

# How to Add Attachment to Inspection

The first step is to login into your account. Once logged in, the system will direct you to the Dashboard

**Grand Prairie TEXAS** Good Afternoon, [Jeniffer Morones](#)

Dashboard Home Apply My Work Today's Inspections Map Report Fee Estimator Search Calendar

To access all of your records, including to view and print permits, please login and go to your dashboard.

### My Permits

<b>Attention</b> 3	<b>Pending</b> 1	<b>Active</b> 1	<b>Draft</b> 0	<b>Recent</b> 5
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*Building Residential... 1*  
*Building Residential... 1*  
*Certificate of Occu... 1*

[View My Permits](#)

### My Plans

<b>Attention</b> 0	<b>Pending</b> 0	<b>Active</b> 0	<b>Draft</b> 0	<b>Recent</b> 0
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### My Inspections

<b>Requested</b> 0	<b>Scheduled</b> 0	<b>Closed</b> 7
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*Electrical Rec... 2*  
*Rough In Plu... 2*  
*Other 3*

[View My Inspections](#)

### My Invoices

Current	0	\$0.00
Past Due	0	\$0.00
<b>Total</b>	0	<b>\$0.00</b>

[View My Invoices](#)

### My Licenses

<b>Expires in</b> 360 DAYS	<b>Draft</b> 0
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TEST  
No. CRA-21-000043  
Type Credit Access Busine...

[View My Licenses](#)

**Callouts:**

- Green box:** This is where you can see all their permits associate with your account
- Orange box:** The Plan area is for other departmental submittals such as Planning, and Engineering
- Yellow box:** All requested, scheduled, and closed inspections
- Blue box:** This area is for Professional licenses such a Credit Access Business, Donation Boxes, Convenience Store, etc. This is not the area where a Contractor would find their licenses

There are two methods on how to access permits. One is by selecting one of the cards under Permits as shown above or by also using the method below

From the Black Navigation Bar, the option of My Work can be selected

The “My Work” screen will appear. From this screen, you will have the options of looking at invoices, permits, inspections, and licenses (certifications)

The example below is if you wanted to look at your permits

To display all the permits, you would need to select All from the dropdown menu, or can enter the permit number in the Search bar

The screenshot shows the 'My Work' section of a software interface. At the top, there is a navigation bar with options: Dashboard, Home, Apply, My Work (highlighted), Today's Inspections, Map, Report, Fee Estimator, Search, and Calendar. Below this, the 'My Work' title is followed by sub-sections: MY INVOICES, MY PERMITS (selected), MY EXISTING INSPECTIONS, REQUEST INSPECTIONS, and MY LICENSES. A search bar and a 'Display' dropdown menu (set to 'All') are visible. An 'Export to Excel' button is also present. The main content is a table with the following data:

Permit Number	Project	Address	Permit Type	Status	Attention Reason
<a href="#">RES-21-01514</a>		300 W MAIN ST Unit: CHE GPR, TX 75050	Building Residential - Plumbing	Attention, Recent, Pending	<a href="#">Failed Inspections</a>
<a href="#">RES-21-01408</a>		300 W MAIN ST Unit: CHE GPR, TX 75050	Building Residential - Solar	Active, Attention, Recent	<a href="#">Failed Inspections</a>
<a href="#">COO-21-0027</a>		300 W MAIN ST Unit: CHE Grand Prairie, Texas 75050	Certificate of Occupancy	Attention, Recent	<a href="#">Failed Reviews</a>
<a href="#">RES-21-00520</a>		300 W MAIN ST Unit: CHE Grand Prairie, Texas 75050	Building Residential - Rehabilitation	Recent	
<a href="#">RES-21-00519</a>		300 W MAIN ST Unit: CHE Grand Prairie, Texas 75050	Building Residential - Window and Door Replacements	Recent	

At the bottom of the table, it says 'Showing 5 records. Limited to the last 2000 records'.

