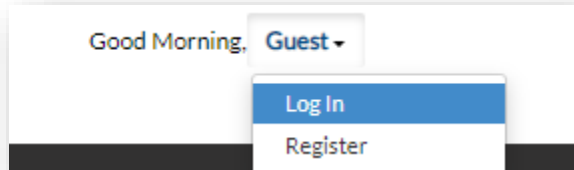


## Inspections

Schedule and track an inspection and view inspection comments



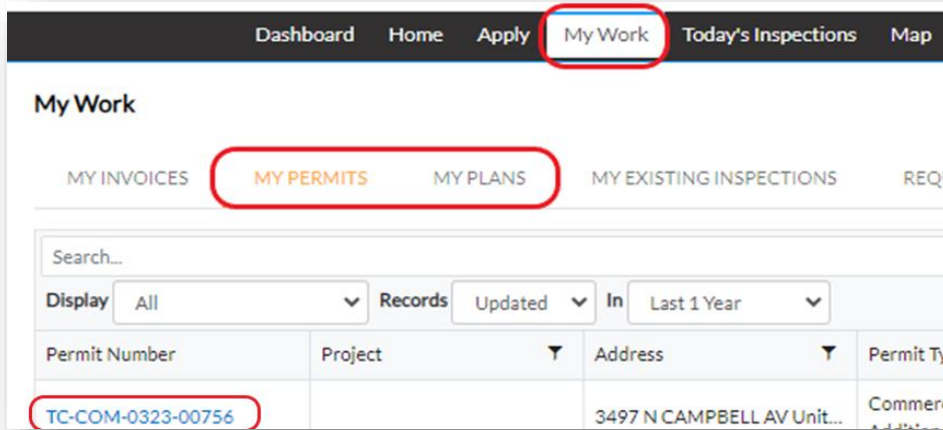
1. Go to [TDC Online](#), for best results use a Google Chrome browser.
2. **Register** or **Log In**, using your email address.



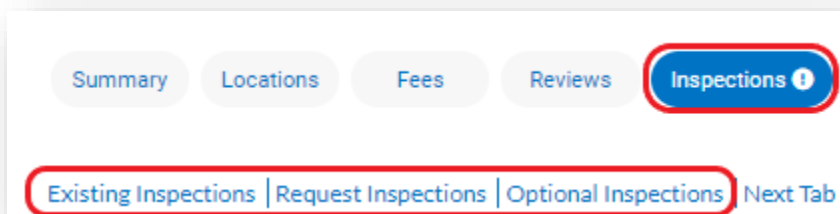
## Scheduling an Inspection for an Individual Permit or Plan

Before you can schedule an inspection, your permit must be in "Issued" status and all fees paid.

1. Click the **"My Work"** tab or use the search bar to locate the permit or plan.
2. Click the **blue permit or plan number hyperlink** to go to the details screen.



3. From the application details screen click on the **"Inspections"** tab and scroll down to see the inspection options.



4. Select the checkbox in the “Action” column and “Request Inspection”.

Request Inspections Sort Order ▾

Description	Reinspection	Action
COT - BULD - SWG Clearance	No	<input checked="" type="checkbox"/>
RSBU - Building Progress	No	<input checked="" type="checkbox"/>
COT - RSBU - Interior Shear Bracing	No	<input type="checkbox"/>
RSBU - Building Final	No	<input type="checkbox"/>
COT - RSEL - Electrical Final	No	<input type="checkbox"/>
COT - RSEL - Outdoor Lighting	No	<input type="checkbox"/>
COT - RSME - Mechanical Final	No	<input type="checkbox"/>
COT - RSPL - Gas Final	No	<input type="checkbox"/>
COT - RSPL - Plumbing Final	No	<input type="checkbox"/>

Results per page 10 ▾ 1 - 9 of 9 << < 1 > >>

*There may be required inspections as well as optional inspections. Inspections have an order; final inspections cannot be requested until all inspections with a lower priority have been completed.*

5. Select a **requested date**.
6. Include any comments that will help the inspector to do the inspection.
7. Click **Submit**.

Inspection Type: BULD - SWG Clearance      Case Type: Residential Permit From Approved Model Plan  
Address: 8953 E LINDERBROOK DR TUCSON, AZ 85730

