



# Public Works Permitting: Inspection Scheduling

# Scheduling Sewer Tap/Plug Inspections:

## Getting Started

To schedule your Sewer Tap Inspection or Sewer Plug Inspection you will need to have a valid and registered account, have completed a Sewer Tap Permit Application or Sewer Plug Permit Application, and received an email directing you to now complete your inspection request prior to following this Guide.

Navigate to the City of Boise Permitting and Licensing homepage below and login to your account.

<https://permits.cityofboise.org/CitizenAccess/Default.aspx>


Enter your **User Name or Email**, enter your **Password** then click on the green **Login** button.

The screenshot shows the City of Boise Permitting and Licensing homepage. At the top, there is a navigation bar with the City of Boise logo and menu items: HOME, SEARCH, APPLY, REQUEST, and REPORTS. Below the navigation bar is a teal header with the text "City of Boise Permitting and Licensing". On the right side of the header, there are links for "Register for an Account" and "Login", and a search bar labeled "Search Records...". The main content area features a "Welcome to City of Boise Permitting and Licensing" section with a brief introduction and a "What would you like to do today?" section with links to "register for an account" and "login". On the right side, there is a "Login" form with a red border. The form includes a "User Name or E-mail:" field, a "Password:" field, and a green "Login" button. Below the form, there are checkboxes for "Remember me on this computer", a link for "I've forgotten my password", and a link for "New Users: Register for an Account".

# The Home Screen

Once you are logged in you will be on the home screen, this is the launch pad for inspection scheduling process. There are two ways to locate the Sewer Tap or Sewer Plug Permit you want to schedule an inspection for.

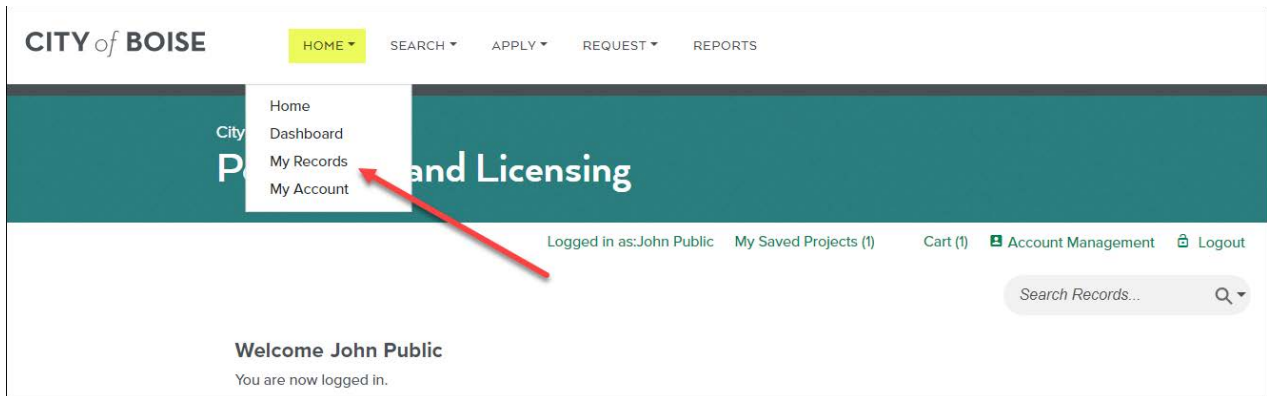
Option 1:

- Enter your record number (Example: SAR056-23-00001) in the **Search Records** box then click on the magnifying glass icon  or press the **Enter** key.



Option 2:

- From the toolbar at the top of the page select the **HOME** dropdown and click on **My Records**.



From the Public Works record list locate the record you want to schedule an inspection for, it's **Status** should say **Pending Inspection**, and click on the **green highlighted Record Number**.

Public Works									
Showing 1-10 of 57   <a href="#">Add to My Projects</a>   <a href="#">Add to cart</a>   <a href="#">Copy Record</a>									
<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action	Short Notes
<input type="checkbox"/>	12/06/2023	SAR057-23-00048	Sewer Plug Permit				Pending Fees		
<input type="checkbox"/>	11/30/2023	SAR057-23-00039	Sewer Plug Permit				Pending Inspection		

Options 1 and 2 above both take you to the Record you've selected:

From the options available under **Record Info and Documents** select **Inspections** then click on **Schedule or Request an Inspection**.

