

Scheduling Inspections

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Use the table of contents above to jump directly to the type of inspection you want to schedule.

Schedule Building, Electrical, Mechanical, Plumbing, Fence, Sign and Demolition Inspections

1. You will need a permit Arlington account to schedule inspections.
2. Once you have an account, log in to the [Permit Arlington](#) customer portal.
3. In the search box at the upper right of the screen, enter the record id for the permit for which you wish to schedule an inspection.



CNEW22-00027

1. The permit will appear on screen. The record status of the record must be **Issued Awaiting Inspection** in order to schedule the inspection.
2. Select **Inspections** from the **Record Info** dropdown.

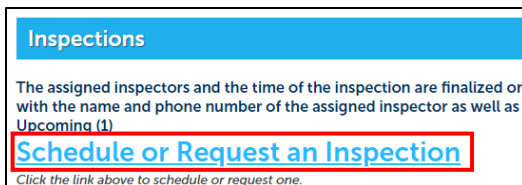


Record CNEW22-TA-00027:
Commercial New
Record Status: Issued Awaiting Insp
Expiration Date: 12/14/2022

Record Info Payments Plan Review

Record Details
Processing Status
Related Records
Attachments
Inspections

3. Click on **Schedule or Request an Inspection**.



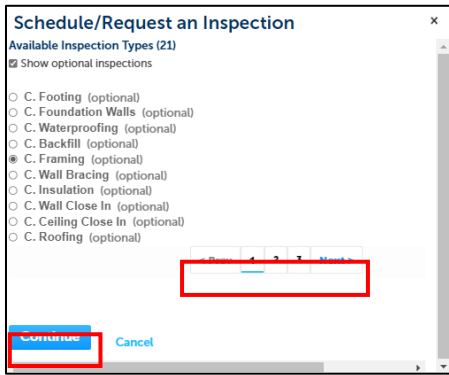
Inspections

The assigned inspectors and the time of the inspection are finalized on with the name and phone number of the assigned inspector as well as Upcoming (1)

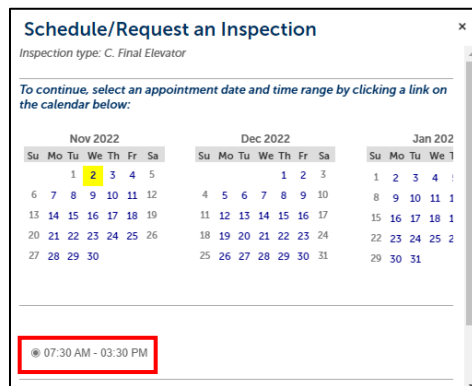
[Schedule or Request an Inspection](#)

Click the link above to schedule or request one.

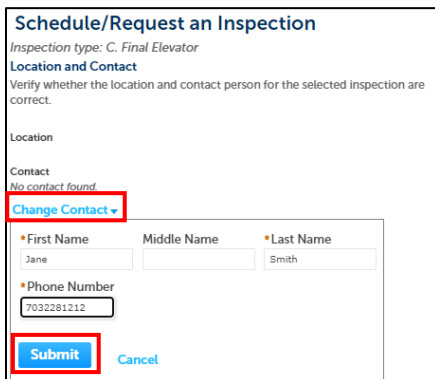
4. If presented with a list, select the type of inspection you need to schedule and select **Continue**. If there are multiple pages, you may click **Next** or **Prev** to see the full list of available inspections.



5. Select the **day** for which you wish to schedule your inspection.
 - a. Days shown in blue are available inspection days.
 - b. Select the radio button next to the 7:30 AM – 3:30 PM timeframe. The inspection may occur at any time during that day. On the day of the inspection, you may contact your inspector to find out what time the inspection will occur, using the contact information found in the email notification you receive on the morning of the inspection.
 - c. Then scroll to the bottom of the pop-up window and select **Continue**.



6. Contact information for the individual who will be onsite should be provided. To add a contact, choose **Change Contact** and fill in the required First and Last Name and Phone number fields.



