

Schedule and Results for Inspections

To schedule an inspection you must first log in with your User Name or Email and then your Password

The screenshot shows the login page for the City of Virginia Beach Citizen Access System. At the top right, there are links for "Register for an Account" and "Login", and a search bar. Below the navigation menu (Home, Permits, Planning, Housing), there is an "Advanced Search" dropdown. The main content area is titled "Welcome to the City of Virginia Beach Citizen Access System" and includes instructions on how to get started. A "Login" form is on the right with fields for "User Name or E-mail" and "Password", and a "Login" button. Below the login form, there are links for "Remember me on this computer", "I've forgotten my password", and "New Users: Register for an Account". A yellow box contains a "Notice - Supported Browsers are:" list: Microsoft IE-11 and Edge, Google Chrome 55, Firefox 47, Safari 10, and Opera 29. Another yellow box contains a "NOTICE" about permit alterations/repairs due to Hurricane Matthew storm damage, with a deadline of April 9, 2017. At the bottom, there are sections for "General Information", "Permits", "Planning", and "Housing", each with a "Search Applications" link.

When you have successfully “logged-in” this screen will display and you need to select “My Records”.

The screenshot shows the dashboard for a user named Robert Bills. At the top, it says "Logged in as: Robert Bills" and includes links for "Collections (0)", "Cart (0)", "Account Management", and "Logout". Below the navigation menu, there are links for "Dashboard", "My Records", "My Account", and "Advanced Search". The main content area is titled "Hello, Robert Bills" and contains two boxes: "Saved in Cart (0)" with a "View Cart" link and "My Collection (0)" with a "View Collections" link. Both boxes contain the message "There are no items in your shopping cart right now." and "You do not have any collections right now." respectively. At the bottom, there is a "Work in progress" section with a "View All Records" link. Below this is a table with the following data:

Record Name	Record ID	Module	Creation Date	Action
Utilities/Right-of-Way	17TMP-001448	Permits	3/10/2017 12:00:00 AM	Resume Application

If you have any permits in the system they will be displayed on the screen. Since I want to have an inspection done on 2017-MECR-01845, I click on it. Otherwise if you can use the “Advance Search option to find the permit you want.

Logged in as: Robert Bills Collections (0) Cart (0) Account Management Logout

Search...

Home Permits Planning Housing

Dashboard **My Records** My Account Advanced Search ▼

▼ **Permits**

Showing 1-10 of 100+ | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Status	Address	Action	Short Notes
<input type="checkbox"/>	03/10/2017	17TMP-001448	Utilities/Right-of-Way		4509 LODGEPOLE DR, VIRGINIA BEACH VA 234624715	Resume Application	
<input type="checkbox"/>	03/10/2017	2017-UTIL-01895	Utilities/Right-of-Way	Closed	701 LYNNHAVEN MALL LOOP, 1003, VIRGINIA BEACH VA 23452		Yes
<input type="checkbox"/>	03/07/2017	2017-ELC-01887	Electrical Commercial	Closed	701 LYNNHAVEN PKWY, 1003, VIRGINIA BEACH VA 23452		
<input type="checkbox"/>	02/28/2017	2017-ELER-01842	Electrical Residential	Active	213 OVERHOLT DR, VIRGINIA BEACH VA 234626018		
<input type="checkbox"/>	02/28/2017	2017-MECR-01845	Mechanical Residential	Active	4504 YARMOUTH CT, VIRGINIA BEACH VA 234555531		Yes
<input type="checkbox"/>	02/22/2017	2017-BDRS-01823	Building Roof and or Siding	Closed	5565 BACCALAUREATE DR, VIRGINIA BEACH VA 234621079		Yes
<input type="checkbox"/>	02/19/2017	2017-BDRS-01817	Building Roof and or Siding	Closed	213 OVERHOLT DR, VIRGINIA BEACH VA 234626018		Yes
<input type="checkbox"/>	02/19/2017	2017-BDRS-01816	Building Roof and or Siding	Closed	4504 YARMOUTH CT, VIRGINIA BEACH VA 234555531		Yes
<input type="checkbox"/>	02/15/2017	2017-BDRS-01807	Building Roof and or Siding	Pending	717 WOLFTRAP LN, VIRGINIA BEACH VA 234621167		
<input type="checkbox"/>	02/15/2017	2017-BDRS-01808	Building Roof and or Siding	Closed	213 OVERHOLT DR, VIRGINIA BEACH VA 234626018		

