

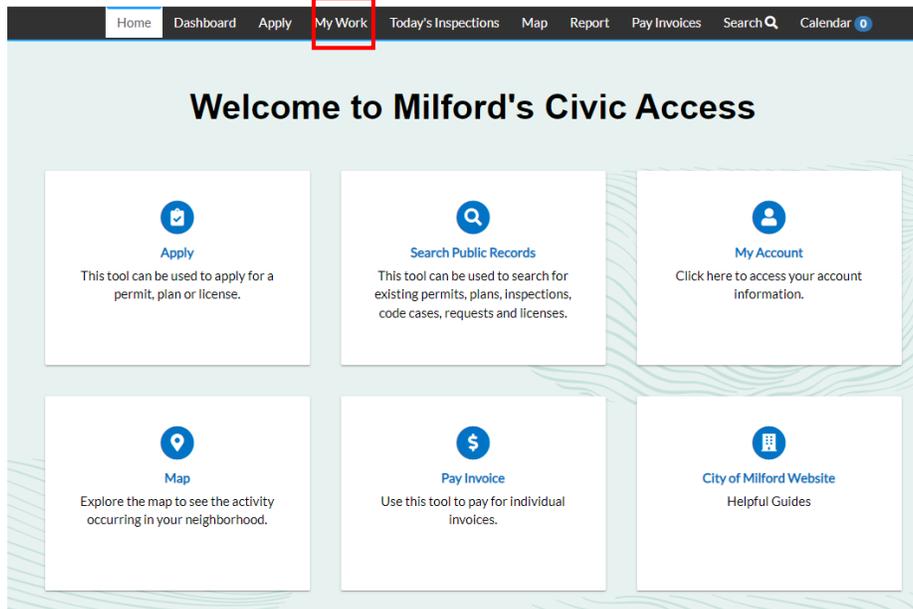


# Civic Access – Schedule an Inspection

City of Milford

## Schedule an Inspection

Schedule an inspection for a permit by accessing your permit via the main menu option My Work.



For example, from the **Summary Tab**, you can view the **Workflow** box to see that the permit has passed plan review, all fees are paid, and the permit has been issued. Once these prerequisites are met, the Available Actions box will list all inspections that can be scheduled. If an inspection appears but should be unnecessary, please contact the Planning Department. You can schedule an inspection from the **Available Actions** box or go to the Inspections Tab.

Permit Details | Tab Elements | Main Menu

Type:	Residential - Addition	Status:	Issued	Project Name:	
IVR Number:	100006	Applied Date:	07/12/2024	Issue Date:	08/07/2024
District:	Milford	Assigned To:		Expire Date:	08/07/2025
Square Feet:	0.00	Valuation:	\$50,000.00	Finalized Date:	
Description:					

Summary | Locations | Fees | Inspections | Attachments | Contacts | Sub-Records | More Info

### Progress

0% Completed

- Completed
- In Progress
- Not Started

### Fees

\$0.00

[View Details](#) [Add to Cart](#)

### Workflow

- Slab - Re-inspection required : 07/12/2024
- Footing -
- Foundation Wall -
- Slab -
- Waterproofing -
- Foundation As-Built -
- Plumbing Rough In Passed
- Electrical Rough In Passed
- Framing -

### Available Actions

- Re-inspection required Inspec Slab [Reschedule](#)
- Request Inspection Footing [Request](#)
- Request Inspection Foundation Wall [Request](#)
- Request Inspection Waterproofing [Request](#)
- Request Inspection Foundation As-Built [Request](#)

If you click on the Inspections Tab, you can view all available inspections. If your permit has not been issued yet, a red banner will appear preventing you from selecting or scheduling any inspections.

Once the permit has been issued and inspections are available for scheduling, the red banner will disappear, and checkboxes will appear under the Action column.

