

# 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

Good Afternoon, Jennifer Morones • Logout

Dashboard Home Apply My Work Today's Inspections Map Report Fee Estimator Search  Calendar 2

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

**My Permits**

| Attention               | Pending                 | Active                  | Draft | Recent                  |
|-------------------------|-------------------------|-------------------------|-------|-------------------------|
| 3                       | 1                       | 1                       | 0     | 5                       |
| Building Residential... | Building Residential... | Building Residential... |       | Building Residential... |
| Building Residential... |                         |                         |       | Building Residential... |
| Certificate of Occup... |                         |                         |       | Other                   |

[View My Permits](#)

**My Plans**

| Attention | Pending | Active | Draft | Recent |
|-----------|---------|--------|-------|--------|
| 0         | 0       | 0      | 0     | 0      |

**My Inspections**

| Requested         | Scheduled | Closed |
|-------------------|-----------|--------|
| 0                 | 0         | 7      |
| Electrical Rec... | 2         |        |
| Rough In Plu...   | 2         |        |
| Other             | 3         |        |

[View My Inspections](#)

**My Invoices**

| Current  | Amount |
|----------|--------|
| 0        | \$0.00 |
| Past Due | Amount |
| 0        | \$0.00 |
| Total    | Amount |
| 0        | \$0.00 |

[View My Invoices](#)

**My Licenses**

| Expires in       | DAYS                    |
|------------------|-------------------------|
| 360              | DAYS                    |
| TEST             |                         |
| No.CRA-21-000043 |                         |
| Type             | Credit Access Busine... |

[View My Licenses](#)

**This is where you can see all the permits associated 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**

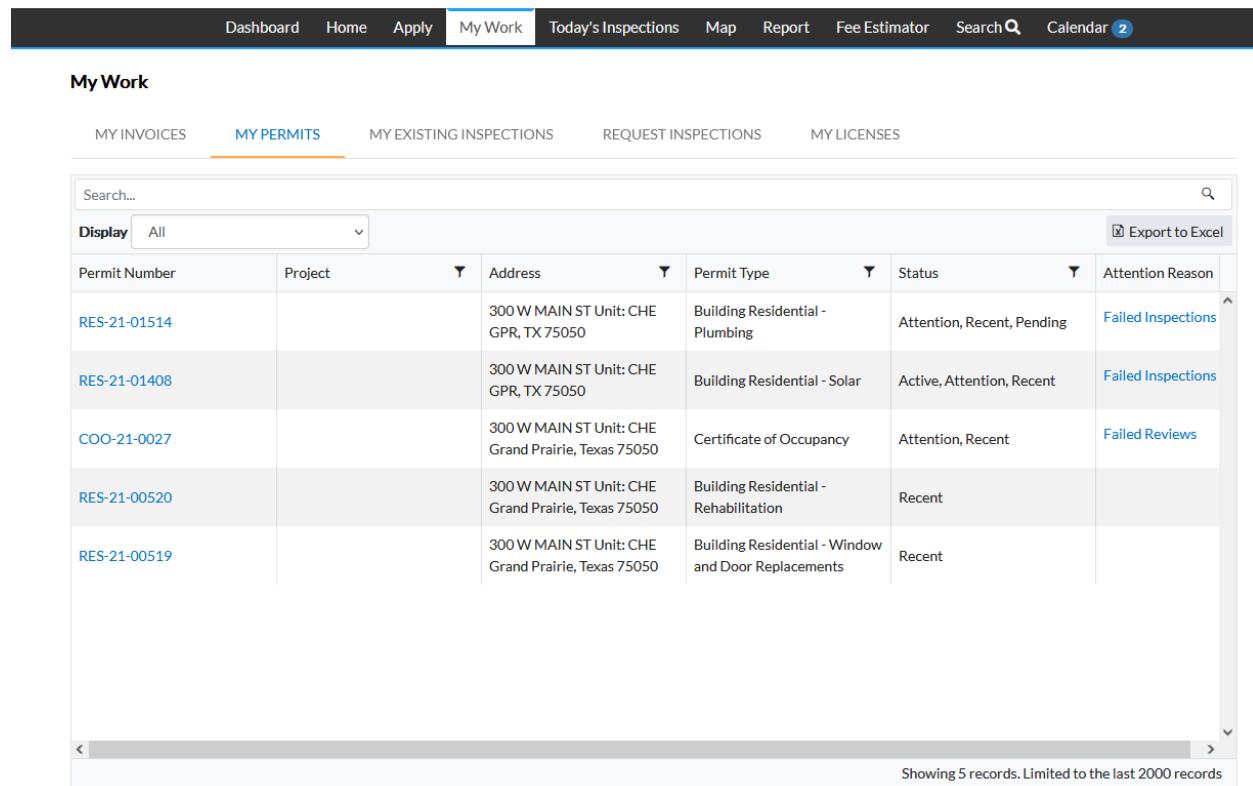
There are two methods on how to access permits. One is by selecting one of the cards under Permits as shown above or by also using the method below

