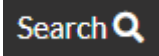


REQUESTING AN INSPECTION IN CSS

Fees MUST be paid and permits MUST be issued before requesting an inspection or the option will not be available!

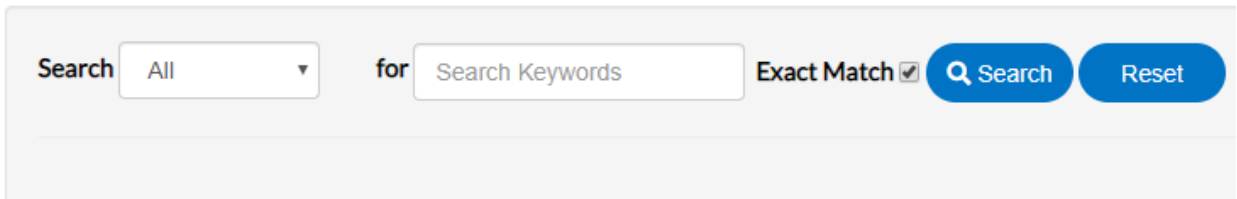
Step 1: Login to Citizen Self Service (CSS)

***Please note that a CSS account is required to schedule an inspection**

Step 2: Select  located on the menu bar

Search by a specific type (Permits, Plans, Inspections, Code Cases, Requests) or with a certain keyword

Public Information



Search for Exact Match

Step 3: After inputting information in the desired fields, click *Search*

REQUESTING AN INSPECTION IN CSS

Filter Results

All **7**

Permit **6**

Plan **1**

Inspection **0**

Code Case **0**

Request **0**

You can filter the results to Permits, Plans, Inspections, Code Cases or Requests if you did a broad search

Step 4: Select the appropriate result by clicking on the blue identification numbers

[Next](#) | [Top](#) | [Paging Options](#) | [Filter Options](#) | [Main Menu](#)

Permit Number **TES2019-00039**

Type Hauling Permit

Project Name

Status Issued

Main Parcel

Address

Applied Date 09/19/2019

Issued Date 09/19/2019

Expiration Date 10/21/2019

Finalized Date

[Previous](#) | [Next](#) | [Top](#) | [Paging Options](#) | [Filter Options](#) | [Main Menu](#)

Permit Number **ELV2019-00039**

Type Elevator Permit - New

Project Name

Status Submitted

Main Parcel

Address

Applied Date 08/23/2019

Issued Date

Expiration Date

Finalized Date

[Previous](#) | [Next](#) | [Top](#) | [Paging Options](#) | [Filter Options](#) | [Main Menu](#)

Permit Number **SGN2019-00039**

Type Signs - New

Project Name

Status Issued

Main Parcel 50299910

Address 1234 MICHIGAN CT ALEXANDRIA VA 22314

Applied Date 10/16/2019

Issued Date 10/16/2019

Expiration Date 04/13/2020

Finalized Date



The permit information will be displayed:

REQUESTING AN INSPECTION IN CSS


Permit Number: DEM2019-00039

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

Type: Demolition
Status: Issued
Project Name:

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

Progress




57%
Completed

- Completed
- In Progress
- Not Started

Workflow

- ✔ Demolition Review - Passed : 10/16/2019
- ✔ Preliminary Demolition Review - Passed : 10/16/2019
- ✔ Application Completeness Check - Demolition - Passed : 10/16/2019
- ✔ Deposit Fees Paid - Passed : 10/16/2019
- ✔ DEM-Pre-Demolition Site Survey - Passed : 10/16/2019
- ✔ Fees Paid - Passed : 10/16/2019
- ✔ Receive Bond - Passed : 10/16/2019
- ✔ Issue Permit - Passed : 10/16/2019
- DEM-Pre-Demolition Site Survey

Actions



No Actions

Fees

\$0.00

View Details
Add to Cart

Step 5: Select *Inspections*

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

Step 6: Click *Request Inspections* or *Optional Inspections* to easily view the inspections available for each inspection section

Existing Inspections | Request Inspections | Optional Inspections | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Step 7: Under the *Action* column, check the boxes associated with the inspections you want to request

REQUESTING AN INSPECTION IN CSS

Request Inspections

Sort

Description	Reinspection	Action
DEM-Demolition Site Survey	No	<input type="checkbox"/>
DEM-Tank Removal	No	<input type="checkbox"/>
DEM-Final Inspection	No	<input type="checkbox"/>

Results per page 1 - 3 of 3 << < 1 > >>

Request Inspection

Optional Inspections

Description	Action
DEM-Demolition Site Survey	<input type="checkbox"/>
DEM-Final Inspection	<input type="checkbox"/>
DEM-Pre-Demolition Site Survey	<input type="checkbox"/>
DEM-Tank Removal	<input type="checkbox"/>

Results per page 1 - 4 of 4 << < 1 > >>

Request Inspection

Request Inspection

Step 8: Once the boxes have been selected, click **Request Inspection** at the bottom right corner of the associated inspection section (**Request Inspections** or **Optional Inspections**)

Note: You can only request one section at a time. For example, if you choose an inspection under both, **Request Inspections** and **Optional Inspections**, then you must click **Request Inspection** under Request Inspections first to request those inspections specifically. You will then have to select **Optional Inspections** to request those inspections or vice versa. All inspections for both inspection types will not generate on the same window, only those above the **Request Inspections** tab will generate per window.

The inspections you want to schedule of your choice will populate:

REQUESTING AN INSPECTION IN CSS

Request Inspections (2)

***REQUIRED**

1 #DEM2018-00007✕

Inspection Type: DEM-Demolition Site Survey

Case Type: Demolition

Address: 1301 KING ST CITY OF ALEXANDRIA, VA 22314

*** Requested Date**

Comments/Gate Code

Use same date for all

Step 9: Choose your *Request Date*

Step 10: For comments, please include information such as **contact, phone number, requested inspection time**, and any other relevant information.

***Please note that requested inspection time will need to be confirmed with the inspector the day of inspection**

Note: There is an option to use the same date for all inspections

1 #DEM2018-00007✕

Inspection Type: DEM-Demolition Site Survey

Case Type: Demolition

Address: 1301 KING ST CITY OF ALEXANDRIA, VA 22314

*** Requested Date**

Comments/Gate Code

Use same date for all

REQUESTING AN INSPECTION IN CSS

Step 11: Select **Submit** once all inspections are complete

Once you have selected your requests, the following will generate:

1 Case #DEM2018-00007


Inspection Type: DEM-Demolition Site Survey

Case Type: Demolition

Address: 1301 KING ST CITY OF ALEXANDRIA, VA 22314

Requested Date: 10/17/2019

Comments/Gate Code:



Step 12: Select [Back](#)

Your requested inspections will now show under the **Existing Inspections** section

Existing Inspections Sort

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
2019-000367	DEM-Demolition Site Survey	Scheduled	10/16/2019	10/16/2019	Blethen Joe	
2019-000370	DEM-Demolition Site Survey	Scheduled	10/17/2019	10/17/2019	Dhage Murli	
2019-000369	DEM-Tank Removal	Scheduled	10/17/2019	10/17/2019	Blethen Joe	

Results per page 1 - 3 of 3 << < 1 > >>

Repeat for all inspections you want to request.