

Scheduling your inspections in the VIP Portal

1. Create an account and log in to the [VIP Portal](#)
2. Select “My Portal”

3. Select “My Inspections”.

4. From the dropdown menu, select the specific permit you will want to request an inspection for.
5. Continue to fill in the information relevant to your inspection request.
6. In the “Comments” section include any special requests
7. Select “Request Inspection”

Request an Inspection

If you have an inspection scheduled for today and you do not see that inspection on the list, contact us at 520-316-6920 or [click here](#) to access the Inspections Scheduled for Today Reports.

Inspections are available Monday-Friday excluding holidays.

Re-inspections are subject to a \$100.00 re-inspection fee when inspections are requested and there is a failure to provide access to the work site; approved plans are not available at the job site at the time of inspection; work for which the inspection was requested has not been completed; corrections to the work called for by the inspector have not been made; and or construction does not conform to the approved plans and requires submission of revised plans.

AM or PM times are not guaranteed. Work must be completed and ready for inspection regardless of the time requested.

→ Application: CBP21-00 COMMERCIAL NEW :

Only ISSUED Permits with No Fees Due or PENDING/VALID Licenses that are NOT EXPIRED will be available for inspection requests

→ Inspection Type: FOOTING TRENCH & REBAR

→ Requested For: 9/2/2022

→ Requested For Time: AM

Slot:

→ Comments: Please call me at 520-XXX-XXXX to confirm my inspection request. |

→ **✓ REQUEST INSPECTION**

8. Your inspection has been requested/scheduled.