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



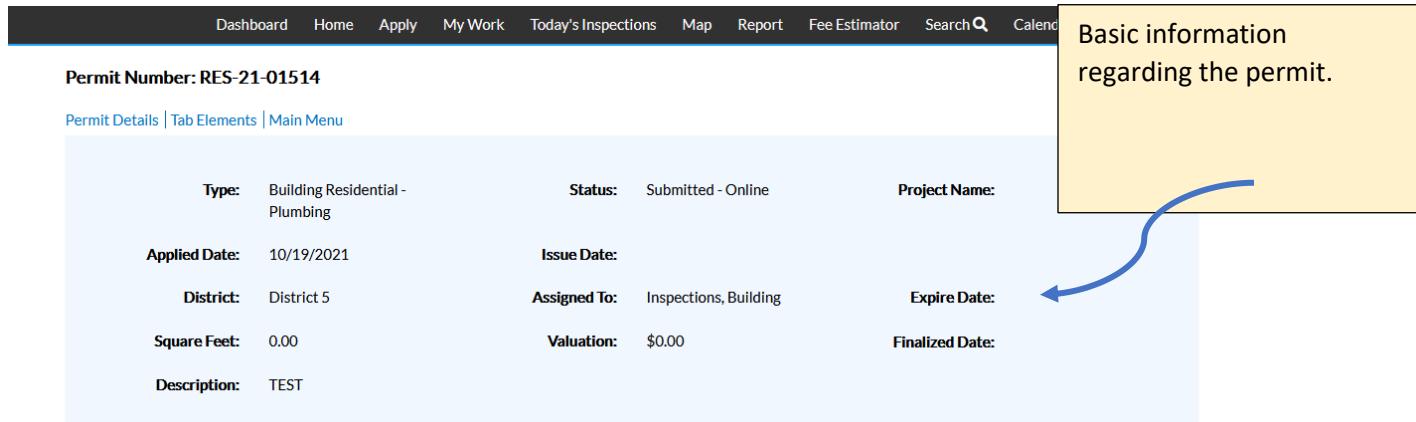
My Work

MY INVOICES **MY PERMITS** MY EXISTING INSPECTIONS REQUEST INSPECTIONS MY LICENSES

| 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



Permit Number: RES-21-01514

Permit Details | Tab Elements | Main Menu

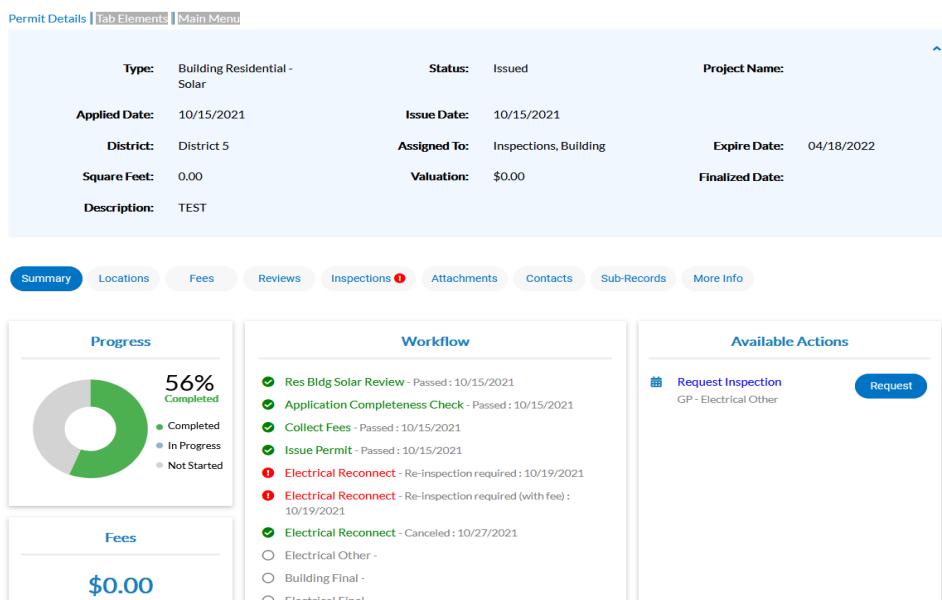
|               |                                 |              |                       |                 |
|---------------|---------------------------------|--------------|-----------------------|-----------------|
| Type:         | Building Residential - Plumbing | Status:      | Submitted - Online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

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



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:    |
| Square Feet:  | 0.00                         | Valuation:   | \$0.00                | Finalized Date: |
| Description:  | TEST                         |              |                       |                 |

Summary   Locations   Fees   Reviews   Inspections 1   Attachments   Contacts   Sub-Records   More Info

**Progress**  
56% Completed  
Completed: 0 In Progress: 0 Not Started: 0

**Fees**  
\$0.00

**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 -
- Building Final -
- Electrical Final -

**Available Actions**

- Request Inspection  
GP - Electrical Other

Request



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

|  |   |                   |                              |
|--|---|-------------------|------------------------------|
| <b>Inspection Type:</b>  | Electrical Other                            | <b>Case Type:</b> | Building Residential - Solar |
| <b>Address:</b>  | 300 W MAIN ST Unit/Suite: CHE GPR, TX 75050 |                   |                              |
| <b>Requested Date</b> 12/17/2021 <input type="button" value="Change Date"/> <input type="button" value="Change Time"/> |   |                   |                              |
| <b>Comments/Gate Code</b> 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

|                           |   |
|---------------------------|---|
| <b>Inspection Type:</b>   | Electrical Other                            |
| <b>Case Type:</b>         | Building Residential - Solar                |
