

How to Access the Permit

In order to schedule, cancel or check inspection status, you must be logged into your ePortal account and associated as a contact to the permit. If you do not have an ePortal account, please watch the How to Register for an ePortal Account video or review the help document on How to Register for an ePortal Account. To link you contact to the associated cases, please call the Development Services Call Center at 703-792-6875.

There are two ways of accessing the appropriate permit in order to perform the inspection activities.

The first method is from the Permits window on the home screen. Within that window, a list of permits the contact is associated with is visible. Select the appropriate permit the inspection is to be scheduled for.

Permit Number	Type	Work Class	Status	ApplyDate	Issued
OCC2015-10006	Certificate of Occupancy	C - Tenant Layout	Pending	09/08/2014	
BLD2015-10125	Building	R - New Single Family Dwelling	Pending	09/08/2014	
BLD2015-10124	Building	C - Tenant Layout	Issued	09/07/2014	09/07/2014
BLD2015-10123	Building	C - Shell Building	Issued	09/07/2014	09/07/2014
BLD2015-10122	Building	C - Shell Building	Pending	09/07/2014	
ELE2015-10028	Electrical	C - Shell Building	Issued	09/07/2014	09/07/2014
BLD2015-10121	Building	C - Shell Building	Issued	09/07/2014	09/07/2014

Change Filter

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The second method is to hover over the Inspections tab within the top menu bar and select Schedule or Cancel Inspections.



From here, the search by address or permit detail fields can be completed to access the permit. Select Search to see the search results.

Permit Search

Search by Address
Street Number Suite/Unit
Street Name City
Street Type

Search by Permit Detail
Permit Number Project Name
Type Issued Date
Work Class Expiration Date
Status Finalized Date
 Search My Permits Only

Select the appropriate permit from the search results.

Search Results

Permit Number	Address	Type	Work Class	Status	Issued Date	Expiration Date	Finalized Date	Project Name
ELE2015-10030	8274 VERNON ST MANASSAS, VA 20109	Electrical	R - Alteration/Repair	Issued	09/12/2014			

Once the selected permit opens, please verify that the information is correct. Check the permit number, permit details, and the address.

Permit Number: ELE2015-10030 

Permit Details
Type: Electrical IVR Number: 416379 Application Date: 9/11/2014
Work Class: R - Alteration/Repair Project Name: Issued Date: 9/12/2014
Status: Issued District: 05 - Brentsville Expiration Date: None
Description: HEAVY UP  Square Feet: 0 Finalized Date: None
Valuation: 1000

Primary Address Details
Parcel: 7696-37-3444 
Address: 8274 VERNON ST
MANASSAS, VA 20109
United States

How to Schedule an Inspection

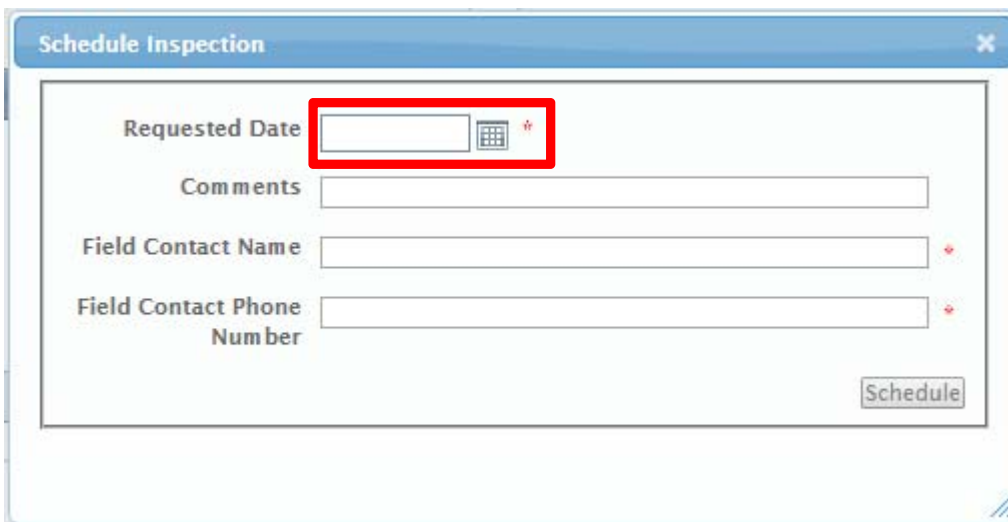
Within the Schedule Inspections window, all of the available inspections for the permit will be visible. Select the inspection to be scheduled and click the Schedule link.