< Prev **1** 2 3 4 5 6 7 8 9 10 ... Next >

Record 2017-MECR-01845:
Mechanical Residential
Record Status: Active

[Add to cart](#)
[Add to collection](#)

[Record Info](#) | [Payments](#) | Custom Component

Work Location

4504 YARMOUTH CT
VIRGINIA BEACH VA 234555531

Permit Details

Applicant: 515 Breeze Hill Crescent Chesapeake, VA, 23322 United States dtts.it@gmail.com	Licensed Professional: VERIZON VIRGINIA INC 0000000000 600 E MAIN ST 11TH FLOOR RICHMOND, VA, 23219 Phone: 0000000000 Cell Phone: 0000000000 Fax: 7578537525 Contractor 2701028860
Project Description: test	Owner: GOTT SUSAN 4504 YARMOUTH CT VIRGINIA BEACH VA 234555531

[More Details](#)

[Print/View Record](#)

Click "Record Info".

Home **Permits** Planning Housing

Create an Application Search Applications Schedule an Inspection

Record 2017-MECR-01845:
Mechanical Residential
Record Status: Active

[Add to cart](#)
[Add to collection](#)

[Record Info](#) | [Payments](#) | Custom Component

Permit Details

Processing Status

Related Records

Attachments

Inspections

Applicant: **Licensed Professional:**

Now click on "Inspections".

Record 2017-MECR-01845:
Mechanical Residential
Record Status: Active

[Add to cart](#)
[Add to collection](#)

Record Info ▾

Payments ▾

Custom Component

Inspections

Upcoming

[Schedule or Request an Inspection](#)

*You have not added any inspections.
Click the link above to schedule or request one.*

Completed (1)

Passed - 1

Passed Rough In (2813740)

Result by: Jason E Jinright on 02/28/2017 at 02:57 PM

[View Details](#)

Then click on “Schedule or Request an Inspection”.

This is where you select which type of inspection you want to schedule. In this example I will select “Above Ceiling”. Then you need to click on “Continue”.

Schedule/Request an Inspection

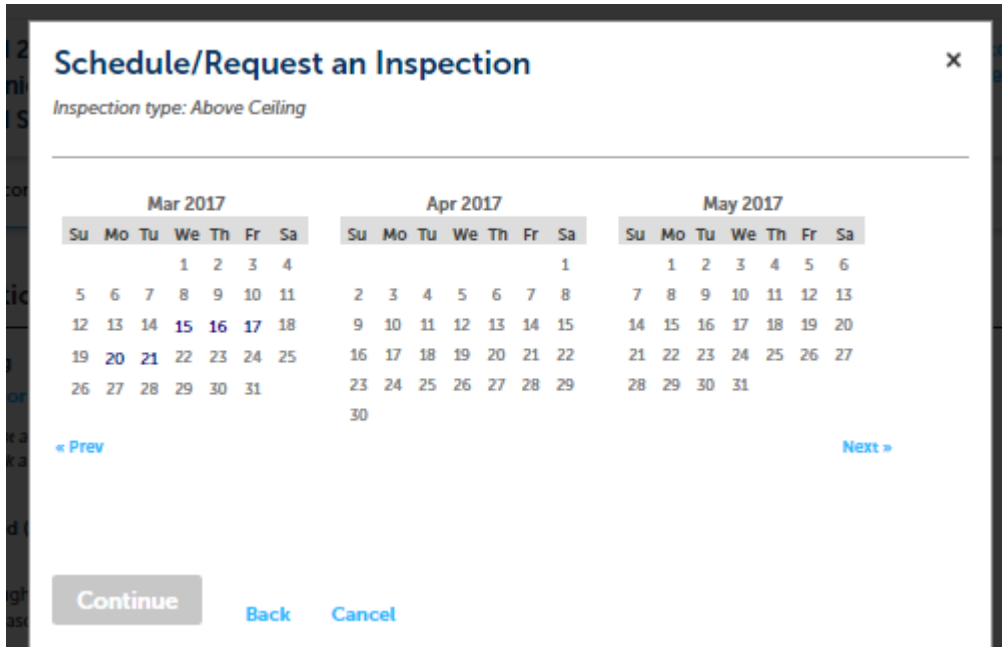
Available Inspection Types (4)

