

Guide to use “Ready for Inspection” feature

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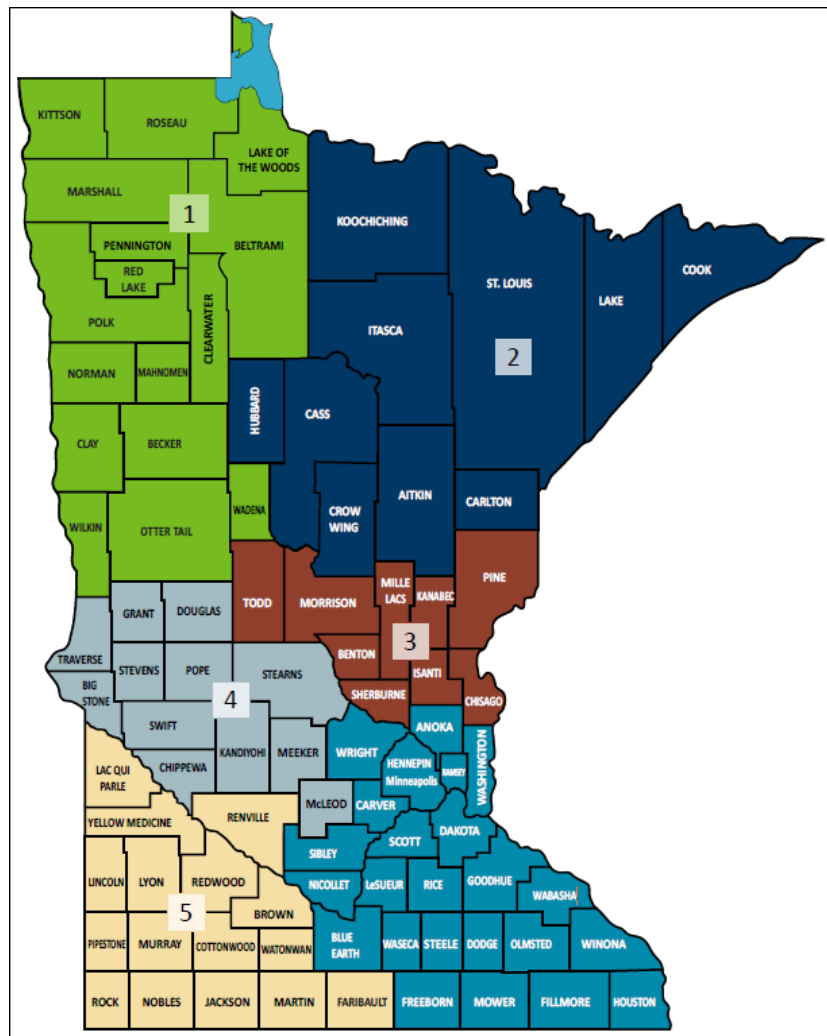
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The “Ready for Inspection” feature is available for many electrical permits. It is used to inform your inspector that your project is ready for an inspection and allows you to propose a date and time for your inspection. The final scheduling determination is made by your inspector.

Eligibility to request inspections online

To be eligible to request an inspection online, permits must:


- Be in “Issued” or “Expired” status.
- Have no current scheduled inspections.
- Issued in one of the following regions as (additional regions will be added in the future):
 - Northwest District 1
 - Northeast District 2
 - East Central District 3
 - West Central District 4
 - Southwest District 5



If the “Ready for Inspection” button doesn’t appear on the permit, it has not met one of the eligibility criteria listed above.



ELE2307-08820
Electrical Permit | Non-Dwelling
Issued 07/26/2023

Ready for Inspection 

Basic Information

Location
1000 US Hwy 10
Detroit Lakes, Becker County, MN 56501

Short Description *
10783CS
Long Description *
Wire HVAC equipment

Fees

Total Charges
Payments

Balance Due \$0.00

Contacts

Contact
Applicant
MAGNUM ELECTRIC INC

Contractor
MAGNUM ELECTRIC INC

Electrical Insp
Terry Lane

Owner
Minnesota Department ...

Files

Electrical Fees 07/26/2023
Electrical Permit 07/26/2023

Project Information

> 800 Amps > 600 Volts	0
0 to 200 Amps	0
0 to 200 Ams > 600 volts	0
0 to 400 Amps > 600 Volts	0
401 - 800 Amps > 600 Volts	0
Access Control	No
Agriculture Site	No
Antenna Systems	No

[More](#)

If this button is showing, permit is eligible for on-line scheduling

Requesting an inspection thru iMS

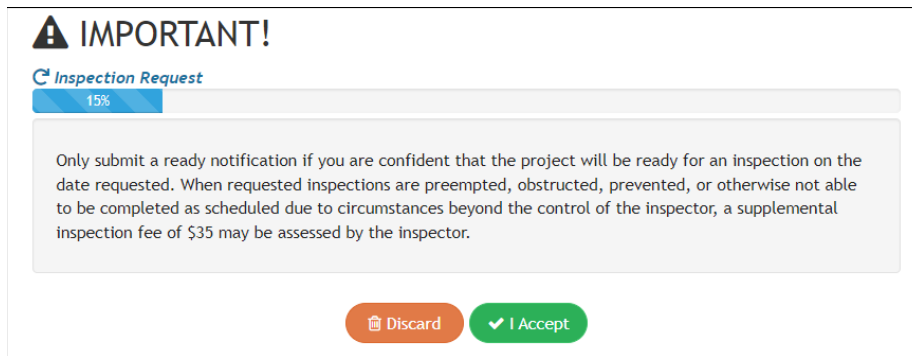
1. Open the permit and click “Ready for Inspection” button in the upper righthand corner.