7. Select **Submit** and then **Continue**.

8. Confirm your inspection details on the next screen and select **Finish** (or select Back to return to the previous screen to make changes).
9. Note the small print, underneath the schedule inspection link, that your inspection has been scheduled. If for any reason you need to cancel or reschedule the inspection before it occurs, you may return to this page and choose Reschedule or Cancel from the Action menu.

Inspections

The assigned inspectors and the time of the inspection are finalized on the morning of the inspection. You will receive an email the morning of the inspection with the name and phone number of the assigned inspector as well as a time window for the inspection.

Upcoming (5)

[**Schedule or Request an Inspection**](#)

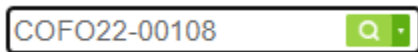
Click the link above to schedule or request one.

C. Energy Final (32688025) is Scheduled on 06/22/2022 Actions ▾

Schedule Certificate of Occupancy Inspections

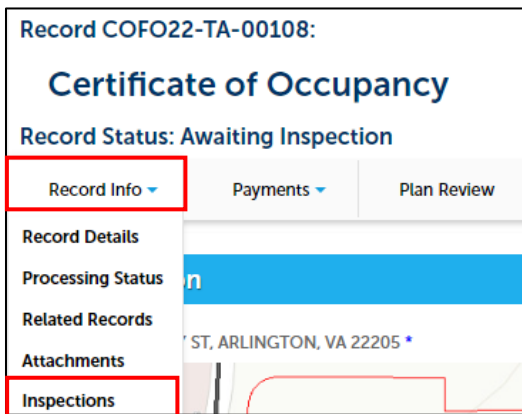
Once Plan Review has been approved for your Certificate of Occupancy (CO) application, you are ready to begin the inspection process. The inspection scheduling screen will indicate which inspections are required prior to issuance of your CO. Follow these steps to view and schedule required inspections. All required inspections must be approved in order for your CO to be issued.

1. You will need a permit Arlington account to schedule inspections.
2. Once you have an account, log in to the [Permit Arlington](#) customer portal.
3. In the search box at the upper right of the screen, enter the record id for the permit for which you wish to schedule an inspection.



COFO22-00108

4. The permit will appear on screen.
5. Select **Inspections** from the **Record Info** dropdown.

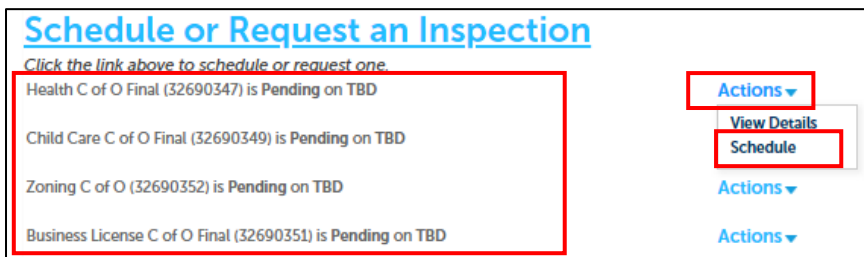


Record COFO22-TA-00108:
Certificate of Occupancy
Record Status: Awaiting Inspection

Record Info Payments Plan Review

Record Details
Processing Status
Related Records
Attachments
Inspections

6. You will see the required inspections listed in small print beneath the blue *Schedule or Request an Inspection* heading. Required inspections will be listed as **Pending**, while your previously scheduled inspections will be listed as **Scheduled**.
 - a. To schedule an inspection, select the **Action** dropdown next to the inspection you want to schedule
 - b. Select **Schedule** from the list.



Schedule or Request an Inspection
Click the link above to schedule or request one.

Health C of O Final (32690347) is Pending on TBD

Child Care C of O Final (32690349) is Pending on TBD

Zoning C of O (32690352) is Pending on TBD

Business License C of O Final (32690351) is Pending on TBD

Actions View Details Schedule

Actions

Actions

7. Select the **day** for which you wish to schedule your inspection.

- a. Days shown in blue are available inspection days.
- b. Select the radio button next to the 7:30 AM – 3:30 PM timeframe. The inspection may occur at any time during that day, to be determined directly with the County’s elevator inspection provider.
- c. Then scroll to the bottom of the pop-up window and select **Continue**.

8. Contact information for the individual who will be onsite should be provided. To add a contact, choose **Change Contact** and fill in the required First and Last Name and Phone number fields.

