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

This is where you can see all their permits associate with your account

The Plan area is for other departmental submittals such as Planning, and Engineering

All requested, scheduled, and closed inspections

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

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

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

Basic information regarding the permit.

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

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**   12/17/2021   📅   *   ⌄

Comments/Gate Code   test

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
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
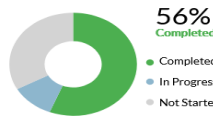
Permit Number: RES-21-01408

Permit Details | Tab Elements | Main Menu

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

Summary | Locations | Fees | Reviews | Inspections ❶ | Attachments | Contacts | Sub-Records | More Info

Progress

56% Completed
- Completed
- In Progress
- Not Started

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
❶ Electrical Reconnect - Re-inspection required : 10/19/2021
❶ Electrical Reconnect - Re-inspection required (with fee) : 10/19/2021
✅ Electrical Reconnect - Canceled : 10/27/2021
🔵 Electrical Other - Scheduled

Available Actions

ℹ️ No Actions

Fees

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

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

Summary | Locations | Fees | Reviews | **Inspections ❶** | 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
ELEC-010075-2021	GP - Electrical Other	Scheduled	12/17/2021			Cancel Inspection
ELEC-004718-2021	GP - Electrical Reconnect	Re-inspection required	10/19/2021	10/19/2021	Burton Melinda	
ELEC-004862-2021	GP - Electrical Reconnect	Re-inspection required (with fee)	10/19/2021	10/19/2021	Burton Melinda	
ELEC-005416-2021	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

Inspection Type:	Electrical Other	**Requested Date:**	12/17/2021		
Inspection Status:	Scheduled	**Scheduled Date:**		**Scheduled Time:**	
Permit Number:	RES-21-01408	**Completed Date:**		**Completed Time:**	
Main Address:	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

Inspection Type:	Electrical Other	**Requested Date:**	12/17/2021		
Inspection Status:	Scheduled	**Scheduled Date:**		**Scheduled Time:**	
Permit Number:	RES-21-01408	**Completed Date:**		**Completed Time:**	
Main Address:	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

Inspection Type:	Electrical Other	**Requested Date:**	12/17/2021		
Inspection Status:	Scheduled	**Scheduled Date:**		**Scheduled Time:**	
Permit Number:	RES-21-01408	**Completed Date:**		**Completed Time:**	
Main Address:	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,