\* Requested Date

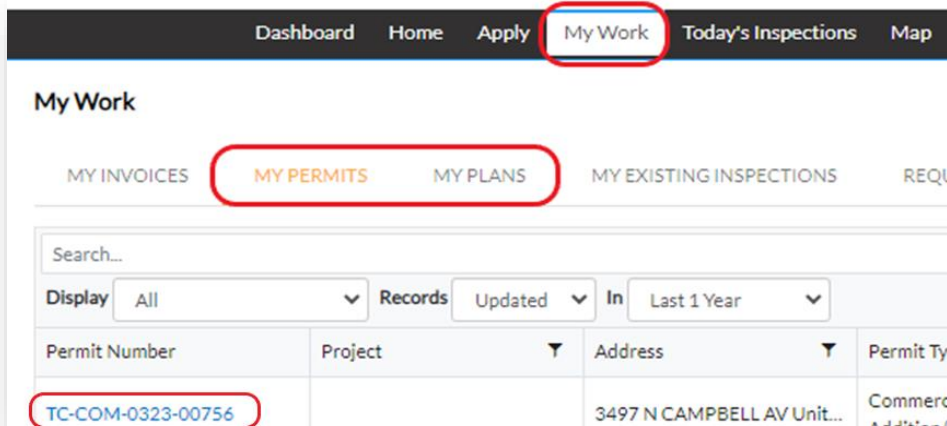
Comments/Gate Code

Use same date for all

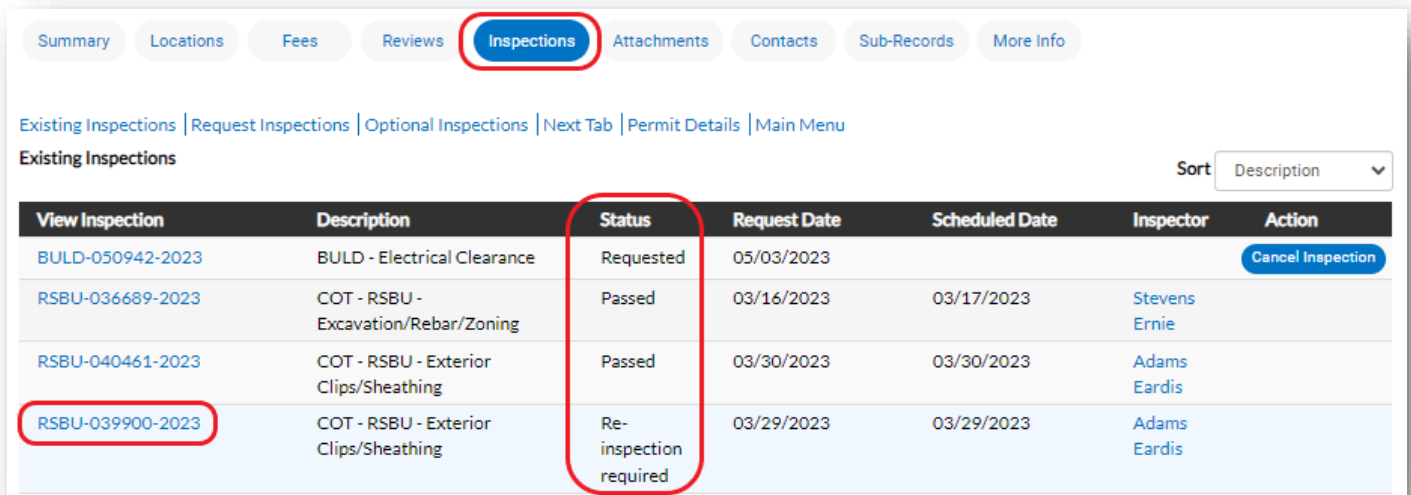
*Inspections are typically scheduled the night before by the Inspection Manager. You will receive an email notification with the scheduled date which may differ from the requested date.*

## Checking the Inspection Status from a Permit or Plan

8. Click the “My Work” tab or use the search bar to locate the permit or plan.
9. Click the blue permit or plan number hyperlink to go to the details screen.

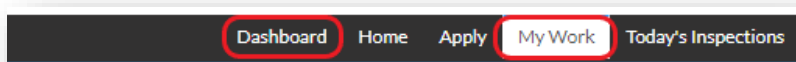


10. From the application details screen click on the “Inspections” tab and scroll down to see the existing inspections.



## Checking the Inspection Status from the “Dashboard” or “My Work”

1. Click on the “My Work” tab. OR
2. Click on the “Dashboard” tab and scroll to the bottom of the page to “View My Inspections”.



### My Inspections

Requested	Scheduled	Closed
<b>98</b>	<b>51</b>	<b>99+</b>
FCON - Fire - ... 15	FCON - Fire - ... 6	LCBU - Framing 542
FCON - Sprin... 9	FCON - Alarm... 5	RSBU - Preslab 501
Other 74	Other 40	Other 13690

[View My Inspections](#)

3. Select “My Existing Inspections” tab.

Dashboard Home Apply **My Work** Today's Inspections Map Report Pay In

### My Work

MY INVOICES MY PERMITS MY PLANS **MY EXISTING INSPECTIONS** REQUEST INSPECTIONS

Search...

Display All Records Updated In Last 1 Year

By default, this shows you inspections that have been scheduled. You can also filter the list for those with a status of “Requested”, “Closed” or “All”.

