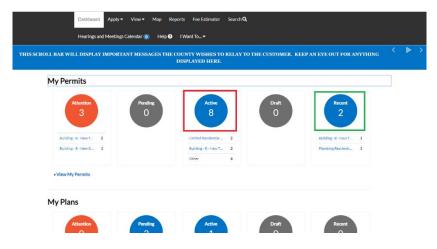
PERFORMING INSPECTION ACTIVITIES IN EPORTAL

In order to schedule, cancel or check inspection status, you must be logged into your ePortal/Citizen Self Service (CSS) account and associated as a contact to the permit. If you do not have an ePortal/CSS account, please review the help document on "Registering for an ePortal/Citizen Self Service (CSS) Account". To link your contact to the associated cases, please contact the Department of Development Services, Building Development division for assistance. You can also contact another person who is already linked to the case and they can log in and associated you to the appropriate permit or plan.

How to find an Inspection for Scheduling

There are several ways of accessing the appropriate permit in order to perform the inspection activities. Three of those methods are listed here.

1. **Dashboard – Active** - In order to schedule an inspection the permit must be "Active", so you can click on the ACTIVE circle and all of your permits (permits you are linked to) will appear. You can also click on the "Recent" circle if the permit had some recent activity on it, like it was recently issued or has had a recent inspection conducted, etc.



From the list of your Active permits, you can either scroll through the list until you find the permit you want to perform inspection actions against, or you can search for the permit.

My Permits			l	Search for permit number, project, or address Exact		
Display Active	 Select Case 	Туре		Export	Sort Permit Number	
Permit Number	Project	Address	Permit Type	Status	Attention Reason	
BLD2018-06530		19215 STONEY RIDGE PL TRIANGLE, VA 22172	Building - R - New Single Family Dwelling	Active, Attention	Failed Inspections	
BLD2018-06809		12849 HOADLY MANOR DR MANASSAS, VA 20112	Building - R - New Single Family Dwelling	Active		
BLD2018-06871	_	12562 STONE LINED CIR WOODBRIDGE, VA 22192	Building - R - New Townhouse	Active, Attention	Failed Inspections	
BLD2019-00007]	12783 STONE LINED CIR WOODBRIDGE, VA 22192	Building - R - New Townhouse	Active, Attention, Recent	Failed Inspections	
ELE2018-04009	MATTRESS	2680 OPITZ BLVD Unit:	Electrical - C - Tenant	Active		

2. **Search Menu** - Another method you can use to find your permit is to simply search for the permit number. Instructions on how to search can be found in the "How to Search for Cases in CSS" document.

Dashboard	Apply 🔻	View 🔻	Мар	Reports	Fee Estimator	Search Q	Hearings and Meetings Calendar 🧿	Help ?	I Want To 🔻

3. View Menu - Finally you can go to the VIEW menu and select REQUEST INSPECTIONS.

Dashboard Apply View	Map Reports Fee Estimat	or Search Q	
Hearings and Meetings Calendar	0 Help ? I Want To… ▼		
	I PLANS		
> My Permits	> My Plans	 My Existing Inspections 	> My Requests
		 Request Inspections 	
		 Today's Inspections 	

From the list that populates, you can scroll through until you find the inspection type you which to schedule or you can search for the permit to see which inspections are available to schedule. You can open the permit from this screen OR directly request an inspection.

Request Inspections				Search for case number, a	ddress or inspection ty
					Exact Match
				Export	Request Inspection
					Sort Case Number 🔻
Case Number	Address	Туре	Inspection Type	Select All	
				Select All	
BLD2018-06530	19215 STONEY RIDGE PL TRIANGLE, VA 22172	Building - R - New Single Family Dwelling	126 Escrow Release Inspection		
BLD2018-06530 BLD2018-06530					

How to Select an Inspection for Scheduling

There are several ways to select an inspection for scheduling in CSS. Three of those methods are listed here.

1. **Directly on the Permit** - Once the selected permit opens, please verify that the information is correct. Check the permit number, permit details, and the address, then proceed to the Inspections tab.

