



How to Schedule an Inspection with CITYVIEW PORTAL

Online inspection scheduling will be available Friday May 14th, 2021. All inspections must be scheduled using CITYVIEW PORTAL after May 30, 2021. The CAPS phone scheduling system will be disabled at that time.

1. Register for a CITYVIEW PORTAL ACCOUNT with email address. (Check your Junk email or Spam folder for confirmation email to complete registration.)
2. Log in to your CITYVIEW PORTAL account go to PORTAL HOME
3. Under **Building Department**, Select **Request an Inspection**
4. In Search field type in Address (1234 Street) or Permit Number (202101234) and select **GO**. (Address or permit number will auto fill)
5. **STEP 1:** Select an inspection



Building Department

[Apply for a Permit](#)
[Estimate Fees](#)
[Request an Inspection](#)
[Status and Fees](#)

Select an inspection

Schedule an Inspection

— Please select an inspection to schedule —

Search for inspections

- Gas line inspection
- Fire suppression rough (ME)
- Fire Suppression Rough (fire)
- Fire Suppression Final (fire)
- Final HVAC

6. **STEP 2:** Choose a date for your inspection

— Please choose a date for your inspection —

Select a Date: * 05/14/2021

Inspections can't be scheduled for the same day after 6:00 AM.

Special Notes, i.e lockbox code: M300, Dog is in the back yard

Contact Cell Number: * 7341234567

Enter a cell phone number here if the inspector needs to reach you.

7. Select a date on the calendar, the highlighted dates are the only days available.
8. Add contact phone number and any special notes for the inspector, Select **Next Step**
9. Complete Captcha security code.



10. STEP 3: Complete- Inspection scheduled

Schedule an Inspection - Complete

Your Inspection has been scheduled. Please check in 'My Items' under the permit number to verify the schedule date.
Please Note: Specific times are not available. Your inspector will arrive at the location anytime between the hours of 8:30am-3:30pm for the date scheduled.

Details

Inspection Type: Backflow inspection
Inspection Location: 475 CHESTER ARTHUR N, Unit:305, CANTON, MI 48187
Notes:
Date Requested: 05/14/2021

11. Go **My Items** to verify your inspection under **My Upcoming Inspections**

12. To **Cancel** your inspection, Go **My Items** to cancel your inspection under **My Upcoming Inspections**.

(1) Select

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

a. Then select the permit number listed for the desired inspection

Inspection Type	Backflow inspection	PL-202003123	475 CHESTER ARTHUR N, Unit:305, CANTON, MI 48187	5/14/2021
	MUNSON, STEVEN	Phone Number: N/A	Email: N/A	

(2) Select

(3) Select

b. On next screen select **Cancel**

Backflow inspection	Pending	5/14/2021	5/14/2021	Cancel
Inspector:	MUNSON, STEVEN	Send Email		

c. A \$50 Re-inspection fee is applied if canceled less than 24 hours from scheduled date. Fees must be paid before re-scheduling the inspection. Go to the application and **My Items, Fees** to **Add Fees to My Cart** to pay online.

The project site must be accessible for inspection from 8:30am -3:30pm on date scheduled.

Specific times and calls prior to arrival are not available.

***Typically occupied residential home inspections are performed 8:30 am- 12:30pm.**

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