

‘Ready for Inspection’ User Guide

The 'Ready for Inspection' feature allows you to notify the inspector online that your project is ready for inspection. You can suggest a preferred date and time (AM or PM), but the final scheduling decision will be made by the inspector.

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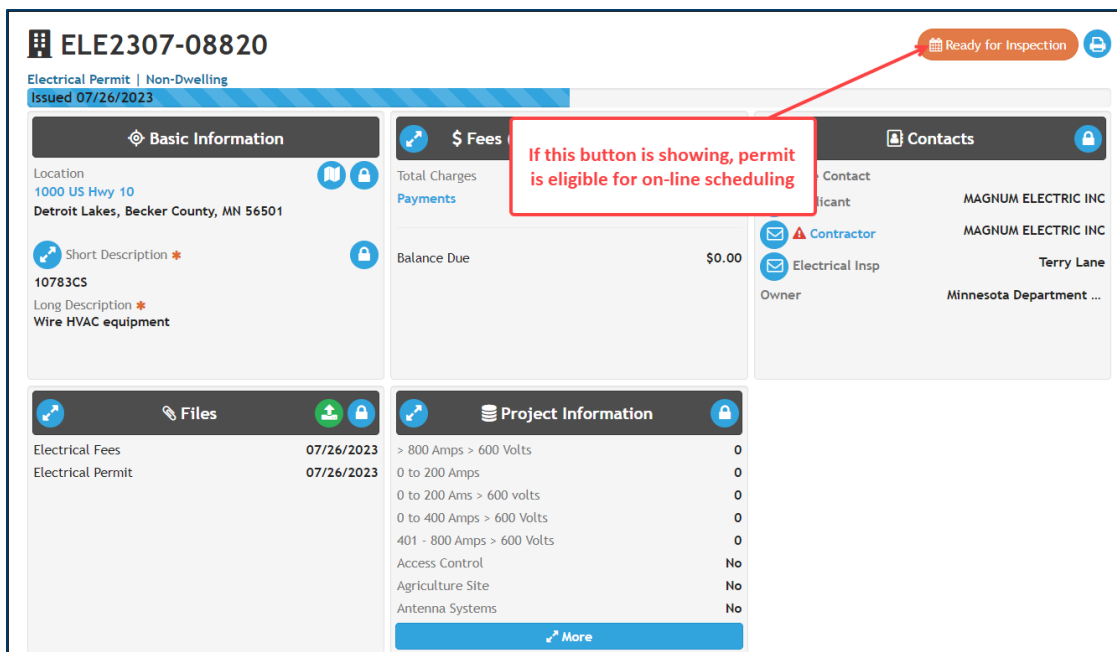
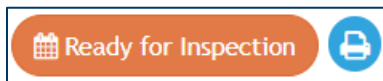
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Eligibility to Request Inspections Online

To request an inspection online, your permits must meet the following criteria:

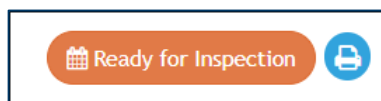
- Be in Issued or Expired status.
- Have no current scheduled inspections.
- Have no prior request in Pending status.

If the 'Ready for Inspection' button is not visible on the permit, it means the permit has not met one of the eligibility criteria mentioned above.



Requesting an Inspection thru iMS

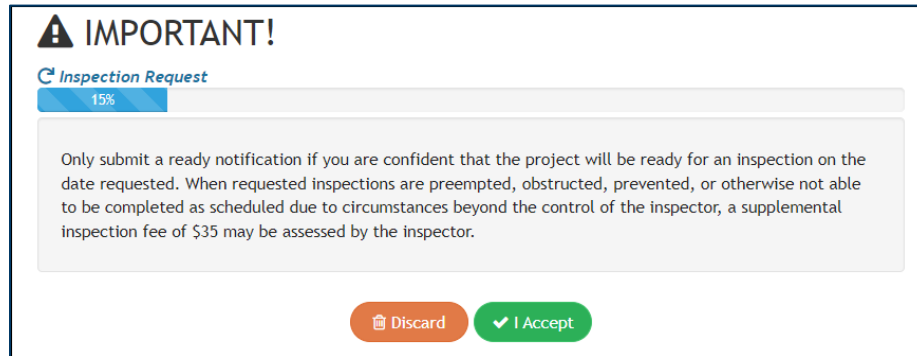
1. Open the permit and click 'Ready for Inspection' button in the upper right corner.



If this button is not available, you cannot request an inspection online. Please contact your inspector by phone or email.

