



# Online Inspection Scheduling: CitizenAccess Instructions

CitizenAccess URL: <https://wsinno.ci.loveland.co.us/citizenaccess/>

Step-by-step instructions for scheduling inspections on CitizenAccess:

**Schedule online using the address or application/permit number** at this link: [CitizenAccess](#). Inspection Codes must be entered individually.

**No log-in is required!**

**Step 1.** Choose "Public Access" on the left navigation bar

**Step 2.** Choose "Permits" on the left navigation bar

**Step 3.** Enter the **address** or **application/permit number** in the appropriate field

(No punctuation is used if searching by **address**.)

(If searching by **permit number**, all seven digits and dash must be entered, for example, 22-00450.)

**Step 4.** Click on the [Inspections](#) tab

**Step 5.** Choose the inspection (see Helpful Hints for additional instructions)



**Other information available on [CitizenAccess](#):**

#### Fees

**Summary:** Permit Status, Contractor Names, Dates

**Attributes:** Structure Specs, Valuations

**Reviews:** Comments from completed reviews

**Inspections:** List of required inspections, Results, and Comments

**Please call the department listed below for inspection assistance.**

*Example Water: Pre WW Pre Treat – 6628, you need to call Water.*

Fire: 970-962-2537  
Water: 970-962-3000  
Power: 970-962-3570

Public Works: 970-962-2524  
Stormwater: 970-962-2775  
Planning: 970-962-2523

Historic Preservation: 970-962-2745  
Right-of-Way: 970-962-2510  
Xcel Energy: 800-772-7858



# INSPECTION SCHEDULING HELPFUL HINTS



## INSPECTION SCHEDULING AND RESULTS

**By Phone** schedule and check results through the automated inspection line at **970-962-2100**. (*Faster Option*)

**Online** schedule and check results on **CitizenAccess** using the instructions in the permit packet or call 970-962-2100.

***The packet and the approved building plans must remain on site for all inspections.***

**For GENERAL INSPECTION TIME**, call 970-962-2181 between 7:30 AM and 8:00 AM on the day of your scheduled inspection.



Inspections may be scheduled until 7:00 PM for the next business day.

**Inspections must be completed in sequence** [Example: **All** inspections with an *Order Number of 10* must be requested and resulted as *approved* before requesting inspections with an *Order Number of 20*.]

**The Order of Inspection Numbers are listed on your inspection ticket.**

- Underground inspections: Code 9902 (All 10s)
- Rough inspections: Code 9904 (All 20s)
- Final inspections: Code 9906 (All 35s)
- Call in 25s & 30s individually

**Important!** All inspections listed on the Inspection Ticket **must** be scheduled.

**Inspection documents:** affidavits/letters/photos/etc. must be emailed to [buildinginspectionletters@cityofloveland.org](mailto:buildinginspectionletters@cityofloveland.org) on the same day inspections are scheduled.

**For FIRE INSPECTION, if required**, you must contact the [LFRA Community Safety Division](#) directly at **970-962-2537**.

**SPECIFIC QUESTIONS?** Contact the Building Division at **970-962-2505**.