Select	Type	Status	Date	Reinspection
Schedule	201C Ele Service - Temp on Pole			No
Schedule	202C Ele Service			No
	203C Ele			

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A separate Schedule Inspection window will appear. Required information is marked with a red asterisk. Enter the date by typing a date in the box provided or clicking the calendar icon.



Schedule Inspection

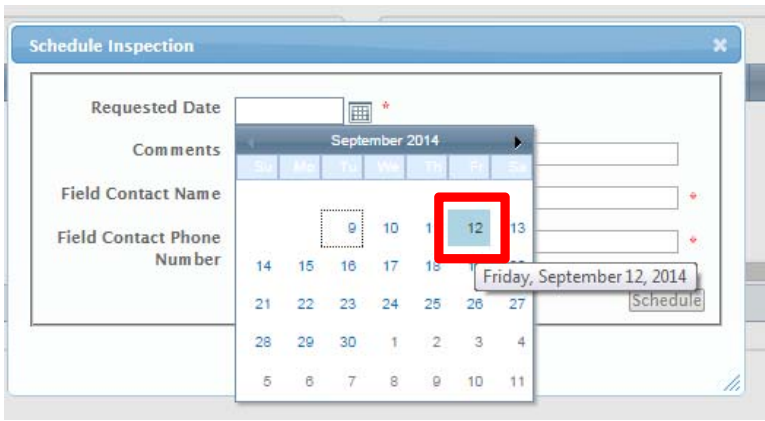
Requested Date  *

Comments

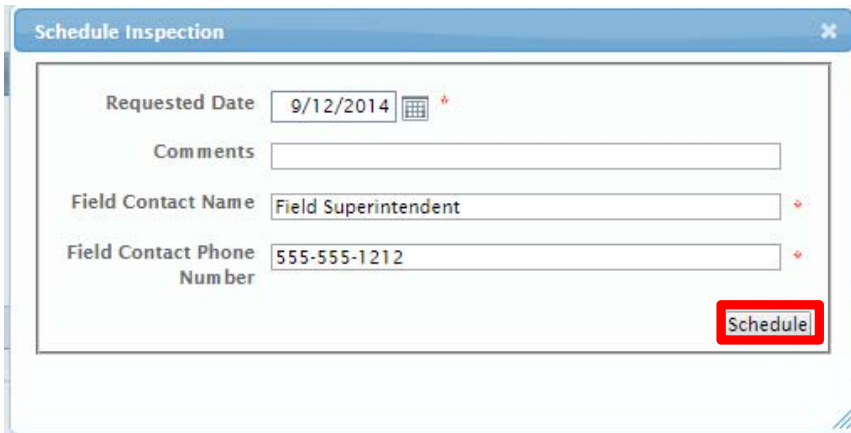
Field Contact Name *

Field Contact Phone Number *

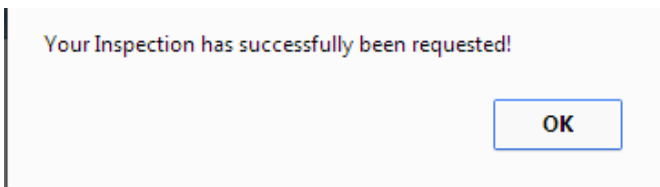
Clicking the calendar icon opens the calendar window. Select the requested date. Selected dates may be up to 10 working days ahead.



