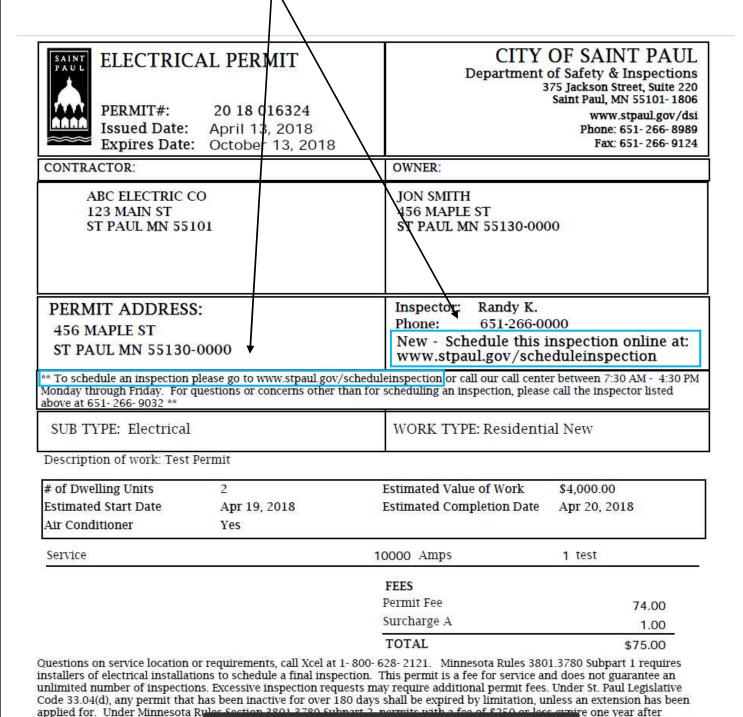
## CAN I SCHEDULE MY INSPECTION ONLINE?

**Contractors**: if your permit contains a link to <a href="https://www.stpaul.gov/scheduleinspection">www.stpaul.gov/scheduleinspection</a>, it is eligible for online inspection scheduling.



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## **SCHEDULING AN INSPECTION ONLINE**

St. Paul licensed contractors with Electrical permits for work at one and two-unit residential homes can apply for their inspection(s) online.

1	Go to: https://stpaul.gov/ scheduleinspection/	Safety and Inspections allows inspections for certain electrical permit types to be scheduled online, 24 hours a day.  If your permit is eligible for the inspection to be scheduled online, follow the three step process.  1. Enter a permit number (i.e. 17-111111) 2. Select a date, time and type 3. Enter inspection information  PERMIT SEARCH  Permit Number  Search
2	Enter Permit number and click <i>Search</i> . Note: you must use YY-NNNNNN format. For example, the permit shown here would be <b>18-016324</b> .	ELECTRICAL·PERMIT  PERMIT#: → 20·18·016324  Issued·Date: → April·13·,·2018¤ Expires·Date: → October·13·,·2018¤  Search  PERMIT SEARCH  Permit Number  18-016324  Search
3	Choose the preferred Inspection Date, Time Frame and Inspection Type.  Note: inspection times cannot be reserved later than ten days from the date of booking.	By continuing, you are confirming that you are the stated contractor on this Permit, and the information listed below is correct.  Enter your preferred date, time and inspection type and we'll let you know if an Inspector is available. If an Inspector is not available during your preferred time, we'll suggest another option.  Note:  Inspections can only be scheduled within 10 business days from today.  Same day inspections can be scheduled before 8:45 AM, if available.  The Inspection reserves right to shorten/lengthen/reschedule as needed.  INSPECTION SCHEDULE  PERMIT INFORMATION  Permit Number  02-203549  Property Address  Morning (10am - 12pm)  Inspection Type  Rough-In  Find Another Permit  Find Another Permit
4a	If the Inspector is available, <i>Confirm</i> the date/time frame chosen.	Please note: Scheduled Date/Time is based on your request and Inspector availability. Please Confirm to continue with this time, or Cancel to select a different Date and/or Time Frame.  Available at 4/27/2018 - Morning (10am - 12pm)  Confirm  Cancel

## **SCHEDULING AN INSPECTION ONLINE**

4b	If the Inspector is unavailable for the date/time frame chosen, you will be offered the next available appointment. If this alternative is acceptable, choose Confirm. If not, enter	Please note: Scheduled Date/Time is based on your request and Inspector availability. Please Confirm to continue with this time, or Cancel to select a different Date and/or Time Frame.  The inspection time frame you selected is not available. The next available time frame is:  Available at 4/18/2018 - Afternoon (1pm - 3pm)  If this time frame is acceptable, please click Confirm below. If not, please click Cancel to select a new date and time frame.  Confirm  Cancel						
	another date/time frame and re-check availability.							
5	Enter your <i>Contact</i>							
	Information and	Schedule Inspection						
	choose <i>Inspection</i>	Page time out in 04:34						
	Ready, if applicable.	CONTACT INFORMATION  Electrician First Name *			ILS			
	- 16	Electrician First Name *	me *					
	Feel free to add	Electrician Last Name *		Address				
	additional instructions or comments in the	Electrician Email *		123 TEST AVE ST PAUL MN 55102-0000 Requested Inspector				
	Additional Comments			Joe Dabe				
	field.	Electrician Phone *		Scheduled Date Only 4/25/2018				
		☐ Inspection Ready		Shift Morning (10am - 12pm)				
		ir inspector has availability, he or she may perfi between 10:00 AM and 3:00 PM on the date so	orm the inspection at any time heduled.	Inspection Type	pm)			
		Additional Comments		Rough-In	V			
	Choose Access Information, Work Type and Work Location. Provide details, if desired.	ACCESS INFORMATION Access To Work *  WORK TYPE (select all that apply)	□ Furnace/Boiler	<b>v</b>	Smoke Detector			
		Remodel Addition	☐ Air Conditioner ☐ Solar PV		☐ In-Floor Heating ☐ Pool			
	Click Submit.	Service/Subpanel Category 2/3 VB Repairs Fireplace		Fireplace				
		WORK LOCATION (select all that apply)  Whole House Attic Bathroom Den/Office  Basement Roof Bedroom(s) Porch/Sunroom						
	<b>Note</b> : if you do not	Market 1	iarage	☐ Bedroom(s) ☐ Dining Room	■ Porch/Sunroom ■ Mudroom			
	submit this information		Outside/Exterior	☐ Living Room ☐ Family Room	Mechanical Room     Electrical Room			
	within five minutes, the process will time-out	3rd Floor  Any additional work locations and specific directions.						
	and you will be asked							
	to start again.							
		Submit Go Back						
6	Confirmation. A	City of Saint Paul						
	confirmation email will	Schedule Inspection						
	be sent to the email							
	address entered in	Sylenishing consistantly.						
	Contact Information.							