Dashboard	Apply 👻	View ▼	Мар	Reports	Fee Estimator	Search Q	Hearings a	and Meetings Cale	endar 🧿	Help 🕜	I Want To▼		
	Permit Nu	mber: BLD	2018-0	06871									
	Permit Deta	ills Tab Elem	ients M	lain Menu									-
		Тур		uilding - R - ownhouse	New	IVI	R Number:	584442			Applied Date:	07/17/2018	
		Statu	is: Is	sued		Proj	ect Name:				Issue Date:	07/18/2018	
		Distric	ct: 30	0 - Occoqua	in	As	isigned To:				Expire Date:		
		Square Fee	et: 3,	500.00			Valuation:	\$250,000.00			Finalized Date:		
		Descriptio	n: R	osa Testing	2018.1.1.22	٦							
						-							
	Locations	Fees	R	eviews	Inspections	Attachments	Contacts	Sub-Records	Hold	s Me	etings More Ir	nfo	
		Parcels Nex	t Tab Po	ermit Detai	s Main Menu								
	Locations			Addr	224								
	2			1256	2 STONE LINED DBRIDGE, VA 2								
	Results per	page 10 🔻	1-10	f1 <<	< 1 >	>>							
			-										
Locati	ions I	Fees	Revie	ws Ir	spections	Attachment	s Cont	acts Sub-F	Records	Holds	s Meeting	Is More Inf	0

Once you've selected the Inspections tab, you'll see two areas. You'll see Existing Inspections and Request Inspections.

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
ILI2019-000028	a 501R Gas Piping Test	Scheduled	08/08/2018			Cancel Inspectio
ILI2019-000026	a 502R Concealment	Scheduled	08/08/2018			Cancel Inspectio
esults per page 10 • 1 - 2 of 2	<< < 1 > >>					
equest Inspections					Sor	t Order
Description	Reinspect	ion	Action			
a 550R Limited Repair Final	No					
esults per page 10 🔹 1 - 1 of 1	. << < 1 > >>					

The "existing" inspections displays all inspections which have either been completed or have been requested/scheduled. If the inspection has been completed, you can click on the inspection number to view details of the inspection. This includes reasons for rejection if appl. If the inspection has been scheduled but not yet assigned to an inspector, then you can cancel the inspection. (Note: Instructions for canceling are a few pages further below in these instructions.)

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
IBU2019-000002	a 103R Building Footing	Rejected	07/20/2018	07/20/2018	Moran Rosa	
BU2019-000029	a 103R Building Footing	Scheduled	10/25/2018	10/25/2018	Moran Rosa	
IBU2019-000069	a 107R Garage Slab	Scheduled	10/23/2018			Cancel Inspection
BU2019-000070	a 111R Poured Concrete Walls	Scheduled	10/23/2018			Cancel Inspection
IBU2019-000001	a 114R Building Concealment	Rejected with Fee	07/18/2018	07/18/2018	Moran Rosa	
IBU2019-000003	a 114R Building Concealment	Scheduled	10/25/2018	10/25/2018	Moran Rosa	
IBU2019-000071	a 115R Insulation (sans Mechanical)	Scheduled	10/23/2018			Cancel Inspection

The "requested" inspection area lists all inspections which can be scheduled on this permit at this time. Simply select the inspection(s) you wish to request by checking the Action box, and then clicking on REQUEST INSPECTION button. If an inspection cannot be scheduled through CSS it will be noted.

Description	Reinspection	Action	
102R Pier or Deck Footing	No		
105R Building Backfill	No		
106R Basement Slab	No		
108R Porch Slab or Stoop	No		
a 109R Other Slabs and Nonresidential Pours	No		
110R Chimney Throat or Thimble or Hearth	No		
a 148 Furniture or Equipment Storage	No		
a 198R Residential Combo Concealment	No		
a 199R Residential Combo Final	No		
/SMP Inspection	No	Inspect	tion type doesn't allow public request.