9. Select **submit**.
10. Select **continue**.
11. Confirm your inspection details on the next screen and select **Finish** (or select Back to return to the previous screen to make changes)
12. Note your inspection will now be listed as **Scheduled**. If for any reason you need to cancel or reschedule the inspection before it occurs, you may return to this page and choose Reschedule or Cancel from the Action menu.
 - a. On the day of the scheduled building, trade or zoning inspection, you will receive an email notification with contact information for your assigned inspector and contact information so you may contact the inspector to find out when they expect to arrive at your location.

Schedule Elevator Inspections

For **Periodic Elevator Inspections**, return to Table of Contents and see “Schedule Periodic Elevator Inspections” section.

Once your elevator permit(s) are approved, you may schedule inspection(s). Elevator permits have two parts:

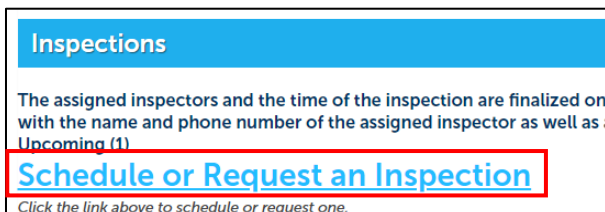
- EPER##-##### record that is the parent record for all equipment applied under a single application.
 - ELEV##-##### any number of records, each representing an individual equipment under a single elevator application – **All elevator inspections are scheduled on each individual piece of equipment. Always use the ELEV##-##### to schedule the inspection(s).** You may schedule multiple inspections on the same day, and work with the inspector to schedule these inspections for the same time.
2. You will need a permit Arlington account to schedule inspections.
 3. Once you have an account, log in to the [Permit Arlington](#) customer portal.
 4. In the search box at the upper right of the screen, enter the record id for the elevator detail (ELEV##-#####) for which you wish to schedule an inspection.



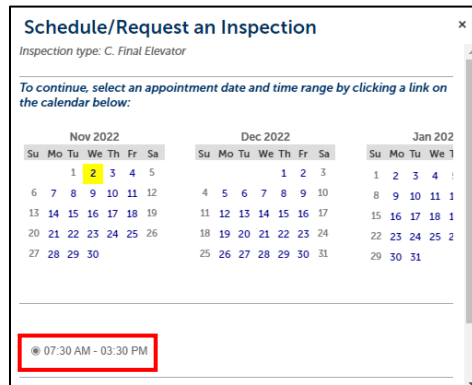
5. The record status of your ELEV record must be **Issued Awaiting Inspection** in order to schedule the inspection.
6. Select **Inspections** from the **Record Info** dropdown.



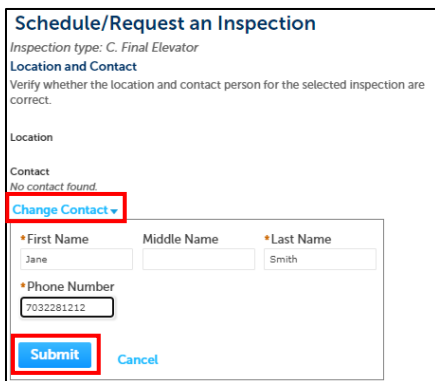
7. Click on **Schedule or Request an Inspection**.



8. If presented with a list, select the type of inspection you need to schedule and select Continue. However, if there is only one available inspection for this elevator equipment, you will be taken straight to the calendar page.
9. Select the **day** for which you wish to schedule your inspection.
 - a. Days shown in blue are available inspection days.
 - b. Select the radio button next to the 7:30 AM – 3:30 PM timeframe. The inspection may occur at any time during that day, to be determined directly with the County’s elevator inspection provider.
 - c. Then scroll to the bottom of the pop-up window and select **Continue**.



10. Contact information for the individual who will be onsite should be provided. To add a contact, choose **Change Contact** and fill in the required First and Last Name and Phone number fields.



