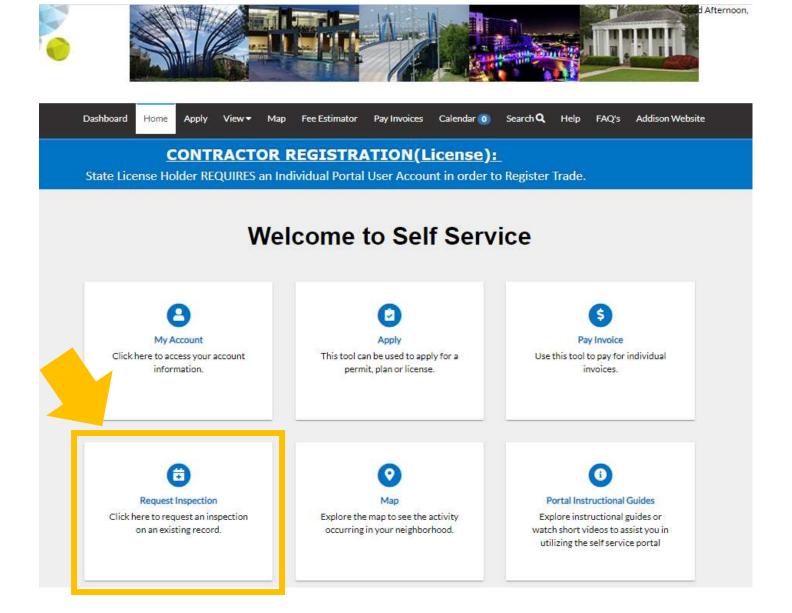
## How to Request an Inspection on CSS Portal

PLEASE NOTE THAT YOU CAN ONLY REQUEST AN INSPECTION ONLINE IF YOU APPLIED FOR THE PERMIT ONLINE. TO REQUEST AN INSPECTION FOR A PERMIT THAT WAS APPLIED FOR IN PERSON OR THROUGH EMAIL, PLEASE EMAIL INSPECTIONS@ADDISONTX.GOV OR CALL 972-450-2885.

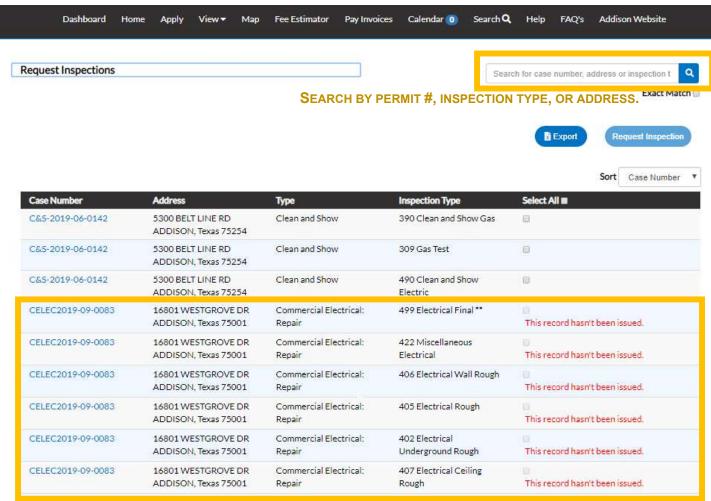
SAME DAY INSPECTIONS MUST BE REQUESTED BEFORE 8:30 AM.

- **STEP 1.** MAKE SURE YOU ARE LOGGED IN TO YOUR ACCOUNT.
- STEP 2. UPON LOGGING IN, YOU WILL BE DIRECTED TO THE HOME PAGE. CLICK ON REQUEST INSPECTION.



YOU WILL BE DIRECTED TO THE INSPECTIONS PAGE, WHICH LISTS ALL THE PERMITS YOU HAVE APPLIED FOR ONLINE AND THE AVAILABLE INSPECTIONS FOR EACH PERMIT. NOTICE, THOSE PERMITS AND INSPECTIONS THAT ARE NOT AVAILABLE WILL SHOW AS "THIS RECORD HASN'T BEEN ISSUED."

