
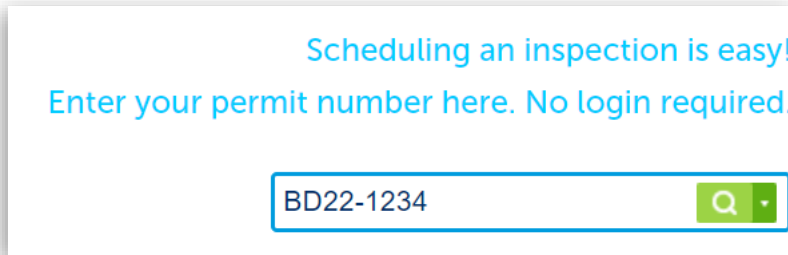



## **Step-by-step instructions – Scheduling an inspection online (Building/Fire Permits)**

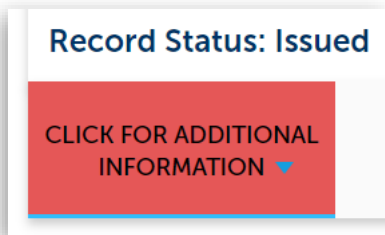
- 1) Click this link to go to our [OPS Portal](#).
- 2) Enter the Building Permit record number in the General Search field, and then select the magnifying glass (  ) icon.



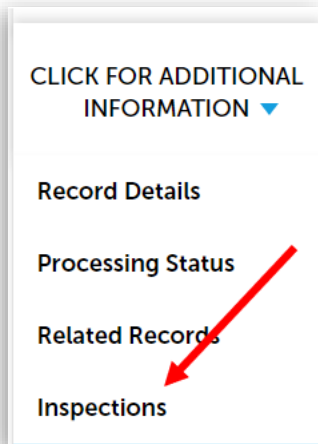
Scheduling an inspection is easy!  
Enter your permit number here. No login required.

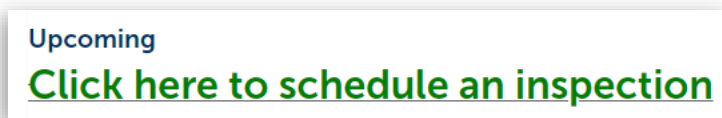
- 3) Scroll down the page and select the button labeled “CLICK FOR ADDITIONAL INFORMATION”.



- 4) Select “Inspections”



- 5) Scroll down and select the “Click here to schedule an inspection” link.



6) Scroll down the window and select the circle next to the inspection you are requesting, then select the "Continue" button.

a. Example:

Available Inspection Types (84)

- 75740 Fire Dept. Final
- 100 Electrical Final
- 105 Site Underground Electrical
- 110 Lite Pole Underground Conduit
- 111 Lite Pole Base
- 115 Service Pedestal Base
- 120 Underground Secondary Conduit
- 130 UFER Service Grounding
- 135 Underground Underslab Conduit
- 140 Electric Service

< Prev 1 2 3

Continue Cancel

b. Please use the page selector to search through the list of available inspections in order to select the inspection you are requesting.

< Prev 1 2 3 4 5 6 7 8 9 Next >

- 7) Select the requested inspection date (within 15-business days), then select the circle next to “All Day”, then select the “Continue” button.

Aug 2023

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

« Prev

Available Times for Thursday, Aug 31 2023

All Day

Continue Back Cancel

- 8) The Contact information automatically populates with the phone number of the listed Applicant on the permit record. If you need to change this information, select “Change Contact”, then select the circle next to “Specify another person (for this inspection only)”, then enter the applicable contact name and phone number. Then select the “Submit” button, then the “Continue” button.

Change Contact ▾

Select an existing contact  
(661-250-9300) ▾

Specify another person (for this inspection only)

\*First Name Middle Name \*Last Name

\*Phone Number

Submit Cancel

Continue Back Cancel

**NOTE:** The new contact information will not be saved as a contact on the permit record.

- 9) Verify the inspection information, then select the “Finish” button.

Finish