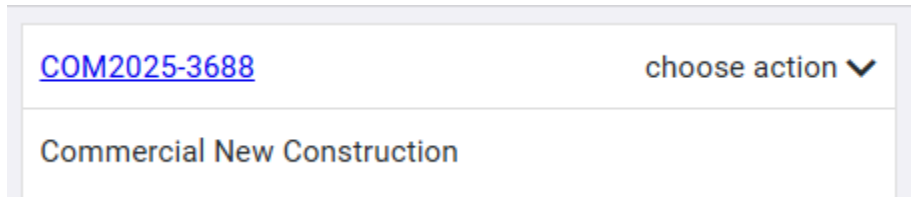


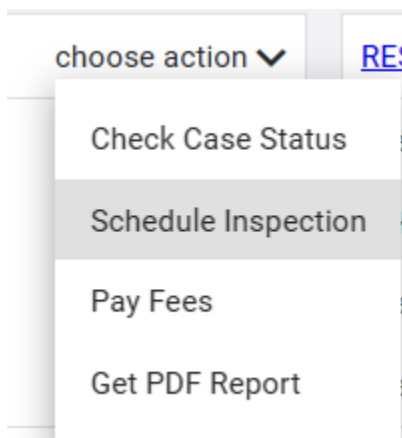
Online Building Inspection Scheduling

The City of Rockwall has moved Building Inspection scheduling to the Permit Portal. To schedule an inspection, log into the City's [Permit Portal](#). Please note that only issued permits can schedule inspections.

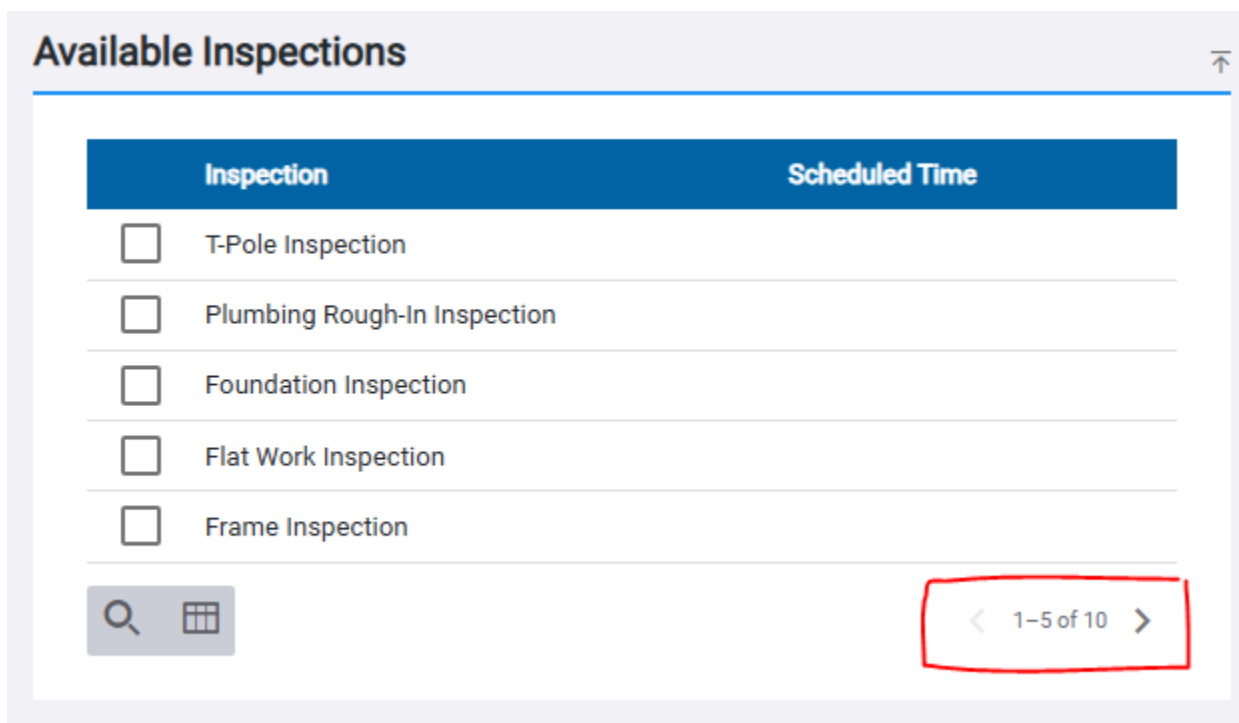
While in the submitted tab, locate the permit you wish to schedule the inspection for. In the top right corner of the permit card, click on the 'choose action' drop down.