YOU CAN SCROLL THROUGH ALL THE OPTIONS OR SEARCH BY PERMIT NUMBER, ADDRESS, OR INSPECTION TYPE (KEEP IN MIND WHEN SEARCHING, LESS IS MORE).



PERMIT HAS NOT BEEN ISSUED, THEREFORE INSPECTIONS CANNOT BE REQUESTED.

Request Inspection

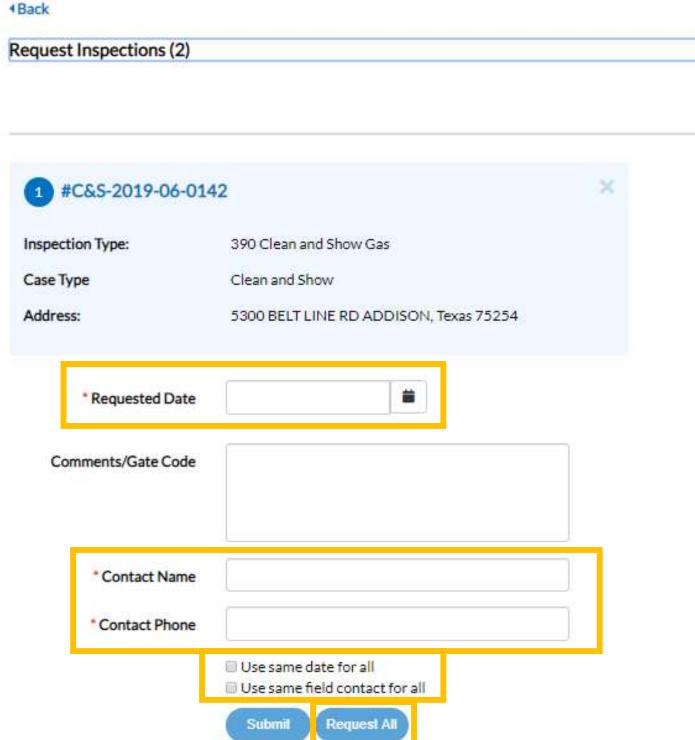
Sort Case Number ▼

STEP 4. ONCE YOU LOCATE THE RIGHT PERMIT, SELECT THE INSPECTION/S YOU WOULD LIKE TO REQUEST, AND CLICK ON REQUEST INSPECTION.

Case Number	Address	Туре	Inspection Type	Select All
C&S-2019-06-0142	5300 BELT LINE RD ADDISON, Texas 75254	Clean and Show	390 Clean and Show Gas	Ø
C&S-2019-06-0142	5300 BELT LINE RD ADDISON, Texas 75254	Clean and Show	309 Gas Test	Ø
C&S-2019-06-0142	5300 BELT LINE RD ADDISON, Texas 75254	Clean and Show	490 Clean and Show Electric	
CELEC2019-09-0083	16801 WESTGROVE DR ADDISON, Texas 75001	Commercial Electrical: Repair	499 Electrical Final **	This record hasn't been issued.
CELEC2019-09-0083	16801 WESTGROVE DR ADDISON, Texas 75001	Commercial Electrical: Repair	422 Miscellaneous Electrical	This record hasn't been issued.

YOU WILL NOW BE ABLE TO REQUEST AN INSPECTION DATE (AGAIN, KEEP IN MIND STEP 5. SAME DAY INSPECTIONS ARE ONLY AVAILABLE FOR REQUESTS MADE BEFORE 8:30AM THAT DAY). YOU WILL BE REQUIRED TO PROVIDE THE CONTACT NAME AND PHONE NUMBER FOR THE INSPECTOR TO BE ABLE TO CONFIRM THE ACTUAL INSPECTION DATE AND TIME FRAME.

> FOR MULTIPLE INSPECTIONS, YOU CAN SELECT TO USE THE SAME INFORMATION. CLICK REQUEST ALL.



THE PAGE WILL NOW SHOW A CONFIRMATION OF YOUR REQUESTED INSPECTIONS.

AN INSPECTOR WILL CONTACT YOU IN ORDER TO CONFIRM WHETHER THEY WOULD BE ABLE TO COME OUT ON THE REQUESTED DATE.