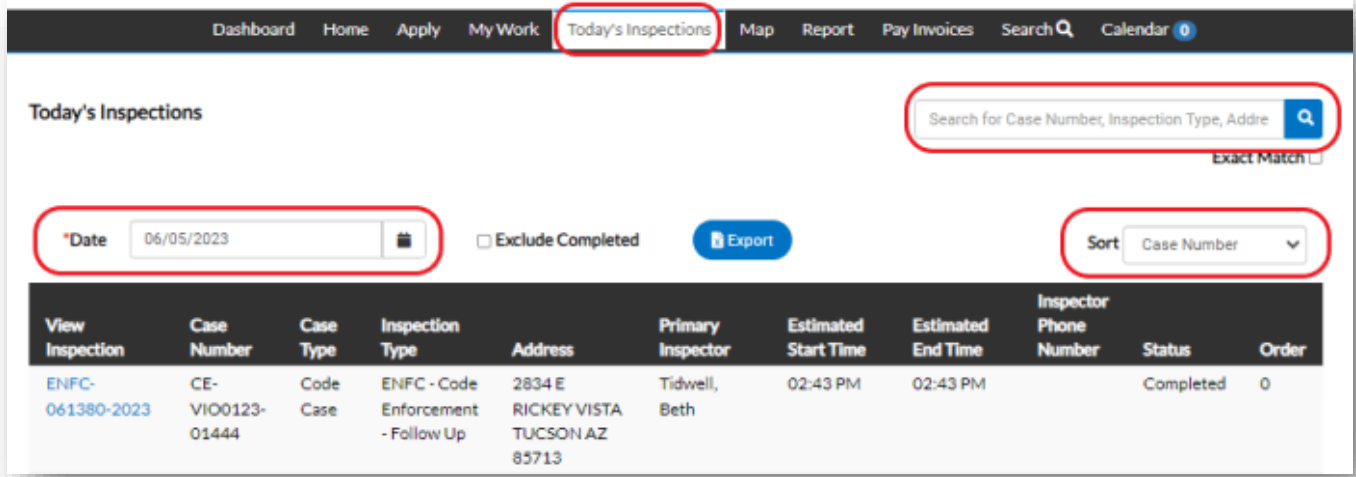
## View Inspections Without a TDC Online Account

1. Click the “Today’s Inspections” tab.

Dashboard Home Apply My Work **Today's Inspections** Map Report Pay Invoices Search Calendar

Search for Case Number, Inspection Type, Address

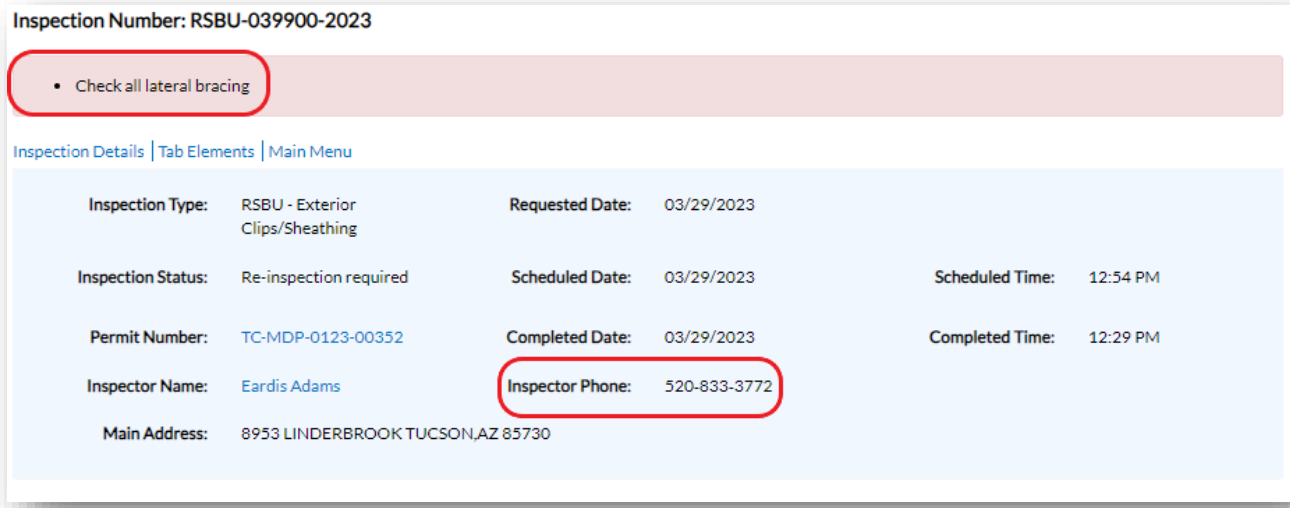
2. Search or sort the list, update the date if needed.



The default date is the current day. The list of scheduled inspections can be sorted or searched. You can exclude completed inspections and search by keywords (including inspector).

### View Inspection Comments and Contact Information

1. From a permit or plan scroll to the sub-section “Inspections” tab. **OR**
2. Use the “Todays Inspections” tab to search or filter. **OR**
3. Search for the Inspection Number.
4. **Click on the Inspection Number blue hyperlink.**



Comments will be displayed at the top in red.