



## Manage inspections



Request | Access | Download | Cancel

There are several ways to request an inspection in the Permit Portal. Inspections are a direct link in My Work, and they can also be viewed and requested on the Permit Summary screen. These instructions will go over the simplest methods, beginning with Permit Summary. Accessing and downloading inspection results is also covered, as well as how to cancel an inspection once it has been requested.

Log in to the SSPP and click **My Work**.

My Work contains invoices, Permits, Plans, and Inspections. Click **My Permits** and find the appropriate permit needing an inspection.

### Request

#### 1. Permit Summary

Click the permit number to open the Permit Summary page.

Permit Number	Project	Address	Permit Type	Status	Attention Reason
<a href="#">CV21-0008</a>		2000 Ludwig Rd SNOHOMISH, WA 98290	Plat (5-29 lots) Site Civil	Recent, Pending	
<a href="#">CV21-0009</a>		1525 Avenue D SNOHOMISH, WA 98290	Site Civil (Commercial/Multi-Family)	Recent, Pending	
<a href="#">S21-0031</a>		116 Union Ave SNOHOMISH, WA 98290	Sign	Recent, Pending	
<a href="#">S21-0032</a>		116 Union Ave SNOHOMISH, WA 98290	Sign	Active, Recent	

The **Permit Summary** screen contains information about the permit and its progress so far. **Available Actions** is updated with information needing your attention. In the example below, the permit has been issued and Available Actions shows the required inspections.

Inspections can be requested here by clicking **Request**.

Permit Number: S21-0032

Permit Details | Tab Elements | Main Menu

Type:	Sign	Status:	Issued	Project Name:	
IVR Number:	4142	Applied Date:	02/10/2021	Issue Date:	02/19/2021
District:	N/A	Assigned To:		Expire Date:	02/20/2023
Square Feet:	60.00	Valuation:	\$3,000.00	Finalized Date:	
Description:	Dibond wall sign				

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

**Progress**

50% Completed

- Completed
- In Progress
- Not Started

**Fees**

\$0.00

View Details

**Workflow**

- ✔ Permit Sign Review - Passed : 02/10/2021
- ✔ Confirm application complete - Passed : 02/10/2021
- ✔ Issue Permit - Passed : 02/10/2021
- Footing -
- Foundation -
- Wall Anchor -

**Available Actions**

- Request Inspection (Footing) - Request
- Request Inspection (Foundation) - Request
- Request Inspection (Wall Anchor) - Request

Assign a date, indicate whether you would prefer morning or afternoon, and enter an optional comment. Click **Submit**.

1 #S21-0032

Inspection Type: Footing Case Type: Sign

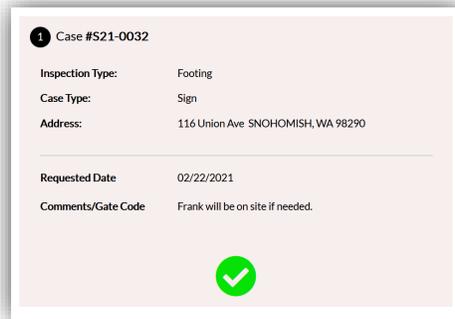
Address: 116 Union Ave SNOHOMISH, WA 98290

\* Requested Date: 02/22/2021 AM

Comments/Gate Code: Frank will be on site if needed.

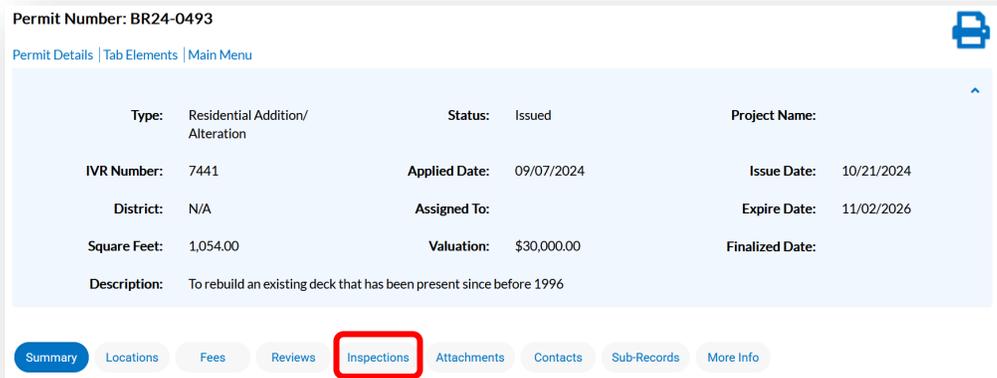
Submit

The inspection was successfully requested.

