	elect a 2013	in avai	lable 0	date for	your				
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	Select t Inspec Using t inspect Su 1 8 15	tion D the caler tion requ S Mo 2 9 16	ate ndar b uest. epter Tu 3 10 17	nber : We 4 11	elect a 2013 Th 5 -12 19	Fr 6 13 20	0 Sa 7 14 21	date for	your				
	Select t Inspect Using t inspect Su 1 8 15 22	tion D the caler tion required Mo 2 9 16 23	ate ndar b uest. epter Tu 3 10 17 24	welow, s mber 2 We 4 11 18 25	elect a 2013 Th 5 -12 19 26	n avai Fr 6 13 20 27	<ul> <li>Iable</li> <li>Sa</li> <li>7</li> <li>14</li> <li>21</li> <li>28</li> </ul>	date for	your				

Visit the "Contractor Learning Center" for more AMG information and detailed walkthroughs

http://bsasoftware.com/Learning-Center/Community-Development/Contractor-Learning-Center

Developed by



# **STEP 3:** Verify Contact Information.

18				
Select a Permit	Select Inspection	Contact Information	Add Attachments	
1234 Main Street	Final: 9/25/2013			
	-			
Step 3: Conta	ct Informatio	n		
Enter your contact	information to be i	ocluded with the request		
cinter your contact	information to be i	neluded with the request		
Name:	BSA Contractor			
Phone:	(999) 123-4567			
Nister	(555) 225 4507			
Notes:				
Select Parties to I	Notify			
Select Parties to I	Notify			
Select Parties to I Select one or more	Notify email addresses to i	nclude in notifications re	garding inspection	
Select Parties to I Select one or more request updates.	Notify email addresses to i	nclude in notifications re	garding inspection	
Select Parties to I Select one or more request updates.	Notify email addresses to i	nclude in notifications re	garding inspection	
Select Parties to I Select one or more request updates.	Notify email addresses to i Name	nclude in notifications re Email Address	garding inspection	
Select Parties to I Select one or more request updates.	Notify email addresses to i Name BSA Contractor	nclude in notifications re Email Address bsacontractor@bsa.cc	garding inspection	
Select Parties to I Select one or more request updates.	Notify email addresses to i Name BSA Contractor John Smith	Email Address Escontractor@bsa.co jsmith@abc.com	garding inspection	

# **STEP 4:** Add attachments (if applicable)

Permit PBR13-0014 1234 Main Street	Select Inspection Type and Date Final: 9/25/2013	Contact Information (999) 123-4567 bsacontractor@bsa.com	Add Attachments
Step 4: Add /	Attachments		
may be delayed	of defiled.		
Se	elect		
Se Desert.jpg	elect	re	



#### **ONLINE INSPECTION PORTAL**

### **SCHEDULING CONFIRMATION:**

You will receive a confirmation message that the inspection has been scheduled successfully.

Email notifications will be sent regarding any status changes or if the inspection must be rescheduled

nspection request was	submitted successfully. You will be contacted at the following email address(es) when the status of your inspection request is
nodified: BrianContrac	(tor@email.com
	Inspection Request Details
	Below is a summary of the inspection request you submitted
Record ₽	PE12-1127
Record Type:	Electrical
Address	27930 HOPKINS DR
Inspection Type:	Rough
Requested Date/Time:	2/7/2013

# **VIEW INSPECTIONS:**

In the "View My Activity" section you can view, cancel or reschedule pending inspections, or review completed inspections

roperty Address: 🕷	HE78 VENE CT., INDVL ME48377	Parcel 師設礎	202-069			
roperty Own	er: ELIZABETH C SM	NITH:				
Summary Inform > 0 Violation(s) Fou	nation Ind					
<ul> <li>Inspection</li> <li>Inspection</li> <li>Type</li> </ul>	Information	Status	Scheduled	Back To Top	Amount Du Permit Total	Je \$68.00 <u>Pay Now</u>
Inspection     Inspection     Type     Inspector	Information Ceiling Electrical Inspector	Status Result	Scheduled Not Available	Back To Top	Amount Du Permit Total	Je \$68.00 Pay: Now
Inspection     Inspection     Type     Inspector     Scheduler     Date	Information n Ceiling Electrical Inspector d 01/31/2014	Status Result Scheduled Time	Scheduled Not Available 12:00:00	Back To Top	Amount Du Permit Total	Je \$68.00 Pay Now

#### REGISTER AS A CONTRACTOR

To register as a contractor, go to <u>www.AccessMygov.com/Contractors</u> and sign up.

Fill out the information, including any licensees and email addresses that will be saved for later use when completing online inspection requests and permit applications.

#### REQUESTING AN INSPECTION

You will need your permit number to request an inspection.

If you are trying to schedule an inspection for the following business day, it must be scheduled by 3:30 p.m.



# Online Inspection Hotline





FOR MORE INFORMATION CONTACT: City of Northville Building Department 248-449-9902 sallen@ci.northville.mi.us

City of Northville – Building Department 215 W. Main Street, Northville, MI 48167 248-449-9902 www.ci.northville.mi.us

#### FOR CONTRACTORS