2. Read and accept the statement on the next screen confirming the project's readiness for inspection. Please note that additional fees may apply if the inspection cannot be completed as scheduled. You must accept the disclaimer to request an inspection.

‘Only submit a ready notification if you are confident that the project will be ready for an inspection on the date requested. When requested inspections are preempted, obstructed, prevented, or otherwise not able to be completed as scheduled due to circumstances beyond the control of the inspector, a supplemental inspection fee of \$35 may be assessed by the inspector.’



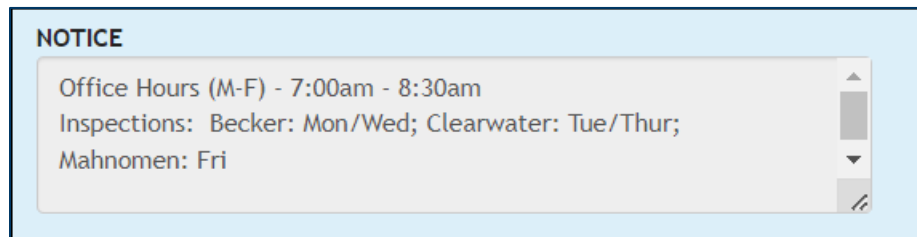
! IMPORTANT!

Inspection Request

15%

Only submit a ready notification if you are confident that the project will be ready for an inspection on the date requested. When requested inspections are preempted, obstructed, prevented, or otherwise not able to be completed as scheduled due to circumstances beyond the control of the inspector, a supplemental inspection fee of \$35 may be assessed by the inspector.

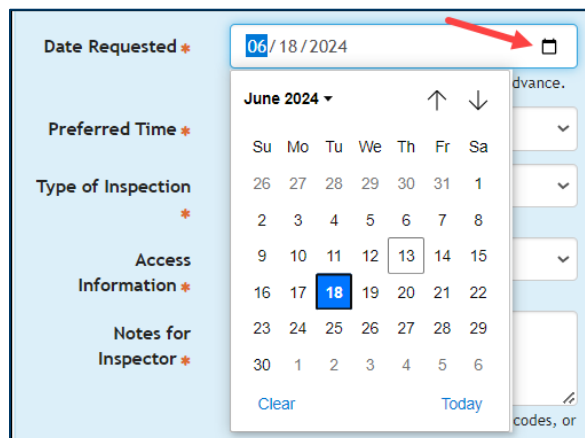
3. On the Inspection Request screen, read the Notice information **before** entering any details. It contains important information about the availability of inspection times.



NOTICE

Office Hours (M-F) - 7:00am - 8:30am
Inspections: Becker: Mon/Wed; Clearwater: Tue/Thur;
Mahnomen: Fri

4. Enter all information on Inspection Request screen. Click next.
 - a. **Date Requested** – Manually enter the date or open the calendar.
 - i. Request up to 2 weeks in advance.
 - ii. Same day inspections cannot be requested after 8:00am.



Date Requested * 06/18/2024

Preferred Time *

Type of Inspection *

Access Information *

Notes for Inspector *

June 2024

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Clear Today

- b. **Preferred Time** – Choose AM or PM from the dropdown menu.

A screenshot of a form section titled "Preferred Time" with a red asterisk. To its right is a dropdown menu currently showing "--- SELECT ONE ---". The menu is open, displaying two options: "AM" and "PM". The "AM" option is highlighted with a blue background. Below the "Preferred Time" label is another label "Type of Inspection" with a red asterisk.

- c. **Type of Inspection** – Choose from dropdown menu.

A screenshot of a form section titled "Type of Inspection" with a red asterisk. To its right is a dropdown menu currently showing "--- SELECT ONE ---". The menu is open, displaying two options: "Rough-In" and "Final". The "Rough-In" option is highlighted with a blue background. Below the "Type of Inspection" label is another label "Access Information" with a red asterisk.

- d. **Access Information** – Choose from dropdown menu.

A screenshot of a form section titled "Access Information" with a red asterisk. To its right is a dropdown menu currently showing "--- SELECT ONE ---". The menu is open, displaying several options: "Lockbox", "Garage", "Hidden Key", "Open Door", "Contractor/Owner will be here", "Call for Access", and "All outside/No Access required". The "Lockbox" option is highlighted with a blue background. Below the "Access Information" label is another label "Notes for Inspector" with a red asterisk.

- e. **Note for Inspector** – include any relevant information including:

- Access codes or other information to gain access.
- Service panel work – Provide homeowner name and phone number.
- In home inspections – Adult age 18 or older must be present.
- Information provided only visible to DLI staff. Not public information.