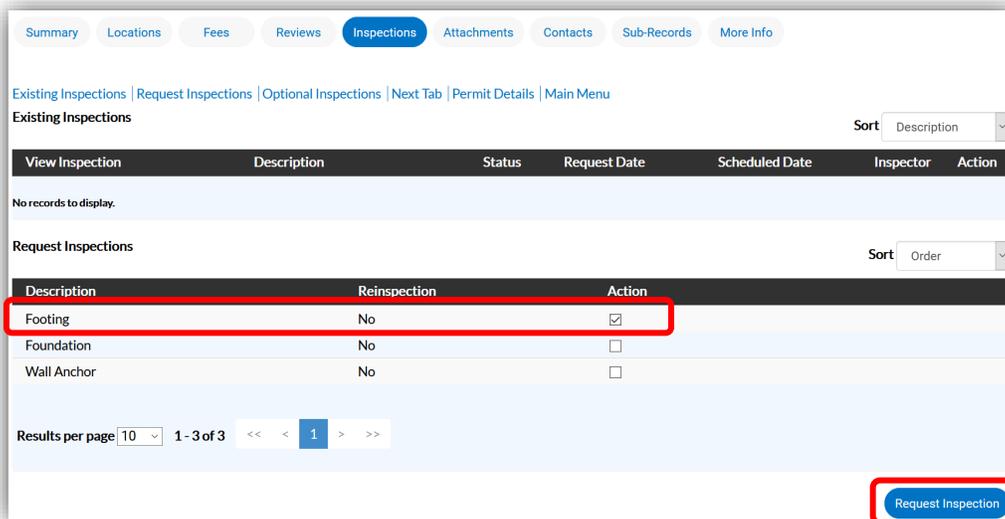


## 2. Inspection Details

From the Permit Summary screen, click **Inspections**.



Check the box to select the first inspection and then click **Request Inspection**. Proceed with the inspection request form (date/time/comment) as shown in option 1 above.



### 3. My Work

In a hurry? Inspections can also be requested directly from **My Work** (bypassing the Permit Summary screen) by clicking on the **Request Inspections** tab.

The tab will be populated with all available inspections.

Check the box next to the inspection you are requesting and click **Request Inspection**. Proceed with the inspection request form (date/time/comment) as shown in option 1 above.

The screenshot shows the 'My Work' portal interface. At the top, there are navigation tabs: 'MY INVOICES', 'MY PERMITS', 'MY PLANS', 'MY EXISTING INSPECTIONS', and 'REQUEST INSPECTIONS'. The 'REQUEST INSPECTIONS' tab is highlighted with a red box. Below the tabs is a search bar and a 'Request Inspection' button, also highlighted with a red box. An 'Export to Excel' button is visible on the right. Below these elements is a table with the following columns: Case Number, Address, Type, and Inspection Type. Three rows of inspection requests are listed, all for the address '116 Union Ave SNOHOMISH, WA 98290'. The first row is highlighted with a red box.

Case Number	Address	Type	Inspection Type
<input type="checkbox"/> S21-0032	116 Union Ave SNOHOMISH, WA 98290	Sign	Foundation
<input type="checkbox"/> S21-0032	116 Union Ave SNOHOMISH, WA 98290	Sign	Footing
<input type="checkbox"/> S21-0032	116 Union Ave SNOHOMISH, WA 98290	Sign	Wall Anchor

After you have submitted your inspection request, staff will schedule the inspection. Once this happens you will see it in the Portal under **Today's Inspections**.

