Instructions for Online Inspection Requests

Notes

- Online inspection requests are currently available for all Building permits.
- All of our inspections are listed as optional, however they may be a required inspection. As a licensed professional it is your responsibility to know what inspections are required for your project. You may call (828) 250-5360 if you have questions about what inspections are required.
- In order to schedule an inspection on a permit, you must be a registered user on our website.
- Inspections can be requested for the following business day or up to five business days out.
- We cannot guarantee a time for on-site inspections. Inspections are completed between 8:00 AM and 4:00 PM Monday through Friday, excluding holidays.

Instructions:

1. Go to https://onlinepermits.buncombecounty.org
2. Log in with your credentials.
3. Use the search box to locate your permit record. Alternatively, you can go to the Building tab and search using the Permit Number field.
4. On the Record Details screen, click the Record Info button and choose Inspections.

Record ELE2020-00014:

**Electrical Permit**

Record Status: Permit Issued

---

5. Click the Schedule Inspections link.

---

***PLEASE READ THESE INSTRUCTIONS CAREFULLY***

All work must be completed prior to the inspector arriving. You will receive an email confirming your inspection. If your Inspector is not listed in the email, you will receive a second email the morning of.

Click the “Schedule Inspections” link below to schedule an inspection.

*Same day cancellations of inspections after 7 AM must be called into your inspector.*

---

6. Choose the type of inspection you wish to schedule (Continue to page below).
7. Select a date and a time for the inspection and click the continue button (Continue to page below).
8. Select a contact from the record or you can enter a new contact for the inspection. Contacts are
pulled from the Licensed Professional info or the Contact info on the permit record when it was
created (Continue to page below).
9. On the next screen, if there is additional information that the inspector needs to know, please click Include Additional Notes and enter the information (Examples: a gate code is required for entry, an alternate phone number and name).
(Continue to page below).
Then click the finish button. You will receive an email letting you know your inspection is scheduled and the inspector that is assigned. If your inspector is not listed, you will receive another email the morning of the inspection with the inspector once we have assigned the inspection.

Optional Comments or Instructions for your Inspector:

Gate code 1234. Contact Joe at 555-1234.

(Please include a gate code for access if applicable.)

10. Then click the finish button. You will receive an email letting you know your inspection is scheduled and the inspector that is assigned. If your inspector is not listed, you will receive another email the morning of the inspection with the inspector once we have assigned the inspection.