2. Through REQUEST INSPECTION screen - which can be found inside the VIEW menu.

Dashboard Apply View -	Map Reports Fee Estimator	Search Q	
Hearings and Meetings Calendar	0) Help 🝞 I Want To… ▼		
E PERMITS	I PLANS		
> My Permits	> My Plans	> My Existing Inspections	 My Requests
		Request Inspections	

In the below screen shot, it lists the available inspections for BLD2018-06530. You check the boxes of the inspections you wish to schedule. *You CAN schedule more than one inspection on the SAME permit or on MULTIPLE permits at the same time from this screen.* Click on REQUEST INSPECTION to start the request process.

equest Inspections			В	LD2018-06530	Q Exact Match
				Export	Request Inspection
Case Number	Address	Туре	Inspection Type	Select All 🔳	Sort Relevance •
BLD2018-06530	19215 STONEY RIDGE PL TRIANGLE, VA 22172	Building - R - New Single Family Dwelling	114R Building Concealment		
BLD2018-06530	19215 STONEY RIDGE PL TRIANGLE, VA 22172	Building - R - New Single Family Dwelling	109R Other Slabs & Nonres Pours		
BLD2018-06530	19215 STONEY RIDGE PL TRIANGLE, VA 22172	Building - R - New Single Family Dwelling	126 Escrow Release Inspection		
BLD2018-06530	19215 STONEY RIDGE PL TRIANGLE, VA 22172	Building - R - New Single Family Dwelling	103R Building Footing		
BLD2018-06530	19215 STONEY RIDGE PL TRIANGLE, VA 22172	Building - R - New Single Family Dwelling	105R Building Backfill		
BLD2018-06530	19215 STONEY RIDGE PL TRIANGLE VA 22172	Building - R - New Single Family Dwelling	110R Chim Throat/Thimble/Hearth		

Here is an example of searching for a 103R Building Footing. There are 3 permits that I'm linked to which has the 103R available. I can choose to schedule all three permits at the same time. Click on REQUEST INSPECTION to start the request process.

Request Inspection	5	[103R Building Footing	Q Exact Match 🗹	
				Export	Request Inspection
					Sort Relevance •
Case Number	Address	Туре	Inspection Type	Select All 🖾	
BLD2018-06871	12562 STONE LINED CIR WOODBRIDGE, VA 22192	Building - R - New Townhouse	103R Building Footing	3	
BLD2018-06530	19215 STONEY RIDGE PL TRIANGLE, VA 22172	Building - R - New Single Family Dwelling	103R Building Footing	3	
BLD2018-06809	12849 HOADLY MANOR DR MANASSAS, VA 20112	Building - R - New Single Family Dwelling	103R Building Footing	3	
Results per page 10	• 1-3of3 << < 1 > >>				
					Request Inspection

3. **From your Dashboard** - you'll notice there is a circle labeled "Attention". Within that list are items that require your attention. Among those items are failed inspections. If you select that button, a list of all items that require your attention appear. If the inspection you wish to schedule was previously rejected it will appear on this list.



If you select "Failed Inspections", you'll be taken to a screen where you can reschedule the inspection in question or any others on that same permit.

My Pe	ermits				Search for permit nur	nber, project, or address Exact Mate
Display	Attention	▼ Sele	ct Case Type		Export	Sort Permit Number
Pern	nit Number	Project	Address	Permit Type	Status	Attention Reason
BLD	2018-06530		19215 STONEY RIDGE PL TRIANGLE, VA 22172	Building - R - New Single Family Dwelling	Active, Attention	Failed Inspections
BLD	2018-06871		12562 STONE LINED CIR WOODBRIDGE, VA 22192	Building - R - New Townhouse	Active, Attention	Failed Inspections
BLD	2019-00007		12783 STONE LINED CIR WOODBRIDGE, VA 22192	Building - R - New Townhouse	Active, Attention, Recent	Failed Inspections

