

### **To Request an Inspection:**

All inspections must be submitted through the [BS&A online portal](#). On the portal, you will select the inspection type you need. If you do not see the inspection type listed, then pick a similar one. You will be given a chance to add comments for the inspector. Here you can specify exactly what you need as well as any special instructions. Examples of special instructions include:

- Door codes
- Where the key is hidden
- Preferred time (morning or afternoon, preferred times cannot be guaranteed)
- Is your request a re-inspection

If you are requesting a ‘total rough in’ (rough electric, rough plumbing, rough mechanical, framing) you will need to schedule each inspection separately. If you do not request it, the inspection will not be done.

To see if your inspection passed the inspection, please refer to your permit or log onto the portal. The portal is not updated until the inspector has had the opportunity to be in the office to enter the results. Office staff cannot call the inspector to find out early results.