

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.



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CONTRACTOR REGISTRATION(License):
State License Holder **REQUIRES** an Individual Portal User Account in order to Register Trade.

Welcome to Self Service




My Account

Click here to access your account information.




Apply

This tool can be used to apply for a permit, plan or license.




Pay Invoice

Use this tool to pay for individual invoices.




Request Inspection

Click here to request an inspection on an existing record.



Map

Explore the map to see the activity occurring in your neighborhood.



Portal Instructional Guides

Explore instructional guides or watch short videos to assist you in utilizing the self service portal

STEP 3. 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).

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Request Inspections

Search for case number, address or inspection type

SEARCH BY PERMIT #, INSPECTION TYPE, OR ADDRESS.

Exact Match

Export Request Inspection

Sort Case Number

Case Number	Address	Type	Inspection Type	Select All
C&S-2019-06-0142	5300 BELT LINE RD ADDISON, Texas 75254	Clean and Show	390 Clean and Show Gas	<input type="checkbox"/>
C&S-2019-06-0142	5300 BELT LINE RD ADDISON, Texas 75254	Clean and Show	309 Gas Test	<input type="checkbox"/>
C&S-2019-06-0142	5300 BELT LINE RD ADDISON, Texas 75254	Clean and Show	490 Clean and Show Electric	<input type="checkbox"/>
CELEC2019-09-0083	16801 WESTGROVE DR ADDISON, Texas 75001	Commercial Electrical: Repair	499 Electrical Final **	<input type="checkbox"/> <i>This record hasn't been issued.</i>
CELEC2019-09-0083	16801 WESTGROVE DR ADDISON, Texas 75001	Commercial Electrical: Repair	422 Miscellaneous Electrical	<input type="checkbox"/> <i>This record hasn't been issued.</i>
CELEC2019-09-0083	16801 WESTGROVE DR ADDISON, Texas 75001	Commercial Electrical: Repair	406 Electrical Wall Rough	<input type="checkbox"/> <i>This record hasn't been issued.</i>
CELEC2019-09-0083	16801 WESTGROVE DR ADDISON, Texas 75001	Commercial Electrical: Repair	405 Electrical Rough	<input type="checkbox"/> <i>This record hasn't been issued.</i>
CELEC2019-09-0083	16801 WESTGROVE DR ADDISON, Texas 75001	Commercial Electrical: Repair	402 Electrical Underground Rough	<input type="checkbox"/> <i>This record hasn't been issued.</i>
CELEC2019-09-0083	16801 WESTGROVE DR ADDISON, Texas 75001	Commercial Electrical: Repair	407 Electrical Ceiling Rough	<input type="checkbox"/> <i>This record hasn't been issued.</i>

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

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



Sort Case Number

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

STEP 5. YOU WILL NOW BE ABLE TO REQUEST AN INSPECTION DATE (AGAIN, KEEP IN MIND 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.

[← Back](#)

Request Inspections (2)

1 #C&S-2019-06-0142

Inspection Type: 390 Clean and Show Gas

Case Type Clean and Show

Address: 5300 BELT LINE RD ADDISON, Texas 75254

* Requested Date



Comments/Gate Code

* Contact Name

* Contact Phone

☐ Use same date for all

☐ Use same field contact for all

Submit


Request All

STEP 5. 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.

1 Case #C&S-2019-06-0142

Inspection Type:	309 Gas Test
Case Type	Clean and Show
Address:	5300 BELT LINE RD ADDISON, Texas 75254


Requested Date	04/09/2020
Comments/Gate Code	TEST
Contact Name	TEST
Contact Phone	TEST



2 Case #C&S-2019-06-0142

Inspection Type:	390 Clean and Show Gas
Case Type	Clean and Show
Address:	5300 BELT LINE RD ADDISON, Texas 75254

Requested Date	04/09/2020
Comments/Gate Code	
Contact Name	TEST
Contact Phone	TEST



IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT 972-450-2880 FOR ADDITIONAL INFORMATION.