Record SAR056-23-00010:  
Sewer Tap Permit  
Record Status: Pending Inspection

Record Info and Documents

- Record Details
- Processing Status
- Related Records
- Attachments
- Inspections

Payments

- Fees

Inspections

Upcoming

[Schedule or Request an Inspection](#)

*You have not added any inspections.  
Click the link above to schedule or request one.*

On the **Schedule/Request an Inspection** page select to **radio button** next to the inspection type you are scheduling then click the green **Continue** button.

NOTE: Records starting with *SAR056* are *Sewer Taps* and records starting with *SAR057* are *Sewer Plugs*.

**Schedule/Request an Inspection**  
Available Inspection Types (2)

Show optional inspections

Sewer Tap Inspection  
 Sewer Plug Inspection

**Continue** **Cancel**

On the **Calendar** page select any of the available dates highlighted in blue, select the **radio button** next to the available time you wish to schedule, then click on the green **Continue** button.

NOTE: The applicant will be contacted with a specific inspection timeframe based on inspector availability and the *Morning* or *Afternoon* timeslot selected.

*To continue, select an appointment date and time range by clicking a link on the calendar below:*

Sep 2023      Oct 2023      Nov 2023

« Prev Next »

Available Times for Thursday, Sep 28 2023

Morning (09:00 AM - 12:00 PM)  
 Afternoon (01:00 PM - 04:00 PM)

**Continue** **Back** **Cancel**

On the **Location and Contact** page you will verify the inspection **Location** and the main **Contact** for the inspection.

To change the **Contact**, click on the **Change Contact** button.

**Schedule/Request an Inspection**  
*Inspection type: Sewer Tap Inspection*

### Location and Contact

Verify whether the location and contact person for the selected inspection are correct.

**Location**  
150 N CAPITOL BLVD

**Contact**  
John Q Public  
208-555-1212

**Change Contact** ▾

**Continue** **Back** **Cancel**

The screenshot shows a form titled "Schedule/Request an Inspection" for a "Sewer Tap Inspection". Under the "Location and Contact" section, the location is "150 N CAPITOL BLVD" and the contact is "John Q Public" with phone number "208-555-1212". A yellow box highlights the "Change Contact" button, and two red arrows point from it to the location and contact information respectively. At the bottom are "Continue", "Back", and "Cancel" buttons.

Selecting the **radio button** next to **Select an existing contact** will give you the option to select an existing contact from the account.

**Schedule/Request an Inspection**

John Q Public  
208-555-1212

**Change Contact** ▾

**Select an existing contact**

John Q Public (208-555-1212) ▾

John Q Public (208-555-1212)

JOHN CONTRACTOR (208-777-4545) (on only)

\* First Name Middle Name \* Last Name

The screenshot shows the "Change Contact" dropdown menu. The "Select an existing contact" option is selected with a radio button. A dropdown list is open, showing three options: "John Q Public (208-555-1212)", "John Q Public (208-555-1212)", and "JOHN CONTRACTOR (208-777-4545) (on only)". The second option is highlighted in blue. Below the dropdown are labels for "First Name", "Middle Name", and "Last Name".

If you select the **radio button** next to **Specify another person (for this inspection only)** you will need to complete the required fields noted by the red asterisk (\*) then click the green **Submit** button.

## Schedule/Request an Inspection

John Q Public  
208-555-1212

**Change Contact** ▾

Select an existing contact

John Q Public (208-555-1212) ▾

**Specify another person (for this inspection only)**

\* First Name  Middle Name  \* Last Name

\* Phone Number

**Submit** **Cancel**

Once you have reviewed and/or updated the **Location** and **Contact** information click on the green **Continue** button.

**Location**  
150 N CAPITOL BLVD

**Contact**  
Jane Q Public  
2085551212

**Change Contact** ▾

**Continue** **Back** **Cancel**

Finally, confirm your inspection schedule information, include any additional notes then click the green **Finish** button to complete your inspection request.

## Schedule/Request an Inspection

### Confirm Your Selection

Please confirm the details below and click the Finish button to schedule the inspection.

Inspection Type:	Sewer Tap Inspection
Date and Time:	08/09/2023 Morning
Location:	150 N CAPITOL BLVD
Contact:	John Q Public 208-555-1212

[Include Additional Notes](#)

[Finish](#) [Back](#) [Cancel](#)

**Congratulations your inspection request has now been submitted!**

## Inspections

### Upcoming (1)

[Schedule or Request an Inspection](#)

*Click the link above to schedule or request one.*

08/09/2023 at Morning Scheduled Sewer Tap Inspection (1634755) Inspector: <i>unassigned</i>	<a href="#">Actions</a> ▾
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NOTE: The applicant will be contacted with a specific inspection timeframe based on *Date* requested, the *Morning* or *Afternoon* timeslot selected and inspector availability.