

How to View or Schedule an Inspection in Citizen Access

- Pull up your records within the Citizen Access site.
 - Select the permit for which you want to view or schedule an inspection.
- On that record, click the dropdown beside “Record Info” and choose “Inspections.”

Permits HE2017-02532:

Permits/Trade/Mechanical/na

Record Status: Pending

Record Info ▾ Payments ▾ Custom Component

TRY OUR MOBILE AP use your phone browser and log

Work Location

351 DUTCH

Permits Details

Applicant:
LEDBETTER HEATING
LEDBETTER HEATING
65 CHURCH STREET
CONCORD, NC, 28025

Licensed Professional:
LEDBETTER HEATING
65 CHURCH STREET
CONCORD, NC, 28025
Home Phone:7049202128
MECHANICAL 999999999999999999999999

► More Details

Permits/View Permits ►

- On the inspection screen, you can see already scheduled inspections.
- If you would like to schedule a new inspection, click the “Schedule or Request an Inspection” link.

Inspections

Upcoming (1)

[Schedule or Request an Inspection](#)

Click the link above to schedule or request one.

01/16/2018 at TBD Scheduled Mech Rough In (928886)
Inspector: Bradley S Troutman

Completed

There are no completed inspections on this record.

- Then, choose your inspection type and click Continue.

Schedule/Request an Inspection

Available Inspection Types (11)

Show optional inspections

- Admin QA (optional)
- Mech Above Ceiling (optional)
- Mech Rough In (optional)
- Mech Conference (optional)
- Mech Final (optional)
- Mech Final / Temp CO (optional)
- Mech Gas Logs (optional)
- Mech Gas Test (optional)
- Mech Kitchen Hood (optional)
- Mech Pre-Fab Fireplace (optional)

< Prev **1** 2 Next >

Continue

Cancel

- After clicking continue, choose your requested date for the inspection, click the “All Day” radio button, and then click Continue.

Schedule/Request an Inspection

Inspection type: Mech Rough In

To continue, select a requested date and time range by clicking a link on the calendar below:

Jan 2018							Feb 2018							Mar 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31

« Prev

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All Day (07:00 AM - 05:00 PM)

Continue

Back

Cancel

- Then, you're presented with a screen to verify the work location and contact information.
 - Review for accuracy and click Continue.

Schedule/Request an Inspection

Inspection type: Mech Rough In

Location and Contact

Verify whether the location and contact person for the selected inspection are correct.

Location

65 CHURCH

Contact

LEDBETTER HEATING

7049202128

[Change Contact](#) ▼

Continue

[Back](#)

[Cancel](#)

- Finally, a Review screen comes up for you to confirm your selections.
 - On this screen, click Finish.

Schedule/Request an Inspection

Confirm Your Selection

Please confirm the details below and click the Finish button to schedule the inspection.

Mech Rough In

01/16/2018

65 CHURCH

LEDBETTER HEATING 7049202128

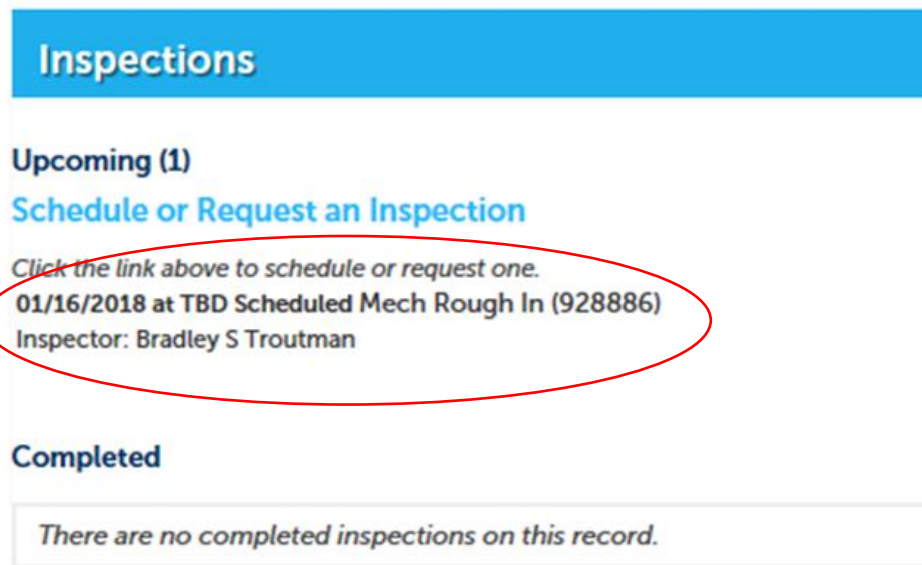
[Include Additional Notes](#)

Finish

[Back](#)

[Cancel](#)

- Once you've completed the inspection, it should show on the inspection screen:



The screenshot shows a web interface for inspections. At the top is a blue header with the word "Inspections" in white. Below this, the section "Upcoming (1)" is displayed. Underneath, there is a blue link that says "Schedule or Request an Inspection". A red oval highlights the text below the link: "01/16/2018 at TBD Scheduled Mech Rough In (928886)" and "Inspector: Bradley S Troutman". Below the upcoming section, the "Completed" section is shown with a message: "There are no completed inspections on this record."

Inspections

Upcoming (1)

[Schedule or Request an Inspection](#)

Click the link above to schedule or request one.

01/16/2018 at TBD Scheduled Mech Rough In (928886)
Inspector: Bradley S Troutman

Completed

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