BUILDING INSPECTION SCHEDULING FAQ

How does the contractor schedule an inspection?

Log in to ArlingtonPermits.com to request an inspection. The website will immediately open to the **My Services** page. Scroll down to the **My Unscheduled Inspections** section where you will locate your permit number to request the inspection, select your permit, then the **Request button** located in the lower right side, and select the appropriate inspection needed along with the Request Inspection button, when completed a message will appear at the top of the page **"Your Inspection has been successfully requested."**

How do I know which inspection to request?

Starting October 8, 2022, the inspection will be grouped in Phases. Within each phase the ArlingtonPermits.com system will display red asterisks (*) by each required inspection that must be successfully passed by the inspector before the next phase of inspections will display for scheduling. This will help the contractor in requesting inspections in the correct sequence. Trade permits (e.g. mechanical, electrical, plumbing), Irrigation, and Fences will typically have only one or two required inspections.

What notifications will I receive about my scheduled inspection?

Contractors will receive the first email once you have successfully scheduled your inspection online at **ArlingtonPermits.com**. Starting October 8, 2022, once the inspector has routed the inspections for the day the contractor will receive another email with an Estimated Time of Arrival Window (ETA). The contractor will be able to view their ETAs for the entire day on ArlingtonPermits.com beginning at 9:00 AM. Contractors can also receive a text message with an ETA if "Opted-In".

How do I receive a text message?

Contractors must log in to ArlingtonPermits.com and update your Profile by checking the "**Opt-In**" box to receive the ETA text messages. Enter and/or Select **Mobile** for the Mobile Phone Number that will receive the text message. Save your changes.

How will I know if my inspection passes or fails?

Contractors will receive an email with the inspection results (pass/fail). If items are failed these must be corrected before you can request the next inspection.

To learn more about building inspections please visit our Technical Bulletins webpage.

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Planning and Development Services

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