Once you locate the permit in question, select it by clicking on the Blue link that contains the permit number. Below is the information that appears when a permit is selected

The screenshot shows a web application interface with a dark navigation bar at the top containing links: Dashboard, Home, Apply, My Work, Today's Inspections, Map, Report, Fee Estimator, Search, and Calendar. Below the navigation bar, the permit number 'RES-21-01514' is displayed. A yellow callout box with a blue arrow points to the 'Basic information regarding the permit.' section, which contains the following details:

<b>Type:</b> Building Residential - Plumbing	<b>Status:</b> Submitted - Online	<b>Project Name:</b>
<b>Applied Date:</b> 10/19/2021	<b>Issue Date:</b>	
<b>District:</b> District 5	<b>Assigned To:</b> Inspections, Building	<b>Expire Date:</b>
<b>Square Feet:</b> 0.00	<b>Valuation:</b> \$0.00	<b>Finalized Date:</b>
<b>Description:</b> TEST		

When the permit information initially appears the tab for Summary is automatically selected

The Summary tab displays the information pertaining to the progress of the permit, inspection stage, and fees. The Summary tab also displays all available actions such as inspections

To schedule an available inspection from the Available Action list, please select the request blue button from the list

The screenshot shows the 'Summary' tab selected in the navigation bar. The page is divided into three main sections:

- Progress:** A donut chart shows 56% completed. The legend indicates: Completed (green), In Progress (blue), and Not Started (grey).
- Fees:** A box displays the total amount as \$0.00.
- Workflow:** A list of steps with their status and dates:
  - Res Bldg Solar Review - Passed: 10/15/2021
  - Application Completeness Check - Passed: 10/15/2021
  - Collect Fees - Passed: 10/15/2021
  - Issue Permit - Passed: 10/15/2021
  - Electrical Reconnect - Re-inspection required: 10/19/2021
  - Electrical Reconnect - Re-inspection required (with fee): 10/19/2021
  - Electrical Reconnect - Canceled: 10/27/2021
- Available Actions:** A list of actions with a 'Request' button next to the first one:
  - Request Inspection (GP - Electrical Other) [Request]
  - Electrical Other -
  - Building Final -
  - Electrical Final -

A red arrow points to the 'Request' button in the Available Actions section.

Once the inspection has been selected, the following screen below will appear. Here one can select the date, an AM/PM preference and can enter any notes needed for the inspector


Request Inspections (1)

**\*REQUIRED**

**1 #RES-21-01408** ✕

**Inspection Type:** Electrical Other      **Case Type:** Building Residential - Solar

**Address:** 300 W MAIN ST Unit/Suite: CHE GPR, TX 75050

**\* Requested Date**   \*

**Comments/Gate Code**

[Submit](#)

**Grand Prairie Municipal Complex – 300 W. Main**

Once these options have been completed, continue by selecting the blue Submit button.

Once you do this, you will receive a confirmation notification such as the screen below

**1 Case #RES-21-01408**

**Inspection Type:** Electrical Other


**Case Type:** Building Residential - Solar

**Address:** 300 W MAIN ST Unit/Suite: CHE GPR, TX 75050


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**Requested Date** 12/17/2021

**Comments/Gate Code** test




If any documents and/or pictures are needed for the inspection, you will need proceed back to the summary screen of the permit to access that specific inspection

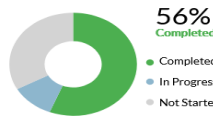
**Permit Number: RES-21-01408** 

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

<b>Type:</b> Building Residential - Solar	<b>Status:</b> Issued	<b>Project Name:</b>
<b>Applied Date:</b> 10/15/2021	<b>Issue Date:</b> 10/15/2021	
<b>District:</b> District 5	<b>Assigned To:</b> Inspections, Building	<b>Expire Date:</b> 04/18/2022
<b>Square Feet:</b> 0.00	<b>Valuation:</b> \$0.00	<b>Finalized Date:</b>
<b>Description:</b> TEST		

[Summary](#) | [Locations](#) | [Fees](#) | [Reviews](#) | [Inspections](#)  | [Attachments](#) | [Contacts](#) | [Sub-Records](#) | [More Info](#)