The screenshot shows the 'Today's Inspections' portal interface. At the top, there are navigation tabs: 'Apply', 'Home', 'Apply', 'Today's Inspections', 'Map', 'Fee Estimator', and 'Search'. The 'Today's Inspections' tab is highlighted with a red box. Below the tabs is a search bar and an 'Exact Match' checkbox. Below these elements are filters for 'Date' (01/16/2025), 'Exclude Completed' (checked), and 'Export' button. Below the filters is a table with the following columns: View Inspection, Case Number, Case Type, Inspection Type, Address, Primary Inspector, Estimated Start Time, Estimated End Time, Status, and Order. Two rows of inspections are listed, both for the date 01/16/2025. The first row is highlighted with a red box.

View Inspection	Case Number	Case Type	Inspection Type	Address	Primary Inspector	Estimated Start Time	Estimated End Time	Status	Order
<a href="#">IBLD-008637-2025</a>	BR23-0391	Permit	Final Building/Fire	Avenue Woodberry Hills Lot 33 Snohomish WA 98290	Simpson, Koi	09:00 AM	09:00 AM	Scheduled	0
<a href="#">IMECH-008613-2025</a>	M24-0782	Permit	Final Mechanical	SNOHOMISH WA 98290	Simpson, Koi	03:00 PM	03:00 PM	Scheduled	0

The Permit Summary screen will be updated.

The screenshot shows the Permit Summary screen with the following sections:

- Progress:** A donut chart showing 50% Completed. Legend: Completed (green), In Progress (blue), Not Started (grey).
- Workflow:** A list of steps with checkboxes:
  - Permit Sign Review - Passed : 02/10/2021
  - Confirm application complete - Passed : 02/10/2021
  - Issue Permit - Passed : 02/10/2021
  - Footing - Scheduled (highlighted with a red box)
  - Foundation -
  - Wall Anchor -
- Available Actions:** Two buttons labeled "Request Inspection" for "Foundation" and "Wall Anchor".
- Fees:** A section showing a total of \$0.00 with a "View Details" button.

Inspections will also appear on the **Calendar**. Click the **Inspection number** to view inspection details, or the **permit number** to open the Permit Summary.

The screenshot shows the Calendar interface for February 2021. The "Calendar" tab is selected in the top navigation bar (highlighted with a red box). The calendar grid shows the following details:

- Calendar:** February 2021, with navigation buttons for Month, Week, Day, and Today.
- Inspection Details Panel:** A sidebar on the right showing details for a Footing inspection:
  - Inspection Type: Footing
  - Inspection Number: IBLD-008515-2024 (highlighted with a red box)
  - Linked Case Number: S21-0032 (highlighted with a red box)
  - Scheduled Date: 02/22/2021
  - Inspector Name: Sharon Pettit
  - Close button
- Calendar Grid:** Shows dates from 31 to 27. The date 22 is highlighted in green, indicating a scheduled inspection. Two permit numbers, IBLD-000744-2021, are listed below the date 22 (highlighted with a red box).

## Access Results

After the inspection is conducted the Permit Summary Screen will be updated with the inspection results.

Click **Inspections** to see inspection details.

The screenshot shows the Permit Summary Screen with the 'Inspections' tab highlighted in red. The screen is divided into three main sections: Progress, Workflow, and Available Actions.

- Progress:** A donut chart shows 55% Completed. The legend indicates: Completed (green), In Progress (blue), and Not Started (grey).
- Workflow:** A list of inspection items with checkboxes. The 'Building Site' item is highlighted with a red box. Other items include Drywall (Partial Pass and Passed), Water Service, Concrete Slab, Foundation, Footing, and Footing Drains.
- Available Actions:** Two 'Request Inspection' buttons are visible, one for 'Foundation' and one for 'Wall Anchor'.

Click the **inspection number**.

The screenshot shows the Inspections list with the 'Inspections' tab highlighted in blue. The list is titled 'Existing Inspections' and has a 'Sort' dropdown set to 'Description'. The table below shows one inspection record, with the inspection number 'IBLD-008515-2024' highlighted in red.

