

# Scheduling Inspections Online

Once you have created your online registration for the Citizen's Access Portal (or CAP) you can easily schedule your own inspections and see your inspection results.

If you don't have an online account yet, visit [www.deerparktx.gov/publicworks](http://www.deerparktx.gov/publicworks) follow the "Online Permits" link under "Quick Links" at the lower left of the screen.

Once logged into the website, from your home screen you will see all existing permits for your company.

Permit Number	Type	Work Class	Status	ApplyDate	Issued
<a href="#">RP-000997-2014</a>	Residential Plumbing	RES Plumbing	Issued	09/11/2014	09/11/2014
<a href="#">RP-000995-2014</a>	Residential Plumbing	RES Plumbing	Issued	08/14/2014	08/14/2014
<a href="#">RP-000985-2014</a>	Residential Plumbing	RES Irrigation System	Issued	07/15/2014	07/15/2014
<a href="#">RP-000980-2014</a>	Residential Plumbing	RES Plumbing	Issued	07/14/2014	07/14/2014
<a href="#">RP-000979-2014</a>	Residential Plumbing	RES Plumbing Final Only	Issued	07/14/2014	07/14/2014
<a href="#">RP-000978-2014</a>	Residential Plumbing	RES Plumbing Final Only	Issued	07/14/2014	07/14/2014
<a href="#">RP-000977-2014</a>	Residential Plumbing	RES Plumbing (SF)	Issued	07/14/2014	07/14/2014

Choose the permit that you need to schedule an inspection for.

Once your permit is open you will see the following screen you can see all the details pertaining to this permit.

**Permit Details**

Type: Residential Plumbing      IVR Number: 2057      Application Date: 7/14/2014  
 Work Class: RES Plumbing      Project Name:      Issued Date: 7/14/2014  
 Status: Issued      District: Deer Park      Expiration Date: 3/2/2015  
 Description: test      Square Feet: 0.00      Finaled Date: None

**Primary Address Details**

Main	Address	Map
<input type="checkbox"/>	1234 Elm Street, Deer Park, TX 77536	
<input checked="" type="checkbox"/>	1234 Elm Street, Deer Park, TX 77536	

Displaying items 1 - 2 of 2

**Contact Details**

Type	Company	First Name	Last Name	Title
Plumbing Contractor	The Stinky Sewer Company	Don	Smelly	Plumbing
Applicant	The Stinky Sewer	Don	Smelly	Plumbing

Displaying items 1 - 3 of 3

**Existing Inspections**

Details	Type	Status	Request Date	Sch
<a href="#">Cancel</a> <a href="#">Inspection Details</a>	Ground	Passed	9/1/2014	9/2/14

Ground inspection passed on 9/1/2014

Displaying items 1 - 1 of 1

**Schedule Inspections**

Select	Type	Status	Date	Reinspection
<a href="#">Schedule</a>	Sewer Test			No
<a href="#">Schedule</a>	Water Test			No
<a href="#">Schedule</a>	Top Out/Cover			No
<a href="#">Schedule</a>	Gas Test			No
<a href="#">Schedule</a>	Shower Pan			No

Choose "Schedule" next to the inspection you need

Once you click on “schedule” next to the inspection you need, you will see a popup box where you list the inspection date you are requesting.

You can also leave a comment, such as: please call contractor before inspection, beware of dog, shift worker, early morning concrete pour, etc. Any type of note that will assist the inspector. This field does not have to be filled out, it is optional.

**Schedule Inspection**

Requested Date: 9/30/2014 AM

Comments: Requesting early morning inspection for concrete

[Schedule](#)

Once you schedule your inspection you will be brought back to your permit screen. Now you can see on the left hand side of the screen that your inspection is scheduled. You can also cancel your inspection from this same screen. Log back on at the end of that day and you will see your

**Existing Inspections**

	Details	Type	Status	Request Date	Sch
<a href="#">Cancel</a>	<a href="#">Inspection Details</a>	Ground	Passed	9/1/2014	9/2/
<a href="#">Cancel</a>	<a href="#">Inspection Details</a>	Top Out/Cover	Scheduled	9/30/2014	

Displaying items 1 - 2 of 2

**Schedule Inspections**

Select	Type	Status	Date	Reinspection
<a href="#">Schedule</a>	Sewer Test			No
<a href="#">Schedule</a>	Water Test			No
<a href="#">Schedule</a>	Gas Test			No
<a href="#">Schedule</a>	Shower Pan			No
<a href="#">Schedule</a>	PLB Final			No

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