**Progress**



56% Completed


- Completed
- In Progress
- Not Started

**Fees**


**Workflow**

- Res Bldg Solar Review - Passed : 10/15/2021
- Application Completeness Check - Passed : 10/15/2021
- Collect Fees - Passed : 10/15/2021
- Issue Permit - Passed : 10/15/2021
- Electrical Reconnect - Re-inspection required : 10/19/2021
- Electrical Reconnect - Re-inspection required (with fee) : 10/19/2021
- Electrical Reconnect - Canceled : 10/27/2021
- Electrical Other - Scheduled

**Available Actions**


 No Actions

Select the tab labeled inspections, then proceed to select the specific inspection listed below

**Permit Number: RES-21-01408** 

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

<b>Type:</b> Building Residential - Solar	<b>Status:</b> Issued	<b>Project Name:</b>
<b>Applied Date:</b> 10/15/2021	<b>Issue Date:</b> 10/15/2021	
<b>District:</b> District 5	<b>Assigned To:</b> Inspections, Building	<b>Expire Date:</b> 04/18/2022
<b>Square Feet:</b> 0.00	<b>Valuation:</b> \$0.00	<b>Finalized Date:</b>
<b>Description:</b> TEST		

[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="#">ELEC-010075-2021</a>	GP - Electrical Other	Scheduled	12/17/2021			<a href="#">Cancel Inspection</a>
<a href="#">ELEC-004718-2021</a>	GP - Electrical Reconnect	Re-inspection required	10/19/2021	10/19/2021	Burton Melinda	
<a href="#">ELEC-004862-2021</a>	GP - Electrical Reconnect	Re-inspection required (with fee)	10/19/2021	10/19/2021	Burton Melinda	
<a href="#">ELEC-005416-2021</a>	GP - Electrical Reconnect	Canceled	10/27/2021	10/27/2021	Boggus	

Once the inspection is selected, the following information will appear below. The information below is specific to that inspection

**Inspection Number: ELEC-010072-2021** Cancel Inspection

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

<b>Inspection Type:</b>	Electrical Other	<b>Requested Date:</b>	12/17/2021	
<b>Inspection Status:</b>	Scheduled	<b>Scheduled Date:</b>		<b>Scheduled Time:</b>
<b>Permit Number:</b>	RES-21-01408	<b>Completed Date:</b>		<b>Completed Time:</b>
<b>Main Address:</b>	300 MAIN GPR,TX 75050			

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

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

**Locations**

Sort: Main

**Type: Location**  
US  
300 W MAIN ST CHE , GPR,  
TX, 75050

**Main Address**

**Parcel Number**  
28219500030010000

**Main Parcel**

To attach any pictures and/or documents please select the Attachments tab under the inspection information. The blue "Add Attachment" card will then appear

**Inspection Number: ELEC-010072-2021** Cancel Inspection

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

<b>Inspection Type:</b>	Electrical Other	<b>Requested Date:</b>	12/17/2021	
<b>Inspection Status:</b>	Scheduled	<b>Scheduled Date:</b>		<b>Scheduled Time:</b>
<b>Permit Number:</b>	RES-21-01408	<b>Completed Date:</b>		<b>Completed Time:</b>
<b>Main Address:</b>	300 MAIN GPR,TX 75050			

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

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

**Attachments**

click or drag files

Add Attachment

+

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

Once all necessary attachments have been added, click on the Submit button. The following message will appear confirming that the attachments were uploaded successfully

**Inspection Number:** ELEC-010075-2021

[Cancel Inspection](#)

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

<b>Inspection Type:</b>	Electrical Other	<b>Requested Date:</b>	12/17/2021	
<b>Inspection Status:</b>	Scheduled	<b>Scheduled Date:</b>		<b>Scheduled Time:</b>
<b>Permit Number:</b>	<a href="#">RES-21-01408</a>	<b>Completed Date:</b>		<b>Completed Time:</b>
<b>Main Address:</b>	300 MAIN GPR,TX 75050			

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

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

#### Attachments

✓ Upload Successful! After these attachments have been approved, they will be available in the attachments section. ✕

click or drag files

Add Attachment

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