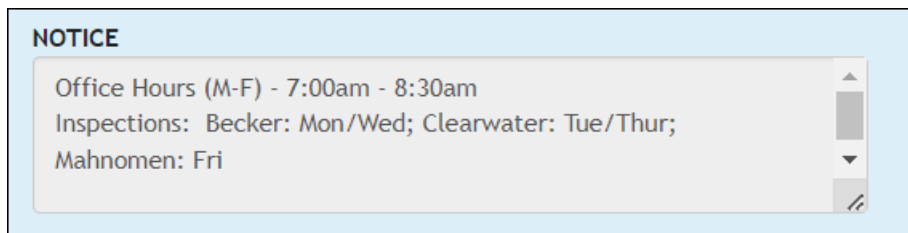
If this button is not available, you cannot request an inspection online. Please contact your inspector via phone or email.

2. Read and accept the statement on the next screen regarding the readiness of the project for inspection. Note that additional fees may be charged if you request an inspection, but the inspection cannot be completed as scheduled. The disclaimer must be accepted 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.”



3. On the Inspection Request screen, BEFORE entering any information, make note of the Notice information. It contains important information regarding the availability of inspection times.



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 two weeks in advance.
- ii. Same-day inspections cannot be requested after 8 a.m.

The screenshot shows a form field for 'Date Requested' with a calendar pop-up. The calendar is for June 2024. The date 06/18/2024 is entered in the field, and a red arrow points to a calendar icon on the right. The calendar grid shows the following dates:

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

 The date 18 is highlighted in blue. There are 'Clear' and 'Today' buttons at the bottom of the calendar.

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

The screenshot shows a dropdown menu for 'Preferred Time'. The menu is open, showing two options: 'AM' and 'PM'. The 'AM' option is currently selected and highlighted in blue.

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

The screenshot shows a dropdown menu for 'Type of Inspection'. The menu is open, showing four options: 'Rough-In', 'Final', 'Reinspection', and 'Other'. The 'Rough-In' option is highlighted in blue and has a red box around it.

- d. Access Information – Choose from dropdown menu.

The screenshot shows a dropdown menu for 'Access Information'. The menu is open, showing several options: 'Lockbox', 'Garage', 'Hidden Key', 'Open Door', 'Contractor/Owner will be here', 'Call for Access', and 'All outside/No Access required'. The 'All outside/No Access required' option is highlighted in blue and has a red box around it.

- e. **Notes 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.

Notes for Inspector *

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. Click Submit.

Inspection Request Summary

Inspection Request 80%

Please review and confirm your request

Inspection Request	Request Details	Accepted Disclaimers
<p>Permit Address 51359 235th Clearwater Co</p>	<p>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</p>	<p>IMPORTANT! 06/13/2024</p>

Click here to edit information

Discard
Submit

An email will be sent 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.



Reasons inspection may not be scheduled on preferred date

1. Trying to schedule a same-day inspection on or after 8 a.m.
 - Will receive the message “The date requested is not available. Please choose a different date.”

The screenshot shows a web form titled "Request Details" for an "Inspection Request" which is 35% complete. A red-bordered box at the top right contains the text "Will receive message to choose another day" with an arrow pointing to a system message: "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" set to "06/06/2024" with a calendar icon and a note "Requests can be made up to 2 weeks in advance."; "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".

2. Each inspector sets a maximum number of requests for a specific day. If that maximum has been reached, you will be required to choose a different date.

- 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 error message at the top states: "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:** Office Hours (M-F) - 7:00am - 8:30am; Inspections: Becker: Mon/Wed; Clearwater: Tue/Thur; Mahanomen: Fri
- Date Requested ***: A date picker showing "06 / 11 / 2024". Below it, a note says "Requests can be made up to 2 weeks in advance." This field is highlighted with a red box.
- Preferred Time ***: A dropdown menu set to "PM".
- Type of Inspection ***: A dropdown menu set to "Reinspection".
- Access Information ***: A dropdown menu set to "Garage".
- Notes for Inspector ***: A text area containing "access 5555". Below the text area is a note: "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."

At the bottom of the form are three buttons: "Discard" (orange), "Undo" (grey), and "Next" (green).

3. Requested date is unavailable for the following reasons:

- Falls on a state holiday.
- Falls on the weekend.
- Inspector unavailable (i.e., they are not doing inspections that day because of vacation, medical leave, etc.).