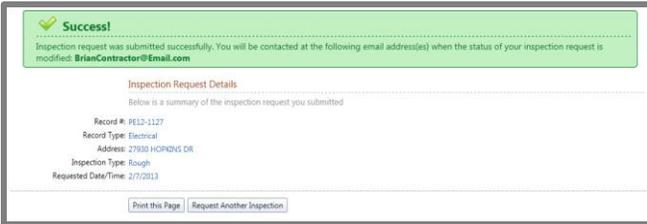


SCHEDULING CONFIRMATION:

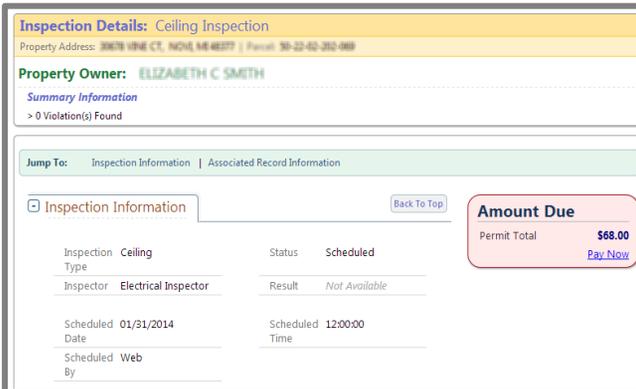
You will receive a confirmation message that the inspection has been scheduled successfully.

Email notifications will be sent regarding any status changes or if the inspection must be rescheduled



VIEW INSPECTIONS:

In the "View My Activity" section you can view, cancel or reschedule pending inspections, or review completed inspections



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2571 Railroad Street
 PO Box 1459
 Winterville, NC 28590
 252-756-2221

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bryan.jones@wintervillenc.com

Building Dept. - ext. 2345
inspections@wintervillenc.com

Fire Insp. Dept. - ext. 2382
fireinspections@wintervillenc.com

Developed by



Online Inspection Requests

FOR CONTRACTORS



FOR MORE INFORMATION CONTACT:
 Planning Dept. - ext. 2357
 Building Insp. Dept. - ext. 2345
 Fire Insp. Dept. - ext. 2382

Town of Winterville
 2571 Railroad Street
 252-756-2221
www.wintervillenc.com



STEP 1:

Find and select the permit you wish to schedule an inspection for.



Schedule an Inspection

Submit an inspection request for a permit online.

Select a Permit
Select Inspection Type and Date
Contact Information

Step 1: Select a Permit

Enter a Permit Number, including any dashes or spaces.

★ Permit Number: ex. PB14-0013

| Permit Number | Permit Type | Property Address |
|---------------|---------------------|------------------|
| PD15-0004 | Demolition | 822 SCHUSTER AVE |
| PE14-0139 | Electrical | |
| PBC15-0009 | Building Commercial | 3717 LOVERS LN |

STEP 2:

Select the desired inspection type and choose from the available days on the calendar.



Schedule an Inspection

Submit an inspection request for a permit online.

Select a Permit
Permit PB13-0014
1234 Main Street
Select Inspection Type and Date
Contact Information
Add Attachments

Step 2: Select Inspection Type and Date

Inspection Details

★ Inspection Type: Final
Select the type of inspection you wish to request.

Inspection Date

Using the calendar below, select an available date for your inspection request.

September 2013

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

★ Requested Date: 09/25/2013

Back Next

STEP 3:

Verify Contact Information.



Schedule an Inspection

Submit an inspection request for a permit online.

Select a Permit
Permit PB13-0014
1234 Main Street
Select Inspection Type and Date
Final: 9/25/2013
Contact Information
Add Attachments

Step 3: Contact Information

Enter your contact information to be included with the request.

★ Name:

★ Phone:

Notes:

Select Parties to Notify

Select one or more email addresses to include in notifications regarding inspection request updates.

| Name | Email Address | |
|----------------|-----------------------|-------------------------------------|
| BSA Contractor | bsacontractor@bsa.com | <input checked="" type="checkbox"/> |
| John Smith | jsmith@abc.com | <input type="checkbox"/> |
| Chris Jones | cjones@abcc.com | <input checked="" type="checkbox"/> |

Back Next

STEP 4:

Add attachments (if applicable)



Schedule an Inspection

Submit an inspection request for a permit online.

Select a Permit
Permit PB13-0014
1234 Main Street
Select Inspection Type and Date
Final: 9/25/2013
Contact Information
(999) 123-4567
bsacontractor@bsa.com
Add Attachments

Step 4: Add Attachments

If you have any files or attachments that will be required for the approval of your Inspection Request click the button below to browse your computer and attach them. **Please note: If you fail to submit required documents, your request may be delayed or denied.**

Select...

● Desert.jpg ✖ Remove

Upload successful!

Back Finish

