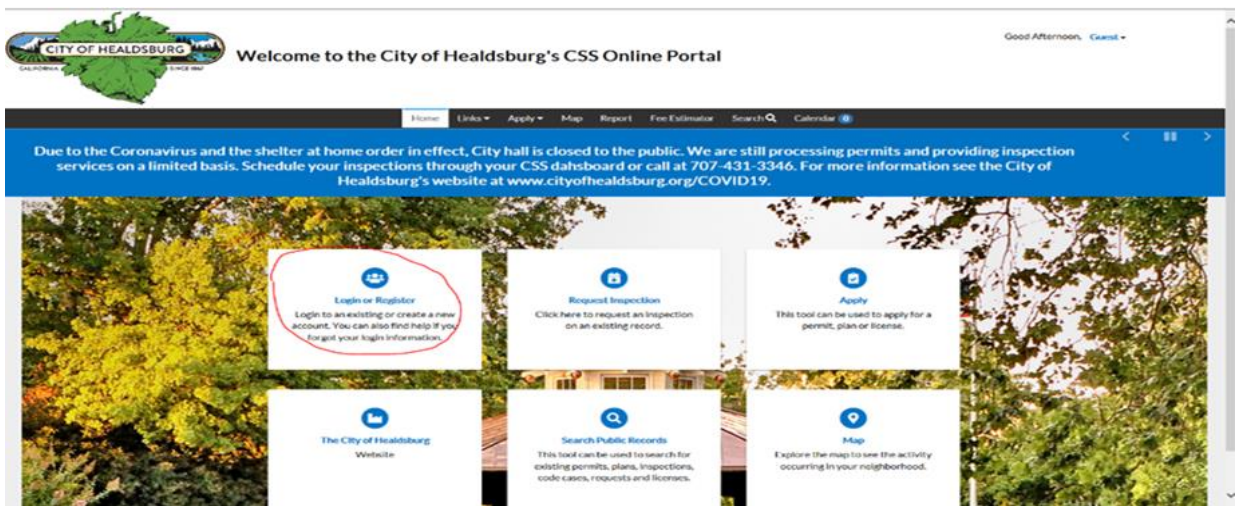


Request an Inspection in CSS

1. Access the CSS website by going to <https://healdsburgca-energovpub.tylerhost.net/Apps/SelfService#/home>
2. Click the **Login or Register** tile located in the first position on the first rows of tiles.



3. Log into the system utilizing your username and password and click **Log In**

Log In

* Username

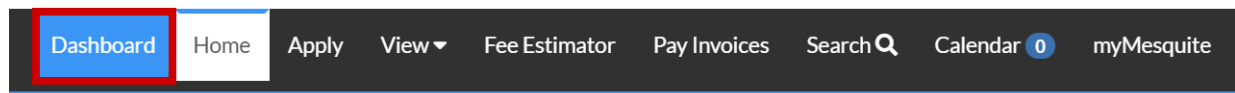
* Password

Remember Me

Log In

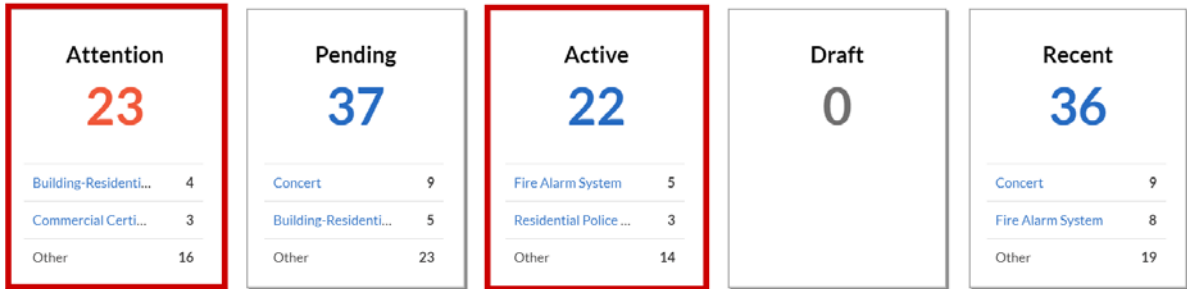
Forgot your password? [Reset it](#)
Forgot your username? [Email it](#)
Don't have an account yet? [Register Here](#)

4. Click on **Dashboard**



5. In the **My Permit** section, there are two areas where can locate information on the Inspection(s) tied to your permits
 - a. **Attention** – Permits that require your attention
 - i. Inspections that may have failed could be found here
 - b. **Active** – All permits that have been issued
 - i. You can request inspections on these permits
 - ii. Inspections that may have failed could be found here, also

My Permits



[View My Permits](#)

6. Click on the **Active** or **Attention** tile
7. Locate the permit you would like to request an Inspection on, or as you can see in the screenshot below, if an inspection failed, you will see **Failed Inspection** under the **Attention Reason** section.
 - a. If you need to Request an Inspection, click on the **Permit Number**
 - b. If you would like to see the Failed Inspection, click on **Failed Inspection**

