

Scheduling Inspections

1. After logging into your account in Cascade go to the Permits link on the left sidebar.



Quick Navigation	
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Permits	
New Planning Case	
New Building Permit	
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Edit Contractor

[Save](#)

Company Name *

Previously Issued License Number

Contractor Types
General Contractor

Phone

- Choose the permit that you want to schedule inspections for.

Permits

☒ Save Grid Settings

[+ Add new Permit](#)
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Permit Number ↓	Jurisdiction Name	Street Address
20BRD-00727	Cascade	548 MOUNTAIN AVE
20BRD-00726	Cascade	205 TURNER AVE BE
20BRD-00723	Cascade	1255 CEDAR DR BEF
20BRD-00721	Cascade	619 WELCH AVE BEF

- Click on the Inspections Tab.

RES MAJOR WF (5-2020)

Cascade - [Permits](#) - 20BRD-00727

Accessory Dwelling Unit - 548 MOUNTAIN AVE, BERTHOUD, 805130000

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Permit will expire on 12/7/2021

Application	Information	Inspections	Fee Payments	Workflow Steps	Documents
Back					
Step	Workflow Step	Assigned To	Assign Date	St	
	Application		-N/A-		Ar

4. Select the inspections that you want to schedule.

2	C Roughts	<input checked="" type="checkbox"/>	Rough Electric - 1	In Progress
		<input checked="" type="checkbox"/>	Rough Frame - 1	In Progress
		<input checked="" type="checkbox"/>	Rough Mechanical - 1	In Progress
		<input checked="" type="checkbox"/>	Rough Plumbing - 1	In Progress
		<input checked="" type="checkbox"/>	Permanent Meter - 1	In Progress
		<input checked="" type="checkbox"/>	Gas Test - 1	In Progress
		<input type="checkbox"/>	Exterior Sheathing - 1	In Progress

5. After your selection click on the Schedule Selected button at the top of the page.

Inspector	Phone	Actions
		SCHEDULE SELECTED
		RESULT ▼
Jonathan Gesick		RESULT ▼

- You will see the list of the selected inspections. Enter the Phone Number, date you want the inspection to be performed, Time Range, and any notes for the inspector. When done click the Save button. If you need to select different inspections hit the Back button to exit.

Permit will expire on 12/7/2021

Application
Information
Inspections
Fee Payments
Workflow Steps
Documents

Schedule Rough Electric, Rough Frame, Rough Mechanical, Rough Plumbing, Permanent Meter, Gas Test

Save Back

Inspector Name

Phone

Schedule Time

Time Range

Status

Scheduled Notes

Save Back

- Your inspections have been scheduled. The inspector will be assigned by staff. If you received an email page you may add email recipients to the bottom of the page with a message and click on send or don't send for no message.

To check your inspection, you can either look in the inspections page for the status and results or go to the inspections page by clicking on the Inspections link in the left sidebar.

Quick Navigation
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If you need assistance, please contact the building department at email@procodeinc.net