



Request Inspections After a Permit is Issued

1. On your Dashboard, select your **Active** permits or **View My Permits**. Click the permit number of the desired permit to request an inspection for.

My Permits

Attention	Pending	Active	Draft	Recent
2	5	7	0	4
<ul style="list-style-type: none"> Modular Home 1 Manufactured Hom... 1 	<ul style="list-style-type: none"> Single Family/Duplex 2 New Building - Com... 1 Other 2 	<ul style="list-style-type: none"> Individual Lot Gradi... 1 Manufactured Hom... 1 Other 5 		<ul style="list-style-type: none"> Individual Lot Gradi... 1 Modular Home 1 Other 2

[View My Permits](#)

My Permits

Search for permit number, project, or address Exact Match

Display Select Case Type Sort

Permit Number	Project	Address	Permit Type	Status	Attention Reason
39-31258		165 OSSIE HAYES RD PICKENS, SC 29671	Manufactured Home Decal-New Setup	Active	
BR-20-0408		225 PUMPKINTOWN HWY PICKENS, SC 29671	Modular Home	Active	
BR-21-0416		165 OSSIE HAYES RD PICKENS, SC 29671	Alteration/Remodel - Residential	Active, Recent	
ELC-20-0020		222 MCDANIEL AVE PICKENS, SC 29671	Electrical Commercial : Solar (Roof Mounted)	Active	
MH-20-0142		165 OSSIE HAYES RD PICKENS, SC 29671	Manufactured Home Set-Up	Active	
MOVE-20-0079		165 OSSIE HAYES RD PICKENS, SC 29671	Manufactured Home- Move	Active, Attention	On Hold
SWG2021		165 OSSIE HAYES RD PICKENS, SC 29671	Individual Lot Grading- Residential	Active, Recent	

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2. A summary of your permit case opens.

Dashboard Home Apply Permit Apps and Documents User Guides View Map Pay Invoices Search Calendar

Permit Number: ELC-20-0020

Permit Details | Tab Elements | Main Menu

Type: Electrical Commercial : Solar (Roof Mounted) Status: Issued Project Name:

Summary Locations Fees Reviews Inspections Attachments Contacts Sub-Records Holds Meetings More Info

Progress

50% Completed

- Completed
- In Progress
- Not Started

Fees

\$0.00

View Details Add to Cart

Workflow

- Issue Permit - Passed
- Permit Application Package Complete - Passed : 09/14/2020
- Approval to Create Invoice/Pay Fees - Passed : 09/15/2020
- Electrical Underground -
- Electrical Rough -
- Electrical Permanent Service -
- Final Electrical -

Available Actions

<input type="checkbox"/> Request Inspection Electrical Rough	Request
<input type="checkbox"/> Request Inspection Electrical Underground	Request
<input type="checkbox"/> Request Inspection Final Electrical	Request
<input type="checkbox"/> Request Inspection Electrical Permanent Service	Request

3. You may either choose the Inspections tab or select one of the **Available Actions** to the right of the permit summary screen.
4. When you choose the Inspections tab, a list of Request Inspections displays at the bottom of the page.
5. Mark the corresponding checkbox under Action for the desired request inspection.

6. Click **Request Inspection** at the bottom the page on the right.

Permit Number: ELC-20-0020 

Permit Details | Tab Elements | Main Menu

Type: Electrical Commercial : Solar (Roof Mounted) Status: Issued Project Name: ▼

Summary Locations Fees Reviews **Inspections** Attachments Contacts Sub-Records Holds Meetings 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
No records to display.						

Request Inspections Sort: Order ▼

Description	Reinspection	Action
Electrical Underground	No	<input type="checkbox"/>
Electrical Rough	No	<input checked="" type="checkbox"/>
Electrical Permanent Service	No	<input type="checkbox"/>
Final Electrical	No	<input type="checkbox"/>

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Request Inspection

7. Either action or process chosen will bring up a Request inspection screen.

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Request Inspections (1)

1 #ELC-20-0020 ✕

Inspection Type: Electrical Rough

Case Type: Electrical Commercial : Solar (Roof Mounted)

Address: 222 MCDANIEL AVE PICKENS, SC 29671

* Requested Date: 03/15/2021 

Comments/Gate Code:

* Contact Name:

* Contact Phone:

Submit

*REQUIRED

8. Choose a requested date for the inspection by clicking the calendar to the right of the Requested Date field.

- Enter comments about the requested inspection in the Comments/Gate Code box and provide a Contact name and Contact Number. Inspections can be requested for the following business day if the request is made prior to 3:00pm; after which the next available day will be the following day.
- Click Submit.

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Request Inspections (1)

1 Case #ELC-20-0020 *REQUIRED

Inspection Type: Electrical Rough
Case Type: Electrical Commercial : Solar (Roof Mounted)
Address: 222 MCDANIEL AVE PICKENS, SC 29671

Requested Date: 03/15/2021
Comments/Gate Code: Door open. Please close and lock when finished.
Contact Name: Joe Doe
Contact Phone: 555-5555

- The inspection information and a green checkmark display in a Requested Inspections page if it is successfully requested.
- Navigate back to the Details page. The inspection is now listed under Existing Inspections in the full list of inspections.

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Permit Number: ELC-20-0020

Permit Details | Tab Elements | Main Menu

Type: Electrical Commercial : Solar (Roof Mounted) Status: Issued Project Name: v

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

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

Existing Inspections Sort Description v

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
IELE-019606-2021	Electrical Rough	Requested	03/15/2021			Cancel Inspection

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13. You are able to cancel the requested inspection by clicking the Cancel Inspection button to the right. This button will disappear once the inspection has been scheduled by the Permitting Specialist. After the inspection has been scheduled, you are able to reschedule for a different date.

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Permit Number: ELC-20-0020 

Permit Details | Tab Elements | Main Menu

Type: Electrical Commercial : Solar (Roof Mounted) Status: Issued Project Name:

Summary Locations Fees Reviews **Inspections** Attachments Contacts Sub-Records Holds Meetings 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
IELE-019606-2021	Electrical Rough	Scheduled	03/15/2021	03/15/2021	Alken Joey	Reschedule

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