| <b>Address:</b>           | 300 W MAIN ST Unit/Suite: CHE GPR, TX 75050 |
| <b>Requested Date</b>     | 12/17/2021                                  |
| <b>Comments/Gate Code</b> | 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

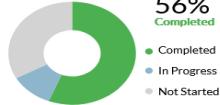
Permit Number: RES-21-01408 

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 1**   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

|                                    |                                    |                         |
|------------------------------------|------------------------------------|-------------------------|
| 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 1**   Attachments   Contacts   Sub-Records   More Info

Existing Inspections | Request Inspections | Optional Inspections | Next Tab | Permit Details | Main Menu

Existing Inspections Sort

| View Inspection  | Description               | Status                            | Request Date | Scheduled Date | Inspector      | Action   |
|------------------|---------------------------|-----------------------------------|--------------|----------------|----------------|--|
| ELEC-010075-2021 | GP - Electrical Other     | Scheduled                         | 12/17/2021   |                |                | <span style="border: 1px solid blue; padding: 2px;">Cancel Inspection</span> |
| 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: |            |
| Permit Number:     | RES-21-01408          | Completed Date: |            |
| 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                      | <input checked="" type="checkbox"/> |
| Parcel Number                     | 28219500030010000                   |
| Main Parcel                       | <input checked="" type="checkbox"/> |

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: |            |
| Permit Number:     | RES-21-01408          | Completed Date: |            |
| Main Address:      | 300 MAIN GPR,TX 75050 |                 |            |

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[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>Permit Number:</b>     | RES-21-01408          | <b>Completed Date:</b> |            |
| <b>Main Address:</b>      | 300 MAIN GPR,TX 75050 | <b>Completed Time:</b> |            |

[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,