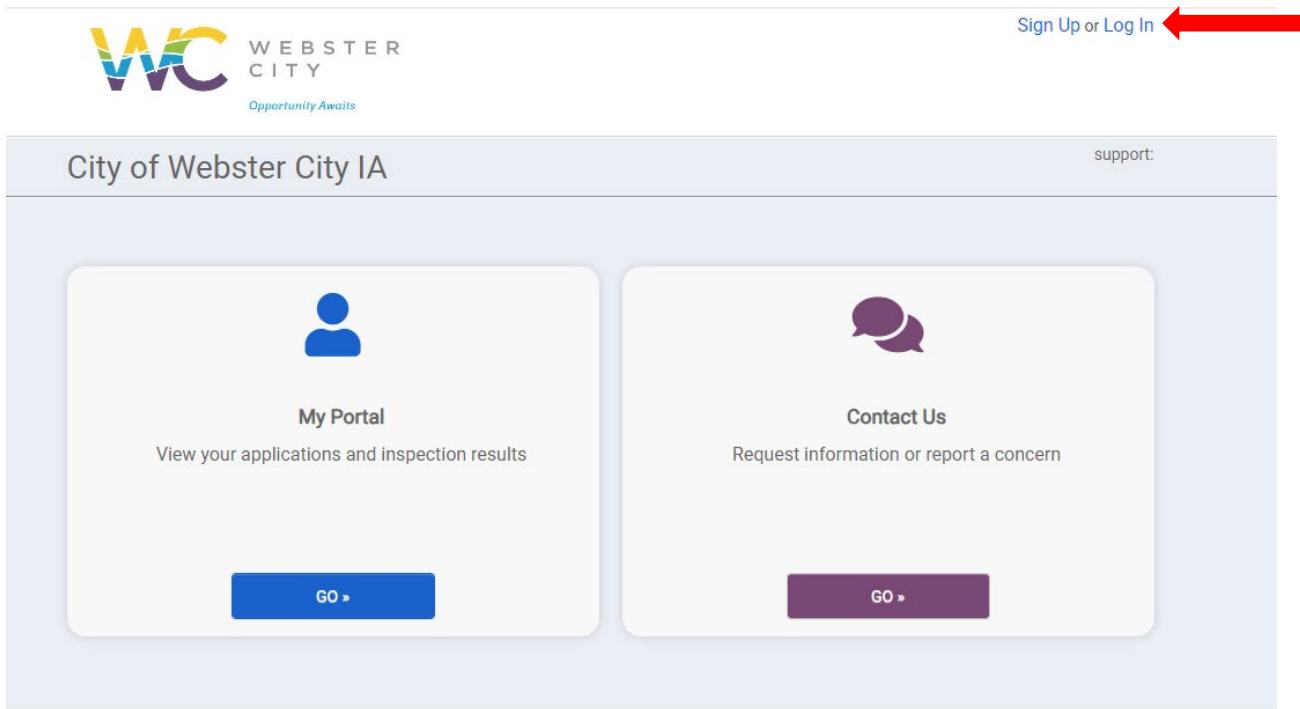


## How to Schedule an Inspection through the Portal

Step 1: Log into your [Portal](#).



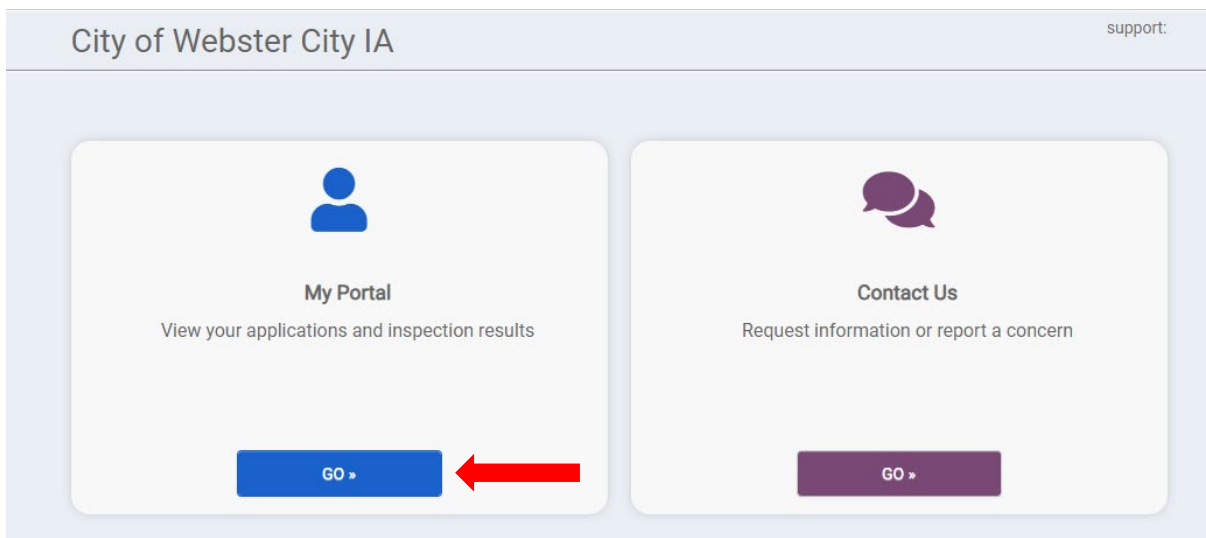
City of Webster City IA support:

**My Portal**  
View your applications and inspection results  
[GO »](#)

**Contact Us**  
Request information or report a concern  
[GO »](#)

[Sign Up or Log In](#) ←

Step 2: Select “Go”.

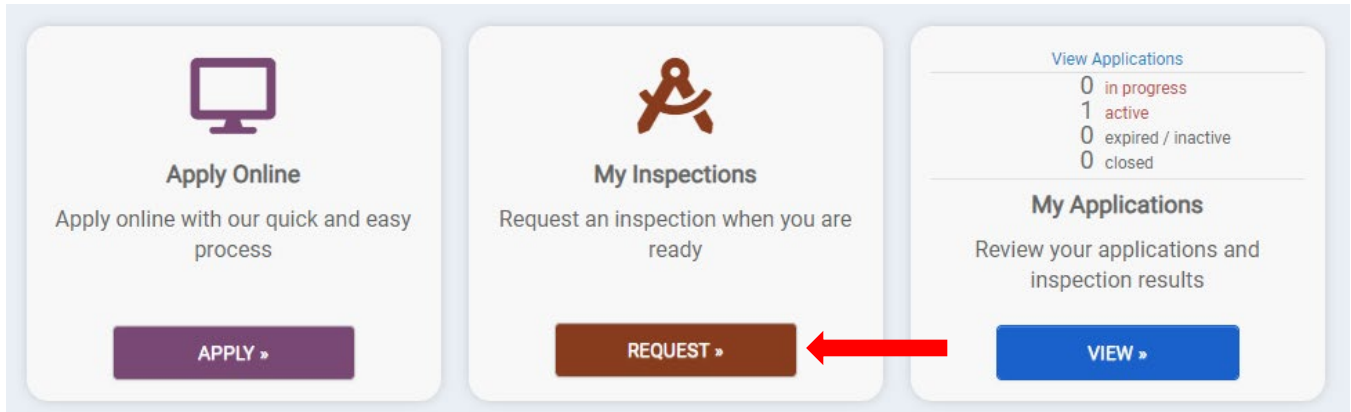


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[GO »](#) ←

**Contact Us**  
Request information or report a concern  
[GO »](#)

### Step 3: Select “Request” under “My Inspections”



The dashboard features three main panels. The first panel, 'Apply Online', has a monitor icon and a purple 'APPLY »' button. The second panel, 'My Inspections', has a person icon and a brown 'REQUEST »' button, which is highlighted with a red arrow. The third panel, 'My Applications', has a list of application statuses (0 in progress, 1 active, 0 expired / inactive, 0 closed) and a blue 'VIEW »' button.

### Step 4: From the dropdown menu, select the specific permit you want to request an inspection for.


#### Request an Inspection

All construction or work for which a permit is required shall be subject to inspection. The inspections listed below are the default required inspections, special inspections may be required. Please Note: Inspection times are from 9:30 AM - 11:30 AM and 1:30 PM - 3:30 PM during normal business hours. If you need to request an inspection time outside of these hours, please contact the City Inspection Department and we will try to accommodate.

Application:

Only ISSUED Permits with No Fees Due or PENDING/VALID Licenses that are NOT EXPIRED will be available for inspection requests

Inspection Type:

Requested For:  

Requested For Time Slot:

Comments:

Step 5: Continue to fill in the information relevant to your inspection request.

Step 6: In the “Comments” section include any special requests if there are any.

Step 7: Select “Request Inspection”



### **Please Note:**

- All construction or work for which a permit is required shall be subject to inspection.
- The inspections listed are the default required inspections, special inspections may be required.
- Inspection times are from 9:30 AM - 11:30 AM and 1:30 PM - 3:30 PM during normal business hours. If you need to request an inspection time outside of these hours, please contact the City Inspection Department and we will try to accommodate.