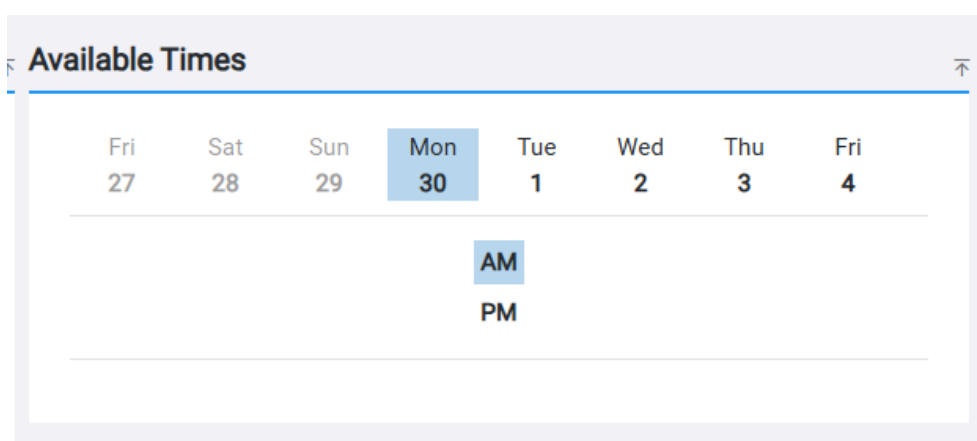
Click on 'Schedule Inspection' from the drop down.



A list of all available inspections will open on the next screen. If more than five (5) inspections are available, click the navigation arrows on the bottom right of the inspections card to browse through the options.

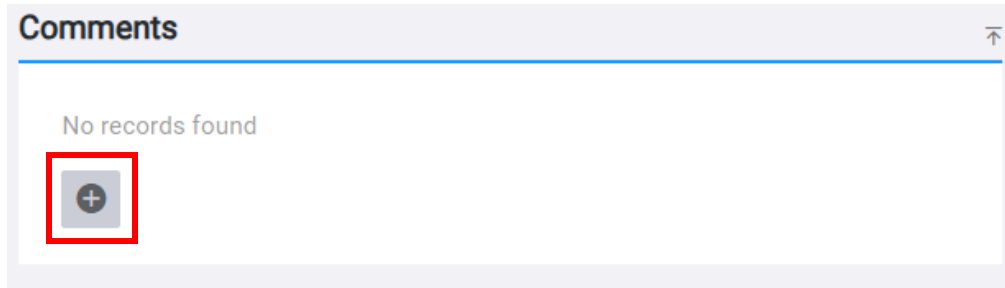


Select the inspection you would like to schedule. A calendar will open with the next seven (7) days of available inspection slots. Days that are greyed out are not available. Click on the day you would like to schedule the inspection for and choose an AM or PM time slot. The cutoff time for next day inspections is 7:30 pm.