11. Select **submit**.
12. Select **continue**.
13. Confirm your inspection details on the next screen and select **Finish** (or select Back to return to the previous screen to make changes)
14. Note the small print, underneath the schedule inspection link, that your inspection has been scheduled. If for any reason you need to cancel or reschedule the inspection before it occurs, you may return to this page and choose Reschedule or Cancel from the Action menu.

Inspections

The assigned inspectors and the time of the inspection are finalized on the morning of the inspection with the name and phone number of the assigned inspector as well as a time window for the inspection. Upcoming (2)

[Schedule or Request an Inspection](#)

Click the link above to schedule or request one

C. General Elevator (32688103) is Scheduled on 06/28/2022

Actions ▾

15. On the day of the scheduled inspection, you will receive an email notification with contact information for the County’s elevator inspection provider, and instructions on how to coordinate the time of the inspection on the scheduled day.
16. If there are multiple elevators associated with the same application, you may wish to schedule all the inspections at once. To find the related elevator records, select **Related Records** from the **Record Info** dropdown menu.

Record ELEV22-TA-00186:

Elevator Detail

Record Status: Issued Awaiting Insp

Record Info ▾ Payments ▾ Plan Review

Record Details

Processing Status

Related Records

Attachments

Inspections

17. If there is additional equipment associated with this application, you will see multiple ELEV records listed. *Note: the record you started from is shown in italics.*
 - a. To view another **ELEV** record on this application, select the **View** link in the far right column.

Related Records				
View Entire Tree >				
Record Number	Record Type	Project Name	Date	View
EPER22-TA-00124	Elevator		06/22/2022	View
<i>ELEV22-TA-00186</i>	<i>Elevator Detail</i>		06/22/2022	
ELEV22-TA-00187	Elevator Detail		06/22/2022	View

18. Return to step 5 and repeat the instructions to schedule an inspection for the related ELEV record(s). Remember to schedule an inspection for *each* piece of equipment you intend to have inspection at the same time.

Schedule Land Disturbing Activity (LDA) Inspections

The four inspections listed below are required for all LDA permits and must be conducted in a fixed order. Each inspection may only be requested after the prior inspection is completed.

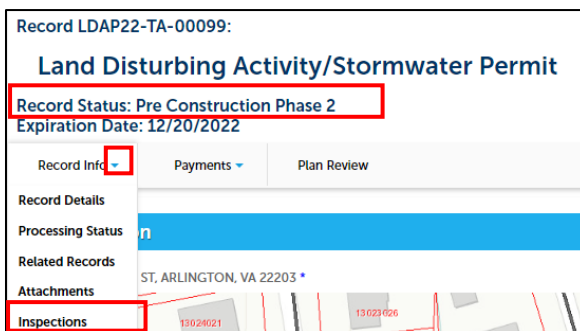
- **Pre Construction Meeting Phase 1:** While this inspection may be attended by multiple Inspectors, the **Stormwater Inspector** is the lead, and will reach out to you once you have requested the inspection, to coordinate on a time and date.
- **Pre Constructions Meeting Phase 2:** This inspection may not be requested until the Pre Construction Meeting Phase 1 inspection is approved. While this inspection may be attended by multiple Inspectors, the **Stormwater Inspector** is the lead, and will reach out to you once you have requested the inspection, to coordinate on a time and date.
- **SWM Facility Pre Installation Meeting:** this inspection may not be requested until the Pre Construction Meeting Phase 2 is approved. While this inspection may be attended by multiple Inspectors, the **Stormwater Management Facility Specialist** is the lead, and will reach out to you once you have requested the inspection, to coordinate on a time and date.
- **Final Inspection:** this inspection may not be requested until the Pre Installation Meeting Phase 2 is approved. While this inspection may be attended by multiple Inspectors, the **Stormwater Inspector** is the lead, and will reach out to you once you have requested the inspection, to coordinate on a time and date.

Which Land Disturbing Activity (LDA) inspections are needed, are determined by the status of your application.

1. You will need a Permit Arlington account to schedule inspections.
2. Once you have an account, log in to the [Permit Arlington](#) customer portal.
3. In the search box at the upper right of the screen, enter the record id for the permit for which you wish to schedule an inspection.



