

# 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: <u>CitizenAccess</u>. 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 <u>Inspections</u> 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

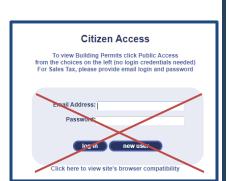
Inspections: List of required inspections, Results, and Comments

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

**Important!** All inspections listed on the Inspection Ticket <u>must</u> be scheduled.

**Inspection documents:** affidavits/letters/photos/etc. must be emailed to <u>buildinginspectionletters@cityofloveland.org</u> on the same day inspections are scheduled.

**For FIRE INSPECTION, if required,** you must contact the <u>LFRA Community Safety Division</u> directly at **970-962-2537**.

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