3 OPTIONS FOR REQUESTING INSPECTIONS

Option 1 – REQUEST FOR ON-SITE INSPECTION

Inspection Recorder Number   (209) 533-5940

The inspection call-in deadline is 3:00 p.m. the day prior to the inspection date requested. All inspections requests received after 3 p.m. will be scheduled one day further out.

When you call the recorder, you need to state the **Permit Number** and the **Type of Inspection** you are requesting.

The inspection requests are pulled from the recorder daily at 3:00 p.m. and are scheduled for the next business day. Please be advised that the recorder is set up for Building Inspection requests only. **You may call Community Resources Agency at (209) 533-5633 after 8:30 on the day of your inspection to and we will give you a 2 hour window of time for your inspection that day.**

Option 2 – ONLINE INSPECTION REQUEST

1. Once logged in to ETrakit, go to your **Dashboard**.
2. Go to the section **My Active Permits**.
3. Locate the permit # that you want to have the inspection on.
4. On the permit line under the heading **Inspection** you can click on **Request**.
5. You will now be on the **Permit Inspection Request** page.
6. Select the type of inspection you would like by using the drop down next to **Inspection Type**.
7. Next select the date you would like to have the inspection by using the drop down next to **Requested Date**.
8. You may also request **AM** or **PM** (those requests will be honored if possible depending on workload) by using the drop down next to **Time**.

Option 3 – E-INSPECTION PICTURE REQUEST

Follow E-inspection picture requests for <u>TYPE</u> of permit:

<u>**Reroof**</u>
<u>**Water Heater**</u>
<u>**Sewer Replacement**</u>
<u>**Water Service Replacement**</u>
<u>**HVAC Replacement**</u>
<u>**Residential Roof-Mounted Solar**</u>

9. Once logged in, go to your **Dashboard**.
10. Go to the section **My Active Permits**.
11. Locate the permit # that you want to have the inspection on.
12. On the permit line under the heading **Inspection** you can click on **Request**.
13. You will now be on the **Permit Inspection Request** page.
14. Select the type of inspection you would like by using the drop down next to **Inspection Type**.
15. Next select the date you would like to have the inspection by using the drop down next to **Requested Date**.
16. You may also request **AM** or **PM** (those requests will be honored if possible depending on workload) by using the drop down next to **Time**.
17. Now you can go back to your **Dashboard** and locate the permit under **My Active Permits.** You can now attach your pictures to this permit by clicking on the **Paperclip Icon**.
18. Once the attachments have been reviewed, the status of the inspection will show under the **Results** section as either **Approved** or **Corrections.**
19. If a response to corrections needs to be addressed you can do so by repeating Steps 1 through 9.