10. The permit will appear on screen. The record status of the record must be **either Issued Awaiting Inspection, or it must match the name of the inspection you are scheduling**, e.g. Pre Construction Phase 2; if it does not, your permit is not yet ready to start the inspection process.
11. Select **Inspections** from the **Record Info** dropdown.



Record LDAP22-TA-00099:

Land Disturbing Activity/Stormwater Permit

Record Status: Pre Construction Phase 2
Expiration Date: 12/20/2022

Record Info | Payments | Plan Review

Record Details

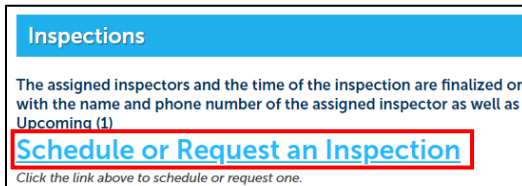
Processing Status

Related Records

Attachments

Inspections

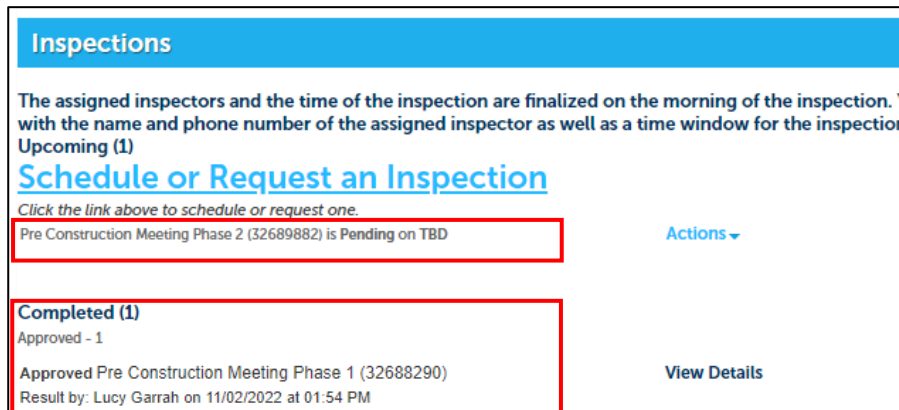
12. Click on **Schedule or Request an Inspection**. The inspection you are scheduling is the one that matches the **Status**.



13. Contact information for the individual who will be onsite should be provided. To add a contact, choose **Change Contact** and fill in the required First and Last Name and Phone number fields.

The screenshot shows a form titled "Schedule/Request an Inspection". Below the title, it says "Inspection type: C. Final Elevator". The section is titled "Location and Contact" and contains the instruction: "Verify whether the location and contact person for the selected inspection are correct." There are fields for "Location" and "Contact". The "Contact" field shows "No contact found" and a "Change Contact" button with a dropdown arrow, which is highlighted with a red box. Below this, there are three input fields for "First Name" (containing "Jane"), "Middle Name", and "Last Name" (containing "Smith"). There is also a "Phone Number" field containing "7032281212". At the bottom, there are "Submit" and "Cancel" buttons, with "Submit" highlighted by a red box.

14. Select **Submit** and then **Continue**.
15. Confirm your inspection details on the next screen and select **Finish** (or select Back to return to the previous screen to make changes).
16. Note the small print, underneath the schedule inspection link, that your inspection has been scheduled. If you have prior inspections that were already approved, they will be shown here as well. If for any reason you need to cancel or reschedule the current inspection before it occurs, you may return to this page and choose Reschedule or Cancel from the Action menu.



17. Staff will contact you to coordinate scheduling of the inspection.

Schedule Periodic Elevator Inspections

1. You will need a permit Arlington account to schedule inspections.
2. Once you have an account, log in to the [Permit Arlington](#) customer portal.
3. In the search box at the upper right of the screen, enter the record id for the permit for which you wish to schedule an inspection. Make sure you are scheduling your periodic inspection(s) on the REN record for that year. You will have created that record when you renewed your original PIEE record when it was about to expire.

