3 OPTIONS FOR REQUESTING INSPECTIONS

Option 1 – REQUEST FOR ON-SITE INSPECTION

Inspection Recorder Number (209) 533-5940

The inspection call-in deadline is 3:00 p.m. the day prior to the inspection date requested. All inspections requests received after 3 p.m. will be scheduled one day further out.

When you call the recorder, you need to state the Permit Number and the Type of Inspection you are requesting.

The inspection requests are pulled from the recorder daily at 3:00 p.m. and are scheduled for the next business day. Please be advised that the recorder is set up for Building Inspection requests only. You may call Community Resources Agency at (209) 533-5633 after 8:30 on the day of your inspection to and we will give you a 2 hour window of time for your inspection that day.

Option 2 – ONLINE INSPECTION REQUEST

1. Once logged in to ETrakit, go to your Dashboard.
2. Go to the section My Active Permits.
3. Locate the permit # that you want to have the inspection on.
4. On the permit line under the heading Inspection you can click on Request.
5. You will now be on the Permit Inspection Request page.
6. Select the type of inspection you would like by using the drop down next to Inspection Type.
7. Next select the date you would like to have the inspection by using the drop down next to Requested Date.
8. You may also request AM or PM (those requests will be honored if possible depending on workload) by using the drop down next to Time.
**Option 3 – E-INSPECTION PICTURE REQUEST**

Follow E-inspection picture requests for **TYPE** of permit:

- Reroof
- Water Heater
- Sewer Replacement
- Water Service Replacement
- HVAC Replacement
- Residential Roof-Mounted Solar

9. Once logged in, go to your **Dashboard**.
10. Go to the section **My Active Permits**.
11. Locate the permit # that you want to have the inspection on.
12. On the permit line under the heading **Inspection** you can click on **Request**.
13. You will now be on the **Permit Inspection Request** page.
14. Select the type of inspection you would like by using the drop down next to **Inspection Type**.
15. Next select the date you would like to have the inspection by using the drop down next to **Requested Date**.
16. You may also request **AM** or **PM** (those requests will be honored if possible depending on workload) by using the drop down next to **Time**.
17. Now you can go back to your **Dashboard** and locate the permit under **My Active Permits**. You can now attach your pictures to this permit by clicking on the **Paperclip Icon**.
18. Once the attachments have been reviewed, the status of the inspection will show under the **Results** section as either **Approved** or **Corrections**.
19. If a response to corrections needs to be addressed you can do so by repeating Steps 1 through 9.