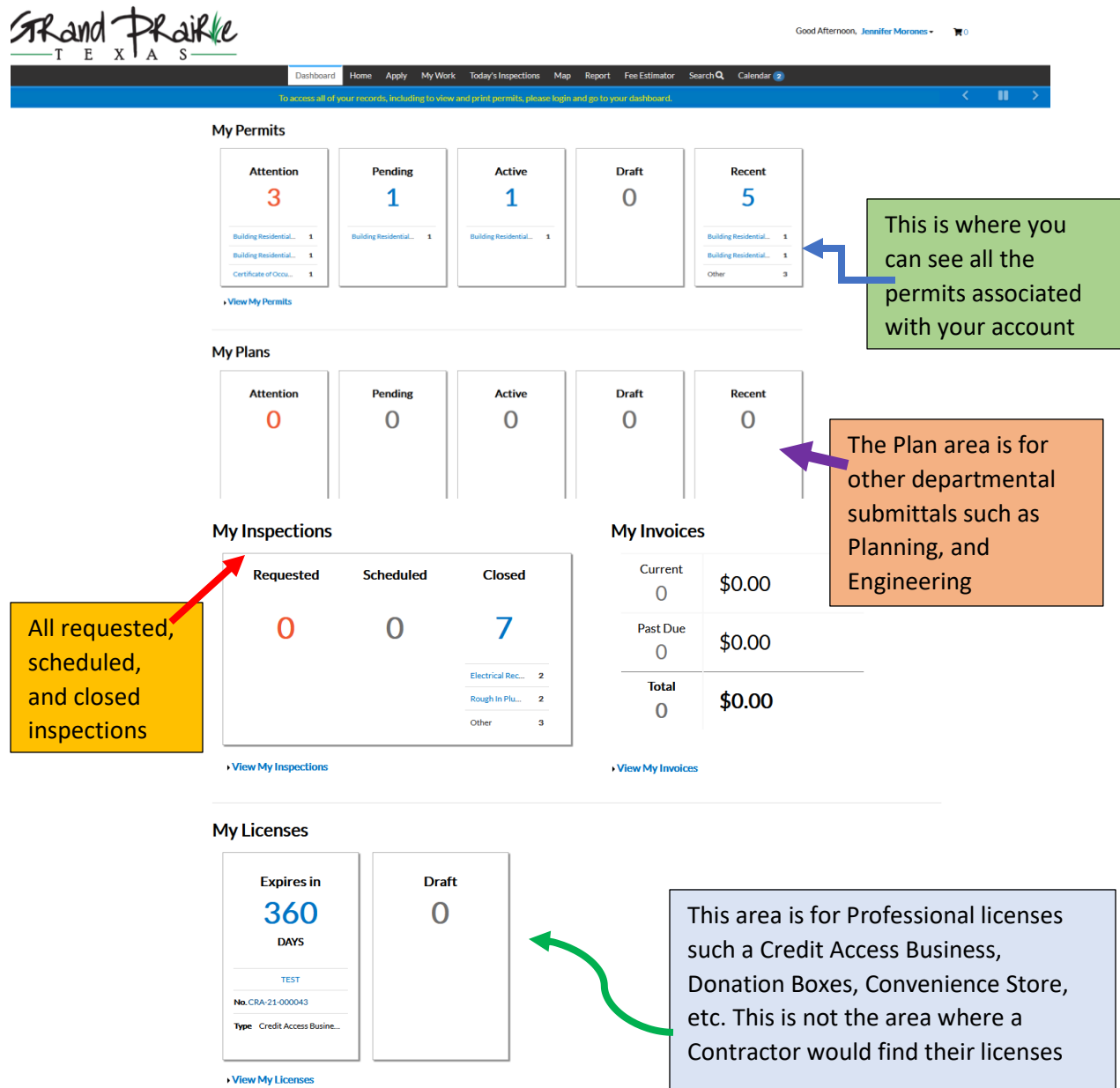


How to Add Attachment to Inspection

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



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

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

My Work

MY INVOICES
MY PERMITS
MY EXISTING INSPECTIONS
REQUEST INSPECTIONS
MY LICENSES

Search...

Display
All

Export to Excel

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

[Dashboard](#) [Home](#) [Apply](#) [My Work](#) [Today's Inspections](#) [Map](#) [Report](#) [Fee Estimator](#) [Search](#) [Calendar](#)

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:	04/18/2022
Square Feet:	0.00	Valuation:	\$0.00	Finalized Date:	
Description:	TEST				

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

Progress

56% Completed
● Completed
● In Progress
● Not Started

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

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	Expire Date:	04/18/2022
District:	District 5	Assigned To:	Inspections, Building	Finalized Date:	
Square Feet:	0.00	Valuation:	\$0.00		
Description:	TEST				

[Summary](#) | [Locations](#) | [Fees](#) | [Reviews](#) | [Inspections](#)  | [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
- ✗ 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	Expire Date:	04/18/2022
District:	District 5	Assigned To:	Inspections, Building	Finalized Date:	
Square Feet:	0.00	Valuation:	\$0.00		
Description:	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:

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



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