



ACCESS On-Line Permit Portal

#11 - How to View Inspection Results

NOTE: Inspectors generate and e-mail an inspection report to all contacts associated with an account immediately after inspection.

1. This tutorial refers to inspections that you have requested as a registered user through the permit portal. To view historical inspection details which are part of the public record, please refer to the document entitled “#12 - How to View Public Permit and Plan Records”
2. Log in to the portal. Please refer to the “#3 - How Do I Log In?” document for instructions if you need assistance with this step.
3. Once logged in, you will be taken immediately to the Dashboard. Scroll down to the ‘My Inspections’ panel at the bottom of the screen. When an inspection has been completed, it will be reflected in the ‘Closed’ category, which is illustrated by a blue button. Click the blue button (alternatively, you may click ‘View My Inspections’ under the panel).

My Inspections

Requested

0

Scheduled

0

Closed

1

Footings

1

[View My Inspections](#)

4. Clicking the blue 'Closed' button will bring you to the 'My Existing Inspections' screen. Contained within is a list of all the inspections associated with your account. Scroll down to the inspection you would like to review and click the blue 'Inspection Number' link.

My Existing Inspections

Exact Match

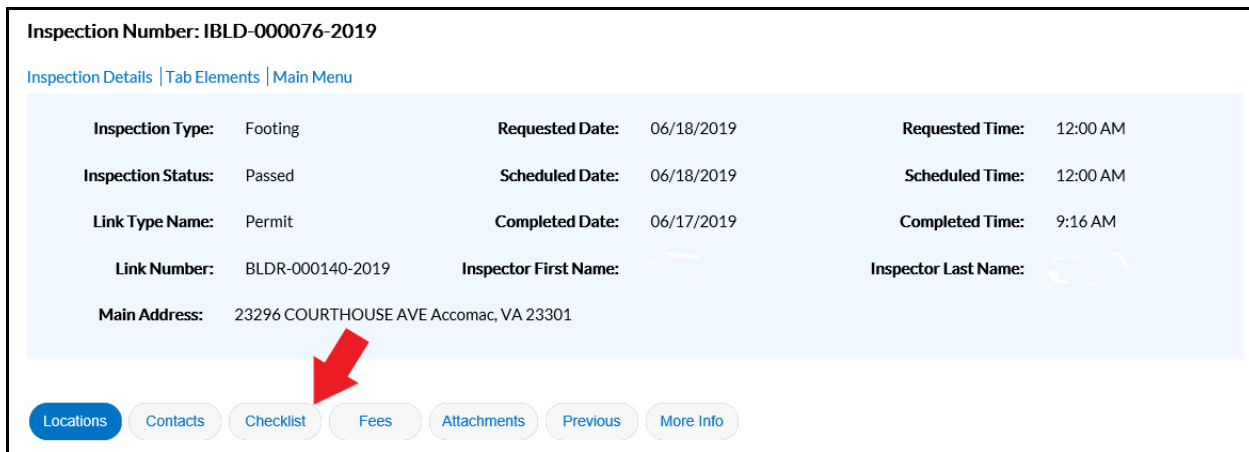
Display Closed
Select Inspection Type
Export
Sort Case Number

Inspection Number	Inspection Type	Address	Status	Case Type	Case Number	Reinspection	Requested Date	Scheduled Date	Completed Date
IBLD-000076-2019	Footings	23296 COURTHOU SE AVE Accomac, VA 23301	Closed	Permit	BLDR-000140-2019	No	06/18/2019	06/18/2019	06/17/2019

Results per page 10
1 - 1 of 1

<<
<
1
>
>>

5. You will be taken to the 'Inspection Details' screen which contains all of the pertinent information associated with the selected inspection. The 'Inspection Status' field will indicate whether the inspection has passed or failed. At the bottom of the main details panel you will find a series of buttons. Click the 'Checklist' button.



6. Clicking the 'Checklist' button calls up a detailed list of all the items considered during the inspection, with code references. Included with each item is a pass/fail designation and a field for comments from the inspector. This is particularly important in case any item has failed, because it usually contains information about correction.

[Locations](#)
[Contacts](#)
[Checklist](#)
[Fees](#)
[Attachments](#)
[Previous](#)
[More Info](#)

[Checklist](#) | [Next Tab](#) | [Inspection Details](#) | [Main Menu](#)

Checklist Sort

Checklist Item	Description	Passed	Comments	Order
General Comments	Checklist item used to track general comments, not specific to any other checklist item	Yes		1
Pier	Pier	Yes		1
R317.1	6. The beams within the building footprint maintain a minimum 12" above grade in the crawl space or are treated wood or wood of natural resistance to decay.	Yes		1
R317.1	5. The joists within the building footprint maintain a minimum 18" above grade in the crawl space or be treated wood or wood of natural resistance to decay.	Yes		1
R317.1.1	7. Field cuts, notches or holes in preservative-treated wood has been treated in accordance with AWPA M4.	Yes		1

7. Occasionally, inspectors will also include scanned documents or photos as part of the record. They are attached to the inspection record and can be accessed by clicking the blue 'Attachments' button.

8. In the event of a 'partial pass' or a 'failed' inspection status, you will have to schedule another inspection after making corrections according to the inspector's instructions. Please refer to the document entitled "#10 - How Do I Request or Cancel an Inspection?" for more information about how to do this through the portal.