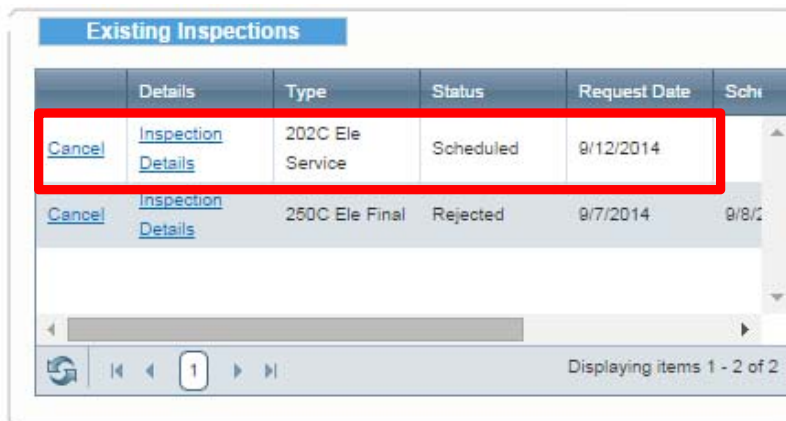
After the remaining required information is entered, select Schedule.



If there are no scheduling conflicts the following message will appear.



After selecting OK, the permit screen will reappear and the scheduled inspection will be listed within the Existing Inspections window. Please verify that the proper inspection was scheduled.

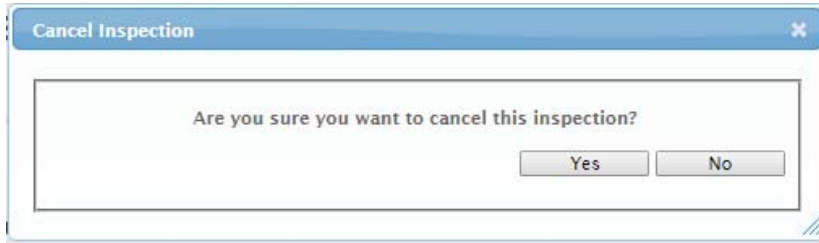


How to Cancel an Inspection

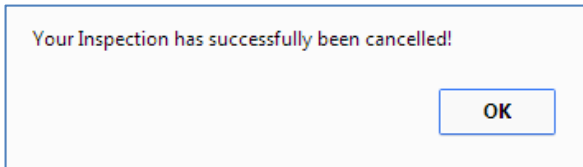
To cancel an inspection, locate the appropriate permit. Within the Existing Inspections window, locate the proper inspection and select Cancel.



A window will open to confirm that the inspection should be cancelled. Select Yes.



If the cancellation is successful the following message will appear.



How to Check Inspection Status and Rejection Details

To check the inspection status, locate the appropriate permit. Within the Existing Inspections window, there is a column which displays the inspection status.

To view the details of a rejected inspection, locate the proper inspection and select the Inspection Details link to open the inspection case.

	Details	Type	Status	Request Date	Schrt
Cancel	Inspection Details	202C Ele Service	Scheduled	9/9/2014	9/9/2
Cancel	Inspection Details	213C Ele Conceal	Rejected	9/9/2014	9/9/2
Cancel	Inspection Details	250C Ele Final	Rejected	9/7/2014	9/8/2

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In the inspection case, the Status, Completion Date, Inspector Details, Inspection Checklist items and Attachments are visible.

Inspection Number: IEL2015-010271

Inspection Details

Type: 213C Ele Conceal
Requested Date: 9/9/2014
Status: Rejected
Scheduled Date: 9/9/2014
Link Type: Permit
Completed Date: 9/9/2014
Linked Number: ELE2015-10028

Primary Address Details

Parcel:

Inspector Details

Primary	Name	Phone Number	Email
Yes	Brian Otis	703-792-6942	botis@pwcgov

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Inspection Checklist			
Name	Description	Passed	Comments
Exit/Emergency lights not wired/working per NEC	Exit/Emergency lights not wired/working per Art. 700-12.	No	Emergency lighting not connected to normal lighting of same area, front vestibule and corridor.
Low voltage wiring permit required.	Low voltage wiring permit required.	No	A low voltage permit is required when the wiring passes through a fire rated assembly, is installed within a plenum or is part of a life

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Attachment Details	
File Name	
No records to display.	