Show optional inspections

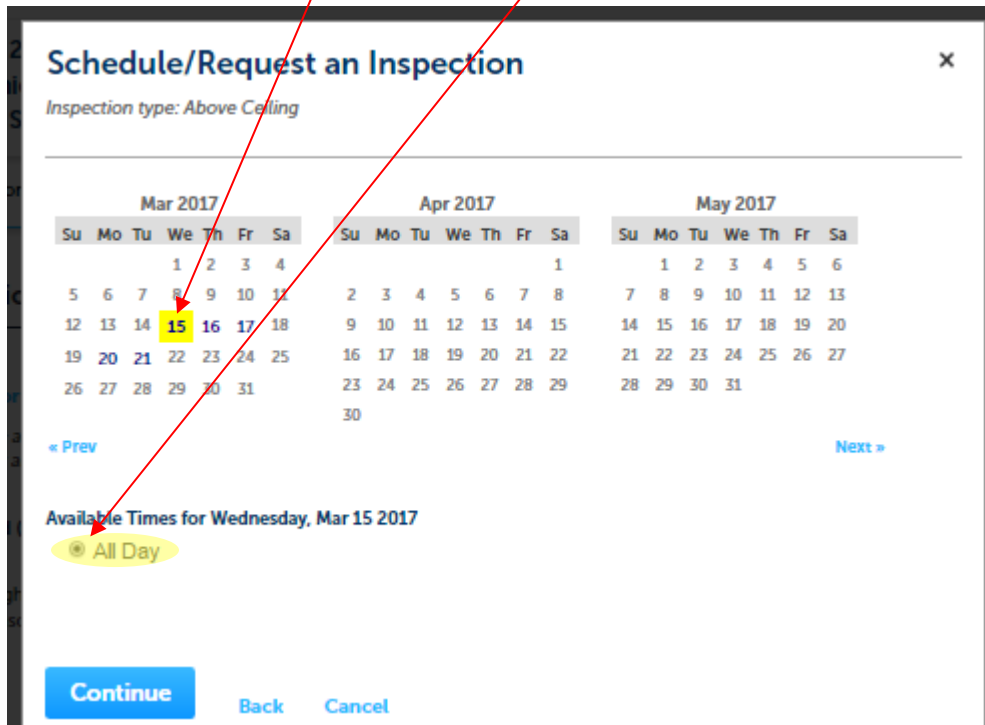
- Above Ceiling (optional)
- Temporary Construction (optional)
- Final Cross Connection (optional)
- Final (optional)

[Continue](#) [Cancel](#)

This screen is where you select the Date to schedule your inspection – you may only schedule an inspection up to five (5) working days from the current date and any inspections for same day inspection must be scheduled prior to 7:00 AM.



The date selected is highlighted in yellow. Select “All Day” and then click the “Continue” button.



This is the summary screen for the Inspection that you have scheduled. If you'd like to change the contact information, click on the "Change Contact" link, otherwise click "Continue".

Schedule/Request an Inspection [X]

Inspection type: Above Ceiling

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

Location
4504 YARMOUTH CT
VIRGINIA BEACH VA 23455531

Contact
Robert Bills

[Change Contact](#) ▾

[Continue](#) [Back](#) [Cancel](#)

This is the confirmation screen. If you have additional information or wish to let us know your preference click the "Include Additional Notes" link, otherwise click the "Finish" button.

Schedule/Request an Inspection [X]

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

By clicking Finish below you are affirming that you are duly authorized by the permit holder to schedule the inspection as required by Section 113.1.2 of the Virginia USBC.

Inspection Type: Above Ceiling
Date and Time: 03/15/2017
Location: 4504 YARMOUTH CT
VIRGINIA BEACH VA 23455531
Contact: Robert Bills

[Include Additional Notes](#)

[Finish](#) [Back](#) [Cancel](#)

You will be taken back to the permit information screen. You can now see that your inspection has been scheduled and who the inspector will be.

Record 2017-MECR-01845:
Mechanical Residential
Record Status: Active

[Add to cart](#)
[Add to collection](#)

Record Info ▾ Payments ▾ Custom Component

Inspections

Upcoming (1)
[Schedule or Request an Inspection](#)

Click the link above to schedule or request one.

03/15/2017 at TBD Scheduled Above Ceiling (2813938)
Inspector: Jason E Jinright

[Actions ▾](#)

Completed (1)
Passed - 1

Passed Rough In (2813740)
Result by: Jason E Jinright on 02/28/2017 at 02:57 PM

[View Details](#)

If you need to modify the scheduled inspection use the drop-down menu next “Actions”. You will be able to View Details, Reschedule, or Cancel the inspection.