A screenshot of a form section titled "Notes for Inspector" with a red asterisk. To its right is a large text area for notes. Below the text area is a block of text: "Important: Include lockbox information, codes, or any details required to gain access. For service panel work, you must provide the homeowner's name and phone number. For in-home inspections, an adult aged 18 years or older must be present. Information provided here is not public and is only visible to DLI staff."

5. Review Inspection Request Summary screen for accuracy. Make any necessary edits and click 'Submit'.

Inspection Request Summary

Inspection Request 80%

Please review and confirm your request

Inspection Request [Checkmark]

Permit Address: 51359 235th Ave, Clearwater Co

Request Details

Access Information * Lockbox
Date Requested * 2024-06-18
Notes for Inspector... 5555
NOTICE Office Hours (M-F) ...
Preferred Time * AM
Type of Inspection * Rough-In

Accepted Disclaimers

IMPORTANT! 06/13/2024

Discard Submit

An email will be generated to you as the requestor, confirming your request.

Subject: Inspection Request

Body: Your request has been received by the department and will be reviewed by the inspector assigned to your permit. If your request can be accommodated, you will receive a follow-up email with a scheduling confirmation. If your request cannot be accommodated, the follow-up email will include information on how to proceed.

From the Create Confirmation, click Home to return to the iMS home page or click the History button to return to the permit.

Create Confirmation

Inspection Request 100%

Home

History

ELE2307-04773 (51359 235th Ave)
ELE2307-04772 (28614 Tucker St NE)

6. "Request an Inspection" button is no longer visible on the permit indicating Inspection Request pending status.

ELE2307-04773

Electrical Permit | One-Family Dwelling | Existing Dwelling or Other Items

Issued 07/17/2023

Reasons Inspection May Not be Scheduled on Preferred Date

1. If you try to schedule a same-day inspection on or after 8:00 AM, you will receive the message: 'The date requested is not available. Please choose a different date.'

The screenshot shows a web form titled "Request Details" with a sub-header "Inspection Request" and a 35% progress bar. A red-bordered box at the top right contains the text "Will receive message to choose another day" with an arrow pointing to an orange error banner that reads "The date requested is not available. Please choose a different date." Below this is a dark grey bar with the text "Please enter details below". The main form area is titled "Inspection Request" and contains several fields: "NOTICE" with office hours and inspection locations; "Date Requested" with a calendar icon and a date of "06/06/2024"; "Preferred Time" set to "PM"; "Type of Inspection" set to "Rough-In"; "Access Information" set to "Lockbox"; and "Notes for Inspector" with the text "123". A red-bordered box on the right side of the form contains the text "Inspection request cannot be made for the same day if it is 8:30am or later." with an arrow pointing to the "Date Requested" field. At the bottom of the form are three buttons: "Discard", "Undo", and "Next".

Request Details

Inspection Request 35%

The date requested is not available. Please choose a different date.

Please enter details below

Inspection Request

NOTICE
Office Hours (M-F) - 7:00am - 8:30am
Inspections: Becker: Mon/Wed;
Clearwater: Tue/Thur; Mahanomen: Fri

Date Requested * 06/06/2024
Requests can be made up to 2 weeks in advance.

Preferred Time * PM

Type of Inspection * Rough-In

Access Information * Lockbox

Notes for Inspector * 123
Important: Include lockbox information, codes, or any details required to gain access. For service panel work, you must provide the homeowner's name and phone number. For in-home inspections, an adult aged 18 years or older must be present. Information provided here is not public and is only visible to DLI staff.

Discard Undo Next

2. Inspectors have a maximum number of requests they can accept per day. If this limit is reached, you will need to choose a different date.
 - You will receive the message: 'Inspection for (specific date) not currently available. Maximum requests for the day. Please select a different date.'

The screenshot shows a web form titled "Request Details" with a sub-header "Inspection Request". A red-bordered box at the top contains the error message: "Inspection for 06/11/2024 not currently available. Maximum requests for the day. Please select a different date." Below this is a dark grey bar with the text "Please enter details below". The main form area is titled "Inspection Request" and contains several fields: "NOTICE" with office hours and inspection locations; "Date Requested" with a calendar icon and a note "Requests can be made up to 2 weeks in advance."; "Preferred Time" with a dropdown menu set to "PM"; "Type of Inspection" with a dropdown menu set to "Reinspection"; "Access Information" with a dropdown menu set to "Garage"; and "Notes for Inspector" with a text area containing "access 5555". At the bottom of the form are three buttons: "Discard", "Undo", and "Next".

3. The requested date may be unavailable for many reasons including:
 - It falls on a state holiday.
 - It falls on a weekend.
 - The inspector is unavailable on a given day.