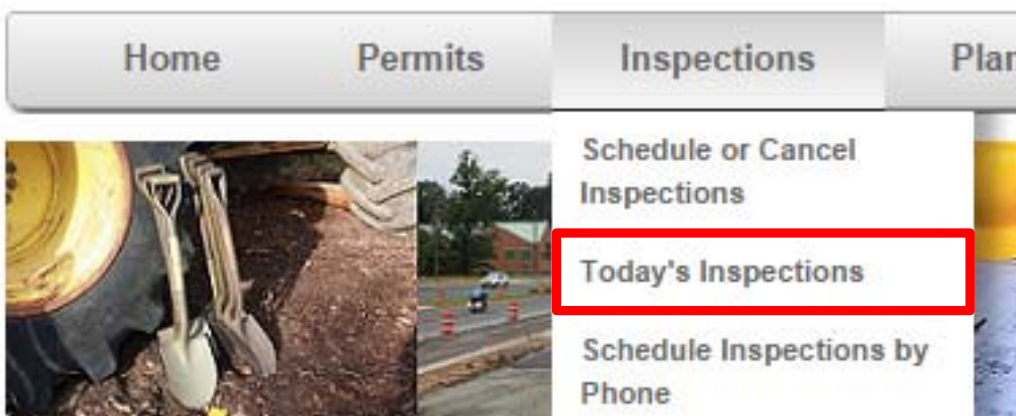
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How to Check the Inspection Route

Through ePortal, the inspector who is scheduled to conduct the inspection and their planned route for the day can be seen. To do this, after 8:00am on the date of the inspection, locate the appropriate permit. From the permit screen, within the Existing Inspections window, scroll to the right and the inspector assigned to the inspection can be seen.

Existing Inspections				
Type	Status	Request Date	Scheduled Date	Inspector
202C Ele Service	Scheduled	9/9/2014	9/9/2014	Otis, Brian
213C Ele Conceal	Rejected	9/9/2014	9/9/2014	Otis, Brian
250C Ele Final	Rejected	9/7/2014	9/8/2014	Lawson, Ernest

Now that the inspector has been identified, hover over the Inspections tab in the top menu bar. Select Today's Inspections to access the list of all inspections scheduled for the current day.



To narrow the results, select the filter icon in the Primary Inspector column. Enter the inspector's name as it was listed in the inspection with last name first, comma, first name. Then select the Filter icon.

Case Number	Case Type	Insp. Type	Address	Primary Inspector	Status	Order
CCX2014-00016	Plan	Annual CCX Inspection	14879 DUMFRIES RD			
CCX2014-00019	Plan	Annual CCX Inspection	13969 PROMENADE COMMONS ST			
CCX2014-00017	Plan	Annual CCX Inspection	5 COUNTY COMPLEX CT			
CCX2014-00018	Plan	Annual CCX Inspection	14017 PROMENADE COMMONS ST			
CCX2011-00003	Plan	Annual CCX Inspection	14873 DUMFRIES RD		Schedul...	5 of 17
CCX2009-00660	Plan	Annual CCX Inspection	8078 CRESCENT PARK DR		Schedul...	6 of 17
CCX2009-00282	Plan	Annual CCX Inspection	14809 DUMFRIES RD		Schedul...	7 of 17

Clear Filter

Show rows with value that

Is equal to

And

Is equal to

Filter

Otis, Brian

Filter

1 2 3

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The inspection route for the selected inspector will be generated. From this screen the inspection can be identified by permit number or address. The inspections this inspector has performed are visible in real time. The example below shows the third stop is the next inspection with a scheduled status. This identifies that the first two inspections are completed and that the inspector is in-route or at his third inspection.

Inspection (09-09-2014)							
Change Filter							
Case Number	Case Type	Insp. Type	Address	Primary Inspector	Status	Order	
ELE2015-10020	Permit	211C Wall Concealment Non Res		Otis, Brian	Approved	1 of 5	
ELE2015-10028	Permit	213C Ele Conceal		Otis, Brian	Rejected	2 of 5	
ELE2015-10028	Permit	202C Ele Service		Otis, Brian	Schedul...	3 of 5	
ELE2015-10015	Permit	202C Ele Service		Otis, Brian	Schedul...	4 of 5	
ELE2015-10016	Permit	212C Ceiling Conceal Non Res		Otis, Brian	Schedul...	5 of 5	