		Мар	Reports							
Back										
					Location:		Status:		Type:	
ermit Nun	nber: BLI	D2018	-06530		19215 STONEY VA 22172	RIDGE PL TRIANGL	E, Issued		Building Dwelling	- R - New Single Family
REVIEWS	5 FE	ES	INSPECT	IONS						
Failed Ins	spections									
Evisting										
Existing	Inspection	s								Sort Description
View II	nspection a to display.			Descriptio	on	Status	Request Date	Sc	heduled Date	Inspector Act
View In No records Request	nspection to display.			Descriptio				Sc	heduled Date	
View In No records Request	nspection stodisplay. Inspection	s	Single Family		Reinspection		Action	sc	heduled Date	Inspector Act
View In No records Request I Descri a 120 I	nspection to display. Inspection Iption Lot Gradin	s g Final (S	Single Family		Reinspection No		Action	Sc	heduled Date	Inspector Act
View In No records Request I Descri a 120 L a 126 F	Inspection Inspection Inspection Instention Lot Gradin Escrow Re	s g Final (S	pection		Reinspection No No		Action	Sc	heduled Date	Inspector Act
View In No records Request Descrit a 120 L a 120 L a 128 E	nspection to display. Inspection Lot Gradin Escrow Re Erosion Ins	s g Final (S lease Ins spection	pection	y Dwelling)	Reinspection No		Action	Sc	heduled Date	Inspector Act
View In No records Request I a 120 I a 126 F a 128 F a 148 F	nspection ato display. Inspection Lot Gradin Escrow Re Erosion Ins Furniture of	s g Final (s lease Ins spection or Equip	pection	y Dwelling) je	Reinspection No No No		Action	Sc	heduled Date	Inspector Act
View In No records Request I a 120 I a 126 I a 128 I a 148 I a 198 R	nspection ato display. Inspection Lot Gradin Escrow Re Erosion Ins Furniture of	s g Final (S lease Ins spection or Equiption	ment Storag	y Dwelling) je	Reinspection No No No No		Action	50	heduled Date	Inspector Act

Dashb

How to Schedule an Inspection

Once you've selected your inspections and have clicked on REQUEST INSPECTION, you'll be taken to another page which lists all of the inspections you've selected. If you only selected one inspection you'll see only one but if you selected multiple inspections to schedule at the same time, you'll see them all listed on this screen. In the below example, I've selected 3 inspections to schedule on 3 different permits (two are shown here).

Back				
equest Inspections (3)				_
			*REG	χU
1 #BLD2018-06871	1	×		
Inspection Type:	103R Building Footing			
Case Type	Building - R - New Townhouse			
Address:	12562 STONE LINED CIR WOODBRIDGE, VA 22192			
* Requested Date	*			
Requested Date				
Comments/Gate Code				
* Contact Name				
* Contact Phone				
	Use same date for all Use same field contact for all			
	Submit			
2 #BLD2018-06530	1	×		
nspection Type:	103R Building Footing			
Case Type	Building - R - New Single Family Dwelling			
Address:	19215 STONEY RIDGE PL TRIANGLE, VA 22172			
* Requested Date				

Now let's take a moment to review the inspection itself. You'll notice there are three required fields which are marked with an asterisk. Those fields are the Requested Date, Contact Name, and Contact Phone. The Comments/Gate Code field is optional.

1 ;	#BLD2018-06871		×
Inspec Case T Addre		103R Building Footing Building - R - New Townhouse 12562 STONE LINED CIR WOODBRIDGE, VA 22192	
Co	* Requested Date	12/12/2018	
	* Contact Name * Contact Phone	John Doe 555-555-5555	

In addition, the system allows you to populate "all" of your inspections with the same information as the first without having to enter it in more than once, simply by checking the "Use same date for all" and "Use same field contact for all" checkboxes.

Use same date for all
Use same field contact for all

If you do not want to use the same date for all or the same contact for all, leave those checkboxes unchecked and update each of the inspections individually.

Once you are finished updating your inspections, click on the SUBMIT button after each of the inspections. If there are no scheduling conflicts (i.e. pre-requisites), then you'll see a green checkmark indicating the inspection was submitted successfully.

2 Case #BLD2018	-06530
Inspection Type:	103R Building Footing
Case Type	Building - R - New Single Family Dwelling
Address:	19215 STONEY RIDGE PL TRIANGLE, VA 22172
Requested Date	12/13/2018
Comments/Gate Code	
Contact Name	John Doe
Contact Phone	555-555-5555

If after you submit, there are pre-requisites that need to be met, the system will indicate all that is needed prior to allowing you to schedule the inspection in question.