4. The permit will appear on screen.
5. Select **Inspections** from the **Record Info** dropdown.

Record PIEE22-SA-00339-REN1:
PIEE Renewal
Record Status: Awaiting Inspection

Record Info ▾ | Payments ▾ | Plan Review

Record Details
Processing Status
Related Records
Attachments
Inspections

ST, ARLINGTON, VA 22207 *
05052011 05052012 05052013

6. You will see the required inspections listed in small print beneath the blue *Schedule or Request an Inspection* heading. Required inspections will be listed as **Pending**, while your previously scheduled inspections will be listed as **Scheduled**.
 - a. To schedule an inspection, select the **Action** dropdown next to the inspection you want to schedule
 - b. Select **Schedule** from the list.

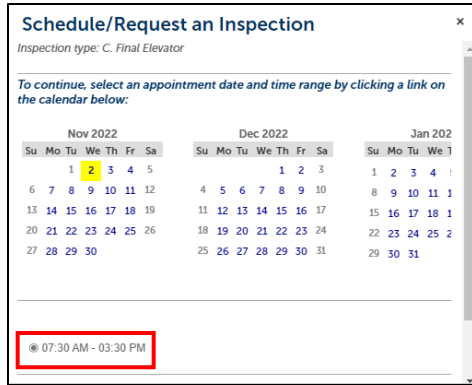
Schedule or Request an Inspection
Click the link above to schedule or request one.

Annual Pressure Test / Routine Inspection (31571351) is Pending on TBD	Actions ▾
Annual Pressure Test / Routine Inspection (31571350) is Pending on TBD	View Details
Annual Pressure Test / Routine Inspection (31571349) is Pending on TBD	Schedule
Emergency Generator Test (31571302) is Scheduled on 04/29/2022	Actions ▾

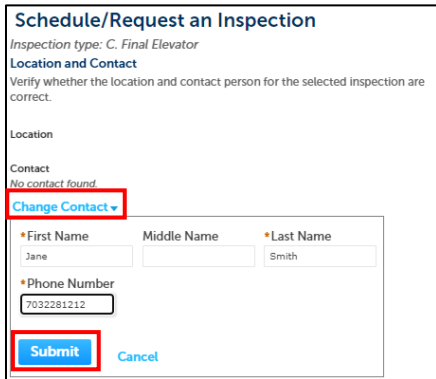
Completed (1)
Rejected - 1

7. Select the **day** for which you wish to schedule your inspection.

- a. Days shown in blue are available inspection days.
- b. Select the radio button next to the 7:30 AM – 3:30 PM timeframe. The inspection may occur at any time during that day, to be determined directly with the County’s elevator inspection provider.
- c. Then scroll to the bottom of the pop-up window and select **Continue**.



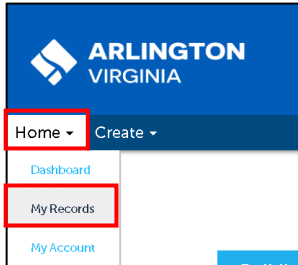
8. Contact information for the individual who will be onsite should be provided. To add a contact, choose **Change Contact** and fill in the required First and Last Name and Phone number fields.



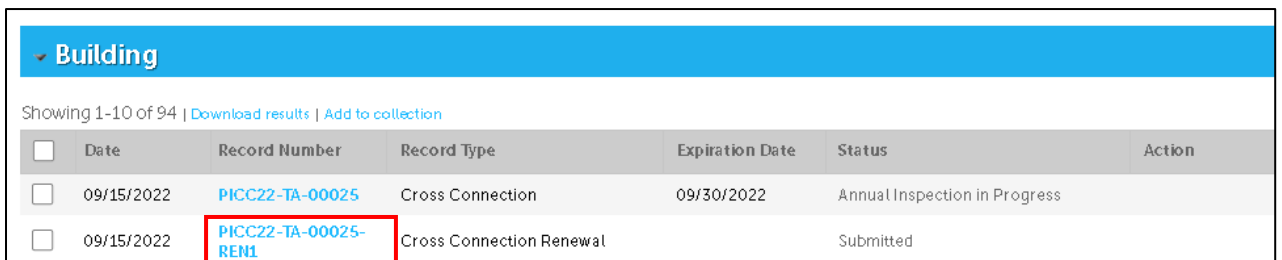
9. Select **submit**.
10. Select **continue**.
11. Confirm your inspection details on the next screen and select **Finish** (or select Back to return to the previous screen to make changes)
12. Note your inspection will now be listed as **Scheduled**. If for any reason you need to cancel or reschedule the inspection before it occurs, you may return to this page and choose Reschedule or Cancel from the Action menu.
 - a. On the day of the scheduled inspection, you will receive an email notification with contact information for the County’s elevator inspection provider, and instructions on how to coordinate the time of the inspection on the scheduled day.