Summary Locations Fees **Inspections** Attachments Contacts Sub-Records More Info

Existing Inspections | Request Inspections | Optional Inspections | Next Tab | Permit Details | Main Menu

Existing Inspections Sort Description

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
IBLD-000008-2024	Slab	Re-inspection required	07/12/2024			

Results per page 10 1 - 1 of 1 << < 1 > >>

Request Inspections Sort Order

Description	Reinspection	Action
Footing	No	<input type="checkbox"/>
Foundation Wall	No	<input type="checkbox"/>
Slab	Yes	<input type="checkbox"/>
Waterproofing	No	<input type="checkbox"/>
Foundation As-Built	No	<input type="checkbox"/>
Framing	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
Dry-In	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
Insulation	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
Building Final	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.

Results per page 10 1 - 9 of 9 << < 1 > >>

[Request Inspection](#)

To schedule an inspection, select the checkboxes next to the inspections you want to schedule. You can choose one or multiple inspections at a time as long as they are in the correct sequence. Once you have made your selections, click “Request Inspection” at the bottom.

If you need an inspection not on the list, please contact the Planning Department for assistance.

- The inspection description may include instructions for scheduling the inspection.
- Inspections must be scheduled in sequence. If an inspection cannot be scheduled at that time, a red message will appear.

Summary Locations Fees **Inspections 1** Attachments Contacts Sub-Records More Info

Existing Inspections | Request Inspections | Optional Inspections | Next Tab | Permit Details | Main Menu

Existing Inspections Sort Description ▾

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
IBLD-000008-2024	Slab	Re-inspection required	07/12/2024			

Results per page 10 ▾ 1 - 1 of 1 << < 1 > >>

Request Inspections Sort Order ▾

Description	Reinspection	Action
Footing	No	<input checked="" type="checkbox"/>
Foundation Wall	No	<input type="checkbox"/>
Slab	Yes	<input type="checkbox"/>
Waterproofing	No	<input type="checkbox"/>
Foundation As-Built	No	<input type="checkbox"/>
Framing	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
Dry-In	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
Insulation	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
Building Final	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.

Results per page 10 ▾ 1 - 9 of 9 << < 1 > >>

**Request Inspection**

Select the date for your inspection and enter any comments or instructions, if necessary. If you are scheduling multiple inspections at once, you will see a separate box for each inspection. Each inspection box will have a number in the top left corner.

Please note that a request for an AM or PM inspection does not guarantee an AM or PM inspection. Time sensitive projects or projects that may be affected by the possibility of rain may take priority. However, we will do our best to accommodate your request.

**1** #BLDR-000006-2024 ✕

Inspection Type: Footing Case Type: Residential - Addition

Address:

\* Requested Date

Comments/Gate Code

**Submit**

Once you click submit, you will see a confirmation box. To return to your permit, click the Back button at the top.

- Attachments/Uploads for inspection documents.

When you return to your permit, you can view your scheduled inspections along with a “Cancel Inspection” button to the right. Below, you can see the remaining inspections available for scheduling. Please note that the scheduled inspections have been assigned a number.

Please note that you will not be able to cancel an inspection via the Civic Access portal on the day of the inspection. You will need to contact the Planning Department. If the inspector has already completed the inspection, re-inspection fees may apply.

Summary Locations Fees **Inspections 1** Attachments Contacts Sub-Records More Info

[Existing Inspections](#) | [Request Inspections](#) | [Optional Inspections](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Existing Inspections

Sort Description ▾

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
<a href="#">IBLD-000011-2024</a>	Footing	_Requested	08/08/2024			<a href="#">Cancel Inspection</a>
<a href="#">IBLD-000008-2024</a>	Slab	Re-inspection required	07/12/2024			

Results per page 10 ▾ 1 - 2 of 2 << < 1 > >>

Request Inspections

Sort Order ▾

Description	Reinspection	Action
Foundation Wall	No	<input type="checkbox"/>
Slab	Yes	<input type="checkbox"/>
Waterproofing	No	<input type="checkbox"/>
Foundation As-Built	No	<input type="checkbox"/>
Framing	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
Dry-In	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
Insulation	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
Building Final	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.

Results per page 10 ▾ 1 - 8 of 8 << < 1 > >>

[Request Inspection](#)

If you click on the inspection number, it will take you into the inspection record.

If you click the Cancl Inspection button, you will be asked to confirm. Inspections can be canceled up until the cutoff time.