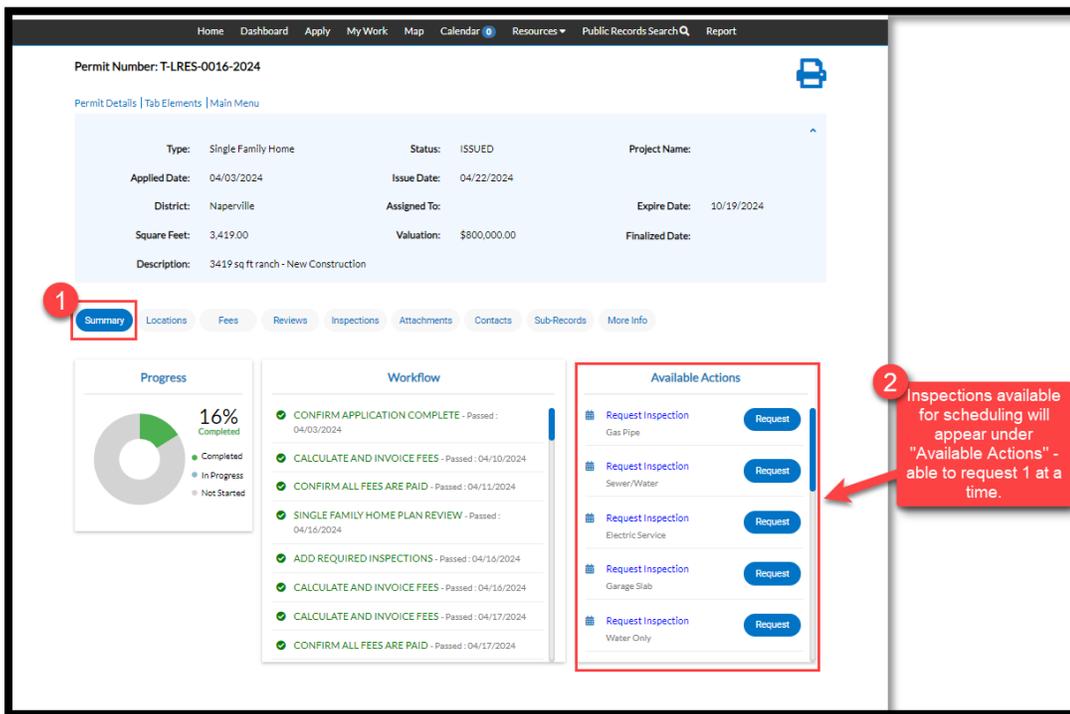


Inspection Requests

The following instructions provide details on how to request an inspection date through the Civic Access Portal.

Login to Portal, navigate to the permit with the inspections you want to request to be scheduled. This can be done with two methods:

Method 1: Summary Tab



1 Click the **Summary** tab.

2 Once in the permit tab you can select an inspection in the **Available Actions** section.

3 Next, fill in the following information:

1. Contact Name
2. Contact Phone
3. Requested Date
4. Select AM or PM time
5. (Optional) Add any Comments, Special Instructions or Gate Codes

4 Select the **Submit** button, to submit inspection scheduling request.

A Requested Inspections confirmation screen will appear, click "Back" to return to Permit Summary Screen.

Method 2: Inspection Tab

Permit Number: T-LRES-0016-2024

Permit Details | Tab Elements | Main Menu

Type: Single Family Home Status: ISSUED Project Name: []
Applied Date: 04/03/2024 Issue Date: 04/22/2024
District: Naperville Assigned To: [] Expire Date: 10/19/2024
Square Feet: 3,419.00 Valuation: \$800,000.00 Finalized Date: []
Description: 3419 sq ft ranch - New Construction

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
000029-2024	Electric Service	Requested	04/29/2024			Cancel Inspection
000027-2024	Electric Slab	Requested	05/02/2024			Cancel Inspection
000028-2024	Electric Trench	Requested	05/02/2024			Cancel Inspection
000026-2024	Gas	Requested	05/02/2024			Cancel Inspection
000033-2024	Underground Plumbing	Requested	04/30/2024			Cancel Inspection
000031-2024	Water Only	Requested	05/06/2024			Cancel Inspection

Results per page: 10 1 - 10 of 10

Request Inspections Sort: Order

Description	Request Inspection	Action
Private Walks	No	<input checked="" type="checkbox"/>
Slab	No	<input type="checkbox"/>
Radon Underground	No	<input type="checkbox"/>
Front/Back Sloop	No	<input checked="" type="checkbox"/>
Footing	No	<input type="checkbox"/>
Foundation Wall	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
Backfill	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
Housewrap/Exterior	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
Facade Masonry	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
Fireplace Masonry	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.

Results per page: 10 1 - 10 of 27

Optional Inspections

Description

No records to display.

1 Select the **Inspections** tab.

2 Allows ability to request scheduling of multiple inspections at one time by checkboxing the inspection

3 Request Inspection

- 1 Select the **Inspections** tab.
- 2 To request scheduling, select the available options.
- 3 Once selected, click the **Request inspection** button.

Request Inspections (3)

*REQUIRED

1 #T-LRES-0063-2024

Inspection Type: Foundation Wall Case Type: Residential Building Addition

Address: 180 FORT HILL DR NAPERVILLE, IL 60540

* Contact Name

* Contact Phone

* Requested Date

Comments/Gate Code

Use same date for all
 Use same field contact for all

Submit Request All

2 #T-LRES-0063-2024

Inspection Type: Footing Case Type: Residential Building Addition

4 Fill in the following information:

1. Contact Name
2. Contact Phone
3. Requested Date
4. (Optional) Add any Comments, Special Instructions or Gate Codes

5 If you would like to use the same date or field contact for all inspections requested, please select the box. Once selected, the remaining inspections being scheduled will auto-populate with contact and date information if both boxes are checked.

6 Click the **Request All** button to submit inspection scheduling request.

7 Once completed, click the **Submit** button.

[Back](#)

Request Inspections (2)

*REQUIRED

1 Case #T-LRES-0016-2024

Inspection Type: Electric Service
Case Type: Single Family Home
Address: 2509 LISSON RD NAPERVILLE, IL 60565

Requested Date: 04/29/2024

Comments/Gate Code

Contact Name: Test Kresl
Contact Phone: (630) 305-5370



2 Case #T-LRES-0016-2024

Inspection Type: Site Storm Sewer
Case Type: Single Family Home
Address: 2509 LISSON RD NAPERVILLE, IL 60565

Requested Date: 04/29/2024

Comments/Gate Code

Contact Name: Test Kresl
Contact Phone: (630) 305-5370



A Requested Inspections confirmation screen will appear, click "Back" to return to Permit Summary Screen.