Schedule Cross Connection inspection on a Cross Connection Renewal

1. Cross Connection records are renewed annually. Once you have created your annual renewal record, you can schedule your Cross Connection inspection on the **REN** immediately after you submit the renewal record.
2. Log in to [Permit Arlington](#) and select **Home > My Records** from the menu in the upper left corner.



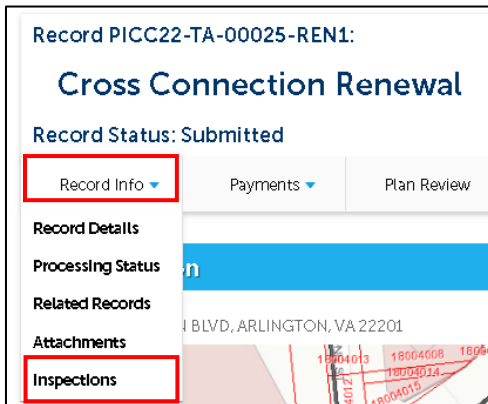
3. Select the **PICC##-#####-REN** Record number.



The screenshot shows a table of records under the 'Building' category. The record with ID 'PICC22-TA-00025-REN1' is highlighted with a red box. The table has columns for Date, Record Number, Record Type, Expiration Date, Status, and Action.

<input type="checkbox"/>	Date	Record Number	Record Type	Expiration Date	Status	Action
<input type="checkbox"/>	09/15/2022	PICC22-TA-00025	Cross Connection	09/30/2022	Annual Inspection in Progress	
<input type="checkbox"/>	09/15/2022	PICC22-TA-00025-REN1	Cross Connection Renewal		Submitted	

4. Choose **Inspections** from the **Record Info** drop down menu.



5. Select the [Schedule or Request an Inspection](#) link.
6. Choose the desired inspection date from the **Schedule/Request an Inspection** calendar window, select the button next to **7:30 AM – 3:30 PM** and select **Continue**.

Schedule/Request an Inspection

Sep 2022 Oct 2022 Nov 2022

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
					1	2	3						1						1	2	3
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				
							30	31													

◀ Prev

07:30 AM - 03:30 PM

Continue Cancel

- If needed, select **Change Contact** to add additional contact information and select **Continue**.

Schedule/Request an Inspection

Inspection type: Cross Connection Annual

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

Location
2100 CLARENDON BLVD, ARLINGTON, VA 22201

Contact
Jane Smith

Change Contact ▼

Continue Back Cancel

- Confirm the details, then select **Finish**.

Schedule/Request an Inspection

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

Cross Connection Annual
9/19/2022 7:30 AM
2100 CLARENDON BLVD, ARLINGTON, VA
22201
Jane Smith

[Include Additional Notes](#)

Cancellation and Reschedule Policy:

Finish Back Cancel

- Note the small print, underneath the schedule inspection link, that your Cross Connection Annual inspection has been scheduled. If for any reason you need to cancel or reschedule the inspection before it occurs, you may return to this page and choose Reschedule or Cancel from the Action menu.

Cross Connection Annual (32689442) is Scheduled on 09/19/2022	Actions ▾
Completed	View Details Reschedule Cancel

10. An inspector will be assigned by the system and Inspector will conduct the inspection as per usual Arlington County Plumbing inspection process. You will receive an email notification with contact information for your inspector on the morning of the inspection, so you may call the morning of the scheduled inspection to find out when the inspector is expecting to arrive.
11. Note the following:
 - a. Once the inspection is conducted and approved by the Plumbing inspector, the system will automatically update the expiration date on your original cross connection record to the same day one year later.
 - b. If the inspector is unable to approve the inspection, the system will automatically reschedule the inspection for a date two weeks from the date of the first inspection, and assign it to the same inspector.