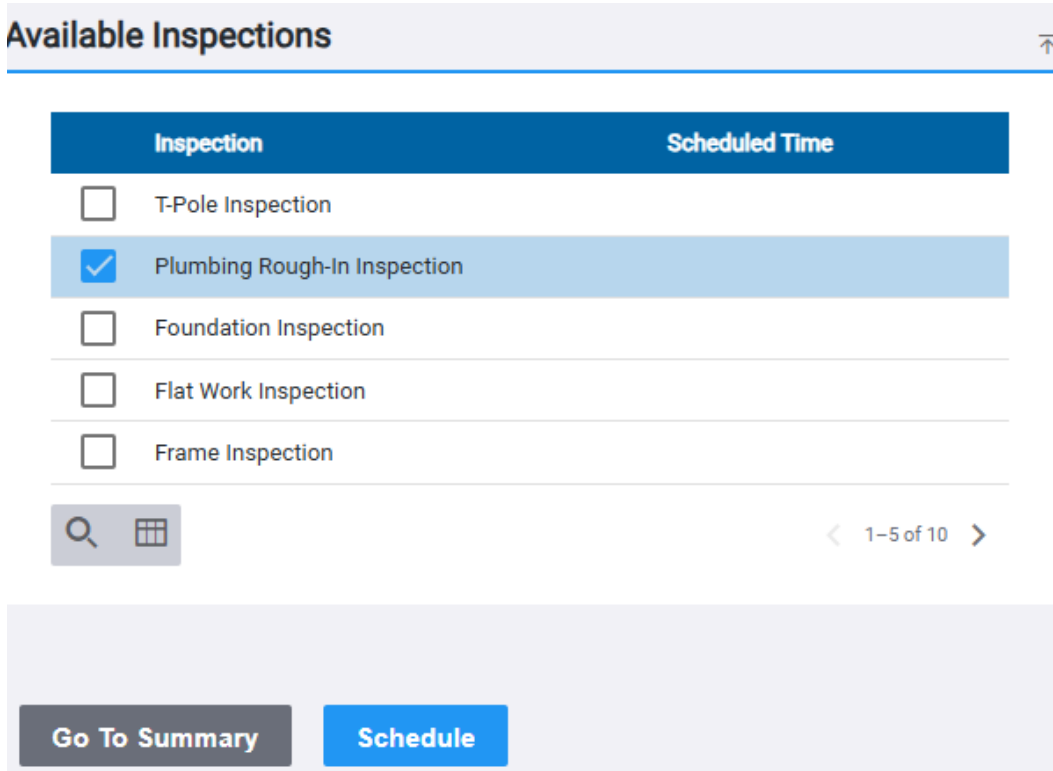


Please note that while we do our best to honor AM/PM time preferences, we cannot guarantee a specific time slot. Inspection schedules are assigned based on the volume of requests received and inspector availability.

If you would like to leave special instructions for your inspector, click the add icon under the comments panel, and leave a comment.



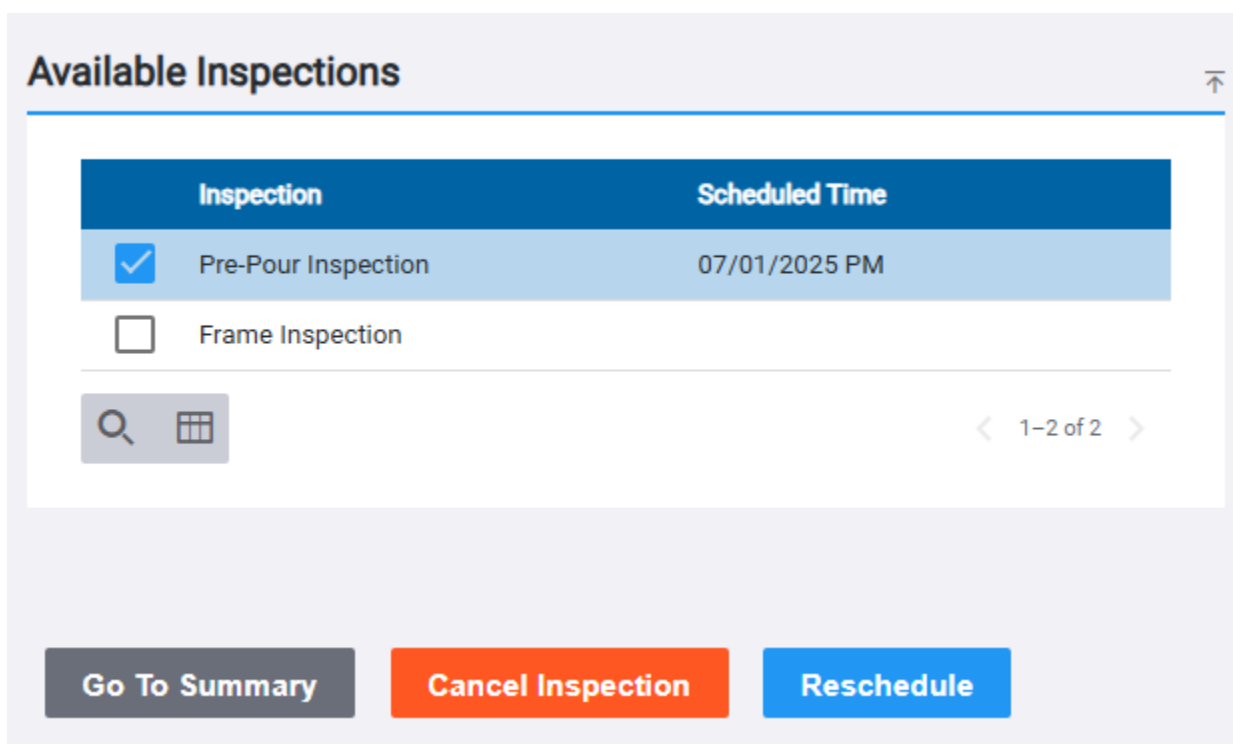
Once you are ready to schedule, click the blue Schedule button on the left-hand side of the screen.



If you do not receive a confirmation email, check your junk mail folder.

Changing/Cancelling an Inspection

To Change or Cancel an inspection, click on Schedule Inspection from the Chose Action drop down menu for the permit in question. Select the inspection you would like to change or cancel. Below your Available Inspections, two new options will appear: Cancel Inspection and Reschedule.



To Cancel, click on Cancel Inspection. To Change your inspection date, click on Reschedule and follow the same procedures as when you initially scheduled your inspection.