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
IBLD-008515-2024	Footing	Passed	12/30/2024	12/30/2024	Atkins, Cedric	

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

Click **Checklist** to see inspection comments. Click **Attachments** to access and download the inspection report.

Inspection Number: IBLD-008486-2024

[Inspection Details](#) | [Tab Elements](#) | [Main Menu](#)

Inspection Type:	Drywall	Requested Date:	12/23/2024	Requested Time:	01:00 PM
Inspection Status:	Partial Pass	Scheduled Date:	12/23/2024	Scheduled Time:	11:00 AM
Permit Number:	BC23-0124	Completed Date:	12/23/2024	Completed Time:	12:32 PM
Inspector Name:	Koi Simpson				
Main Address:	116 Union Ave SNOHOMISH,WA 98290				

[Locations](#) [Contacts](#) [Checklist](#) [Fees](#) [Attachments](#) [Previous](#)

[Locations](#) | [Next Tab](#) | [Inspection Details](#) | [Main Menu](#)

Locations Sort: Main ▾

**Type: Location**  
US  
116 Union Ave,  
SNOHOMISH, WA, 98290

Main Address

**Parcel Number**  
00579500500400

Main Parcel

Basic inspection comments are shown in **Checklist**.

[Locations](#) [Contacts](#) [Checklist](#) [Fees](#) [Attachments](#) [Previous](#) [More Info](#)

[Checklist](#) | [Next Tab](#) | [Inspection Details](#) | [Main Menu](#)

Checklist Sort: Checklist Item ▾

Checklist Item	Description	Passed	Comments	Order
General Comments		Yes	constructed to plan	1

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

## Download Results

The inspection report will be sent to you via email, but it can also be found in **Attachments**. Click the **document title** to open the inspection report as a pdf.

Locations Contacts Checklist Fees **Attachments** Previous More Info

Attachments | Next Tab | Inspection Details | Main Menu

Attachments Sort Needs Action

  
Attachment  
**IM\_SR\_Inspection\_Worksheet\_19-02-2021\_10-10-59.pdf**  
Uploaded: 02/19/2021

click or drag files

Add Attachment

Supported: .pdf, .jpg, .png, .jpeg, .gif, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf, .dwf,

*You can also provide special inspection reports, engineer letters, or other documentation as requested by the inspector here. Click **Add Attachment**, upload your document, and **Submit**.*

Submit

The inspection report opens in a new browser tab so it can be saved to your computer.

 **INSPECTION WORKSHEET (IBLD-008609-2025)  
FOR CITY OF SNOHOMISH, WA**

<b>Case Number:</b>	BC24-0160	<b>Case Module:</b>	Permit
<b>Inspection Date:</b>	01/16/2025	<b>Inspection Status:</b>	Passed
<b>Inspector:</b>	Koi Simpson	<b>Inspection Type:</b>	Roof Drain
<b>Job Address:</b>	115 Avenue A Snohomish, WA 98290	<b>Parcel Number:</b>	00579500501302

Contact Type	Company Name	Name
Applicant	Great Cascades LLC	Darrel Martin
Owner	Great Cascades LLC	Darrel Martin

Checklist Item	Results	Comments
General Comments	Pass	Roof drainage is installed at perimeter

## Cancel

Need to cancel an inspection? This can be done on the SSPP *before* it is scheduled by staff.

On the Permit Summary page, click **Inspections**, then click **Cancel Inspection**.

Summary Locations Fees Reviews **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
<a href="#">IBLD-008637-2025</a>	Footing	Scheduled	01/16/2025	01/16/2025	Simpson, Koi	
<a href="#">IMECH-008613-2025</a>	Final Mechanical	Requested	01/16/2025			<a href="#">Cancel Inspection</a>

Results per page: 10 | 1 - 2 of 2 | << < 1 > >>

You will be asked to confirm the cancellation. Click **Yes**.

**Cancel Inspection**

Are you sure, you are going to cancel this inspection?

[Yes](#) [No](#)

The inspection has been cancelled. Click **OK** to go back.

**Cancel Inspection**

✔ Your inspection has successfully been cancelled.

[OK](#)