1 #FPP2019-00750		×
Inspection Type:	66 - Wet Sprinkler Final	
Case Type	Fire Protection - Sprinkler	
Address:	7051 HEATHCOTE VILLAGE WAY Unit: 230 GAINESVILLE, VA 20155	
		•
* Contact Name	John Doe	
* Contact Phone	555-555-5555	- 1
	Inspection may not be scheduled. ALL of the following items need to be completed: 62 - Sprinkler Hydro approved or partially approved on this case FPP2019-00750 83 - Sprinkler Visual approved or partially approved on this case FPP2019-00750 73 - Fire Alarm approved or partially approved on Fire Alarm case FPP2019- 00751	

How to Cancel an Inspection

To cancel an inspection, locate the appropriate permit. Within the Existing Inspections tab, locate the proper inspection and select Cancel Inspection. Please note: Only those inspections which do not yet have a "scheduled date" and only have a "requested date" can be canceled. The inspector is usually assigned at the time the Scheduled Date is set.

Permit Number: BLD20	18-06871				₽.
Permit Details Tab Element	s Main Menu				
Туре:	Building - R - New Townhouse	IVR Number:	584442	Applied Date:	07/17/2018
Status:	Issued	Project Name:		Issue Date:	07/18/2018
District:	30 - Occoquan	Assigned To:		Expire Date:	
Square Feet:	3,500.00	Valuation:	\$250,000.00	Finalized Date:	
Description:	Rosa Testing 2018.1.1.22				
Locations Fees Existing Inspections Reque:	Reviews Inspections Attachments Attachments Attachments Optional Inspections New			Holds Meetings More I	nfo
Existing Inspections					Sort Description •
View Inspection	Description	Status	Request Date	Scheduled Date Ins	spector Action
IBU2019-000002	a 103R Building Footing	Rejected	07/20/2018	07/20/2018 Mo	oran Rosa
IBU2019-000029	a 103R Building Footing	Scheduled	10/25/2018	10/25/2018 Mo	oran Rosa
IBU2019-000069	a 107R Garage Slab	Scheduled	10/23/2018		Cancel Inspection
IBU2019-000070	a 111R Poured Concrete Walls	Scheduled	10/23/2018		Cancel Inspection

A window will open to confirm that the inspection should be cancelled. Select Yes.

Cancel Inspection	
Are you sure, you are going to cancel this inspection?	
	Yes No

If the cancellation is successful the following message will appear. Click OK to return to the list of Existing Inspections.

Cancel Inspection	
Your inspection has successfully been cancelled.	
	ОК

How to Check Inspection Status and Rejection Details

To check the inspection status, locate the appropriate permit. Within the Existing Inspections area, there is a column which displays the inspection status.

rmit Details Tab Element	s Main Menu				
Туре:	Building - R - Addition	IVR Number:	547817	Applied Date	e: 09/13/2017
Status:	Issued	Project Name:		Issue Date	e: 10/17/2017
District:	20 - Gainesville	Assigned To:		Expire Date	e:
Square Feet:	750.00	Valuation:	\$30,000.00	Finalized Date	e:
Description:	7 4/5 x 12.4 one story attached add ROOM***2/7/2018**UPDATED 3/		ion)**ENLARGING & AL	TERATIONS BEING MADE TO	MUDROOM & LAUNDRY
sting Inspections Reque	Reviews Inspections Attack	hments Contacts Next Tab Permit De		Holds Meetings Mor	re Info
sting Inspections Reque				Holds Meetings Mor	re Info Sort Description
sting Inspections Reque				Holds Meetings Mor	
sting Inspections Reque sting Inspections	st Inspections Optional Inspections	Next Tab Permit De	tails Main Menu		Sort Description
sting Inspections Reque sting Inspections //ew Inspection BU2018-067104	st Inspections Optional Inspections Description a 125R 3rd Party Certificatio	Next Tab Permit De	tails Main Menu Request Date		Sort Description Inspector Action Murdock
	st Inspections Optional Inspections Description a 125R 3rd Party Certificatio (Bid Inspection) a 198R Residential Combo	Next Tab Permit De Status on Approved	tails Main Menu Request Date 03/15/2018	Scheduled Date	Sort Description Inspector Action Murdock Merteva Southerland

To view the details of a rejected inspection, locate the proper inspection and select the inspection number link to open the inspection details.