Inspections

Upcoming (1)
[Schedule or Request an Inspection](#)

Click the link above to schedule or request one.

03/15/2017 at TBD Scheduled Above Ceiling (2813938)
Inspector: Jason E Jinright

[Actions ▾](#)

Completed (1)
Passed - 1

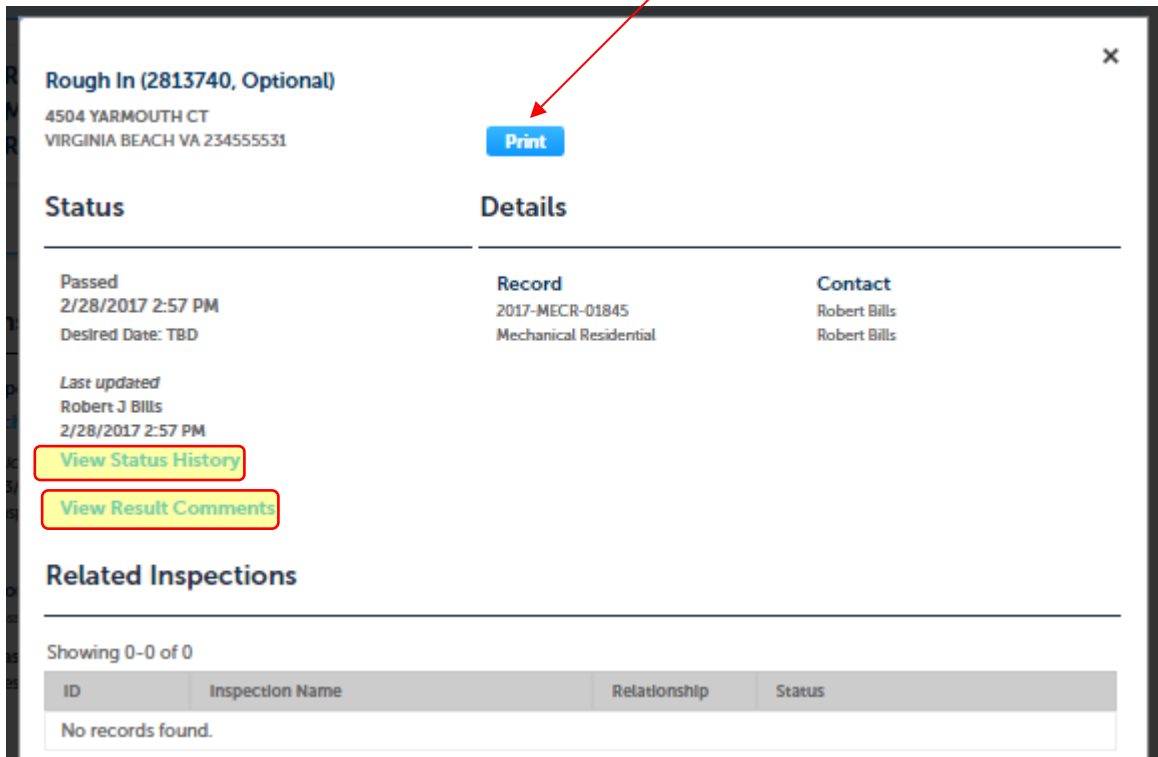
Passed Rough In (2813740)
Result by: Jason E Jinright on 02/28/2017 at 02:57 PM

[View Details](#)

[View Details](#)
[Reschedule](#)
[Cancel](#)



If you want to see the results of an inspection that has been completed, click on the “View Details” link next to the inspection you are interested in. I clicked on “View Details” for the “Passed” Gas Pressure Test/Gas Release. I can get further information by clicking on the “View Status History” and/or “View Result Comments” links. You can also print this information.



Rough In (2813740, Optional)
4504 YARMOUTH CT
VIRGINIA BEACH VA 234555531

[Print](#)

Status	Details	
Passed 2/28/2017 2:57 PM Desired Date: TBD	Record 2017-MECR-01845 Mechanical Residential	Contact Robert Bills Robert Bills
<i>Last updated</i> Robert J Bills 2/28/2017 2:57 PM		
View Status History		
View Result Comments		

Related Inspections

Showing 0-0 of 0

ID	Inspection Name	Relationship	Status
No records found.			