My Permits

Search for permit number, project, or address Exact Match

Display Select Case Type Sort

Permit Number	Project	Address	Permit Type	Status	Attention Reason
FDP1219-1235		711 N GALLOWAY AVE MESQUITE, TX 75149	Fire Alarm System	Active, Recent	
PR0919-4538		3545 ANTELLO DR MESQUITE, TX 75150	Plumbing - Residential Addition/Remodel	Active, Attention	Failed Inspections
PR1217-1166		801 DASHIEL LN MESQUITE, TX 75149	Plumbing - Residential Addition/Remodel	Active	

8. After you have clicked on the **Permit Number**, you will be launched into the Permit dashboard screen
9. Under **Available Actions**, you will see a list of Inspections that you will be able to request
10. Once you have located the Inspection you need to Request, click on the **Request** button to the right of the Inspection

Permit Number: PR1217-1166



• Internet Explorer 11 is required to use the eReviews portal.

Permit Details | Tab Elements | Main Menu

Type: Plumbing - Residential Addition/Remodel Status: Awaiting Payment Project Name: ▼

Summary Locations Fees Reviews Inspections eReviews Attachments Contacts Sub-Records Holds Meetings

More Info

Progress

15% Completed

- Completed
- In Progress
- Not Started

Workflow

- Collect Fees - Passed : 12/19/2017
- Final Plumbing - Passed : 12/20/2017
- Plumbing Rough -
- Sewer -
- Water Service -
- Leave Out -
- Grease Trap -
- Plumbing Above Ceiling -
- P-Trap -

Available Actions

Request Inspection INSP Water Service - BI	Request
Request Inspection INSP Sewer - BI	Request
Request Inspection INSP Shower Pan - BI	Request
Request Inspection INSP Top Out - BI	Request
Request Inspection INSP Roof Drains - BI	Request

Fees

\$0.00

[View Details](#) [Add to Cart](#)

11. After the page loads, it will launch you into the **Request Inspection** area

Request Inspections (1)

#PR1217-1166
✕

Inspection Type: Water Service

Case Type: Plumbing - Residential Addition/Remodel

Address: 801 DARNELL LN MESQUITE, TX 75149

* Requested Date:

Comments/Gate Code:

[Submit](#)

*REQUIRED

12. Click on the **Calendar** to the right of the **Requested Date** section and choose the date you want the inspection completed on.

1 #PR1217-1166


Inspection Type: Water Service

Case Type: Plumbing - Residential Addition/Remodel

Address: 801 DARNEL LN MESQUITE, TX 75149

* Requested Date

Comments/Gate Code



The calendar shows February 2020. The date 21 is selected and highlighted with a red box. The calendar includes navigation arrows, a header for the month, and a grid of days. At the bottom, there are buttons for 'Today', 'Clear', and 'Close'.

13. If you have any Comments/Gate Code, please place those in the comment section, these fields are not required.

14. Click on the **Submit** button 

15. Once you have hit submit, you will receive a confirmation screen that your request was

1 Case #PR1217-1166

Inspection Type: Water Service

Case Type: Plumbing - Residential Addition/Remodel

Address: 801 DARNEL LN MESQUITE, TX 75149

Requested Date: 02/28/2020

Comments/Gate Code



completed.

16. At the point, you can close out or hit the **Back** button at the top of the Request Inspection area.



Request Inspections (1)

- Once you have hit the Back button, it will take you back to the Permit dashboard screen.
- You can see that the Inspection you requested is no longer in the **Available Action** section, and in the Workflow, the Inspection is now **Blue** and says Requested.

Permit Number: PR1217-1166



- Internet Explorer 11 is required to use the eReviews portal.

Permit Details | Tab Elements | Main Menu

Type: Plumbing - Residential Addition/Remodel

Status: Awaiting Payment

Project Name:

Summary

Locations

Fees

Reviews

Inspections

eReviews

Attachments

Contacts

Sub-Records

Hold

Meetings

More Info

Progress

15% Completed

- Completed
- In Progress
- Not Started

Fees

\$0.00

[View Details](#) [Add to Cart](#)

Workflow

- Collect Fees - Passed : 12/19/2017
- Final Plumbing - Passed : 12/20/2017
- Water Service Requested
- Plumbing Rough -
- Sewer -
- Leave Out -
- Grease Trap -
- Plumbing Above Ceiling -
- P-Trap -

Available Actions

- Request Inspection INSP Sewer - BI [Request](#)
- Request Inspection INSP Shower Pan - BI [Request](#)
- Request Inspection INSP Top Out - BI [Request](#)
- Request Inspection INSP Roof Drains - BI [Request](#)
- Request Inspection INSP P-Trap - BI [Request](#)



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