Existing Inspections			
View Inspection	Description	Status	Request Date
IBU2018-067104	a 125R 3rd Party Certification (Bld Inspection)	Approved	03/15/2018
IBU2018-065133	a 198R Residential Combo Concealment	Approved	03/08/2018

In the inspection screen, the Status, Completion Date, Inspector Details, Inspection Checklist items and Attachments are visible.

Inspection Number: IBU2018-062791

ection Details Tab Elem	ients Main Menu				
Inspection Type:	198R Residential Combo Cncl	Requested Date:	02/28/2018	Requested Time:	12:00 AM
Inspection Status:	Rejected with Fee	Scheduled Date:	02/28/2018	Scheduled Time:	11:00 AM
Link Type Name:	Permit	Completed Date:	02/28/2018	Completed Time:	10:41 AM
Link Number:	BLD2018-01478	Inspector First Name:	George	Inspector Last Name:	Marcum
Main Address:	5001 SIGNATURE CT HAYM	ARKET, VA 20169			
	1				

Checklist | Next Tab | Inspection Details | Main Menu

Checklist

Checklist			Sort	Checklist Item
Checklist Item	Description	Passed	Comments	Order
A: Permit/Un-Permitted Work On Site	Un-Permitted Work On Site	No	Need mechanical permit for new kitchen hood and exhaust. No further inspection made.	0
A: Permit/Un-Permitted Work On Site	Un-Permitted Work On Site	No	Amend permits to include entire scope of work- enlarging And alterations being made to laundry/mud room Amend ELE and BLD permits to reflect work in mudroom/laundry. (only PLB has been amended at time of this inspection.) No MEC permit. Will need mec permit prior to commencement of kitchen addition.	0
A: Plans/Partial App as Marked on Reviewed Plans	Partial Approval as Marked on Approved Plans (non residential)	No	Ok to conceal mudroom/laundry area only Insulation OK.	0

ePortal - Performing Inspection Activities - CSS 2019 13 of 13

How to Check the Inspection Route

Through CSS, the inspector who is scheduled to conduct the inspection and their planned route for the day can be seen. To do this, after 8:00am on the date of the inspection, go to the "Today's Inspections" screen which can be found within the View menu.

Dashboard	Apply 🗸	View 🔻	Мар	Reports	Fee Estimator	Search Q	Hearings and	Mee	etings Calendar 1	Help ?	I Want To 🔻	
II I	PERMITS				\rm PLANS			曲	INSPECTIONS		•	REQUESTS
 My Permits 		> My Plans			 My Existing Inspections 			My Request:				
								>	Request Inspections			
								,	Today's Inspections			

Select the date of the inspection... a list of inspections scheduled for that date appears. You can either scroll through the list until you find your inspection or you can "search" for your inspection by querying the permit. Once you find your inspection you can see who the inspector is and what order your inspection is in. Along with that you can also see the inspectors estimated time of arrival. Please note this is only an estimate and is subject to change.

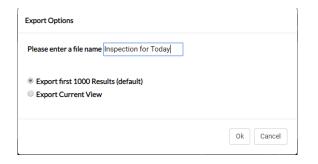
In the example below inspection number IBU2019-000005 is the " 4^{th} " inspection on the inspectors list for 10/25/2018, and she is expected to arrive between 10 AM – 12 PM on that day. You'll notice that because we have "Exclude Completed" checked off, that inspection # 1, and 6 from the order are no longer listed. Those have been completed (# 6 was canceled which is why it appears the inspector went out of order).

day's Inspectio	ns					Search for Ca	Search for Case Number, Inspection Type, Addre:				
								Exa	ct Matc		
*Date 10/25	5/2018	i	Exclude Completed				Sort Inspection Order				
View Inspection	Case Number	Case Type	Inspection Type	Address	Primary Inspector	Estimated Start Time	Estimated End Time	Status	Orde		
BU2019- 000029	BLD2018- 06871	Permit	103R Building Footing	12562 STONE LINED CIR WOODBRIDGE VA 22192	Moran, Rosa	8:00 AM	10:00 AM	Scheduled	2		
BU2019- 100003	BLD2018- 06871	Permit	114R Building Concealment	12562 STONE LINED CIR WOODBRIDGE VA 22192	Moran, Rosa	8:30 AM	11:00 AM	Scheduled	3		
BU2019- 000005	BLD2019- 00001	Permit	114R Building Concealment	12589 STONE LINED CIR WOODBRIDGE VA 22192	Moran, Rosa	10:00 AM	12:00 PM	Scheduled	4		
BU2019- 00042	BLD2019- 00007	Permit	106R Basement Slab	12783 STONE LINED CIR WOODBRIDGE VA 22192	Moran, Rosa	11:00 AM	1:00 PM	Scheduled	5		
ME2019-	MEC2018-	Permit	307C Insulation	13877 GARY	Moran, Rosa	1:00 PM	3:00 PM	Scheduled	7		

If you wish to "Export" the list you can click on the EXPORT button.

Today's Ins	pections				Search for Case Number, Inspection	n Type, Addre: 🔍
						Exact Match
*Date	10/25/2018		✓ Exclude Completed	Export	Sort	ection Order 🔹
ePorta	l - Performing	Inspe	ction Activities	s - CSS 2019		

You'll be asked to give the file a name then click on OK.



4	А	В	С	D	E	F	G	н	1	J	к
1	View Inspection	Case Number	Case Type	Inspection Type	Address	Primary Inspector	Estimated Start Time	Estimated End Time	Inspector Phone Number	Status	Order
2	IBU2019-000029	BLD2018-06871	Permit	103R Building Footing	12562 STONE LINED CIR WOODBRIDGE VA 22192	Moran, Rosa	10/25/2018 - 08:00 am	10/25/2018 - 10:00 am		Scheduled	2
3	IBU2019-000003	BLD2018-06871	Permit	114R Building Concealment	12562 STONE LINED CIR WOODBRIDGE VA 22192	Moran, Rosa	10/25/2018 - 08:30 am	10/25/2018 - 11:00 am		Scheduled	3
4	IBU2019-000005	BLD2019-00001	Permit	114R Building Concealment	12589 STONE LINED CIR WOODBRIDGE VA 22192	Moran, Rosa	10/25/2018 - 10:00 am	10/25/2018 - 12:00 pm		Scheduled	4
5	IBU2019-000042	BLD2019-00007	Permit	106R Basement Slab	12783 STONE LINED CIR WOODBRIDGE VA 22192	Moran, Rosa	10/25/2018 - 11:00 am	10/25/2018 - 01:00 pm		Scheduled	5
5	IME2019-000022	MEC2018-03341	Permit	307C Insulation	13877 GARY FISHER TRL GAINESVILLE VA 20155	Moran, Rosa	10/25/2018 - 01:00 pm	10/25/2018 - 03:00 pm		Scheduled	7
7	IBU2019-000038	BLD2019-00006	Permit	107C Garage Slab	4545 DAISY REID AVE WOODBRIDGE VA 22192	Moran, Rosa	10/25/2018 - 02:00 pm	10/25/2018 - 04:00 pm		Scheduled	8
3	IBU2019-000040	BLD2019-00006	Permit	115C Insulation (sans Mech.)	4545 DAISY REID AVE WOODBRIDGE VA 22192	Moran, Rosa	10/25/2018 - 02:00 pm	10/25/2018 - 04:00 pm		Scheduled	9
)	IBU2019-000006	BLD2019-00002	Permit	103C Building Footing	4545 DAISY REID AVE WOODBRIDGE VA 22192	Moran, Rosa	10/25/2018 - 02:30 pm	10/25/2018 - 04:00 pm		Scheduled	10
0	IEL2019-000008	ELE2018-05324	Permit	213C Ele Conceal	4565 DAISY REID AVE 120 WOODBRIDGE VA 22192	Moran, Rosa	10/25/2018 - 03:00 pm	10/25/2018 - 05:00 pm		Scheduled	11
1	IBU2018-091500	BLD2018-04438	Permit	103C Building Footing	7060 WELLINGTON RD MANASSAS VA 20109	Moran, Rosa	10/25/2018 - 04:00 pm	10/25/2018 - 06:00 pm		Scheduled	12
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