

Go to the County Website: <http://www.co.walla-walla.wa.us/index.shtml>

Login to your account whether it is a public log-in or Contractor Login

You can click on the blue request link under the inspection tab or click on Schedule (or cancel) under the Inspections heading on the left side of the page.

My Dashboard

Permits

- ▶ Apply
- ▶ Search
- ▶ Pay Fees

Projects

- ▶ Search Projects
- ▶ Pay Fees

Contractor

- ▶ Search Contractors
- ▶ Pay Fees

Properties

- ▶ Search Property

Inspections

- ▶ Schedule
- ▶ Cancel

Violations

- ▶ Search

CRM

- ▶ Report Issue
- ▶ Search Issues

Hello Lauri Withers.
Below is a Dashboard of your current activities.

[LINK TO PERMITS AND PROJECTS](#)

My Active Permits 1 total record(s).

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE		
CRW-PERMIT		E SIDING WINDOWS	ISSUED	Request	\$0.00		

Once you click on request this is the next screen you will see. This is an example, but your screen would have the site address in the information below.

Click on inspection type, it will automatically be set to ****Final**.

My Dashboard

- Permits
 - ▶ Apply
 - ▶ Search
 - ▶ Pay Fees
- Projects
 - ▶ Search Projects
 - ▶ Pay Fees
- Contractor
 - ▶ Search Contractors
 - ▶ Pay Fees
- Properties
 - ▶ Search Property
- Inspections
 - ▶ Schedule
 - ▶ Cancel
- Violations
 - ▶ Search
- CRM
 - ▶ Report Issue
 - ▶ Search Issues
- Shopping Cart
 - ▶ Pay All Fees
 - ▶ Paid Items
- Contact
 - ▶ Contact us

PERMIT Inspection Request - CRW-PERMIT

* Contact Name:

* Phone Number:

* Site Address:

* Email Address:

Notes:

Inspection Type:

Requested Date:

Time:

Add Inspections by selecting Inspection Type, Request Date, Time and pressing 'Add Inspection'.

Inspection Policy

Click on the down arrow to select the inspection you are requesting. The permit type will determine the allowable inspections to choose from.

My Dashboard

- Permits
 - ▶ Apply
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 - ▶ Search Projects
 - ▶ Pay Fees
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 - ▶ Search Contractors
 - ▶ Pay Fees
- Properties
 - ▶ Search Property
- Inspections
 - ▶ Schedule
 - ▶ Cancel
- Violations
 - ▶ Search
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 - ▶ Report Issue
 - ▶ Search Issues
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 - ▶ Pay All Fees
 - ▶ Paid Items
- Contact
 - ▶ Contact us

PERMIT Inspection Request - CRW-PERMIT

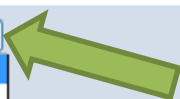
* Contact Name:

* Phone Number:

* Site Address:

* Email Address:

Notes:

Inspection Type: 

Requested Date:

Time:

Add Inspections by selecting Inspection Type, Request Date, Time and pressing 'Add Inspection'.

Inspection Policy

If you have information you would like to include, you can enter it in the notes section.

My Dashboard

- Permits
 - Apply
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 - Pay Fees
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 - Search Contractors
 - Pay Fees
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 - Search Property
- Inspections
 - Schedule
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PERMIT Inspection Request - CRW-PERMIT

* Contact Name:

* Phone Number:

* Site Address:

* Email Address:

Notes:

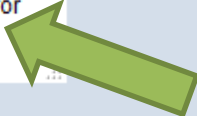
Inspection Type:

Requested Date:

Time:

Add Inspections by selecting Inspection Type, Request Date, Time and pressing 'Add Inspection'.

Inspection Policy



Click on requested date down arrow and select the date you want the inspection. Only the dates that come up are available.

My Dashboard

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 - Pay All Fees
 - Paid Items
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 - Contact us

PERMIT Inspection Request - CRW-PERMIT

* Contact Name: Lauri Withers

* Phone Number: (509) 524-2614

* Site Address: 123 Anywhere

* Email Address: lwithers@co.walla-walla.wa.us

Notes: Insp card in tube. Please call 30 ahead for access 509-524-2614 Lauri

Inspection Type: **FINAL

Requested Date: 5/11/2016

Time: 5/11/2016

ADD CANCEL

Add Inspections by selecting Inspection Request Date, Time and pressing 'Add Inspection'.

Inspection Policy

Now click on the time frame and Select the time frame you want.

My Dashboard

- Permits
 - Apply
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 - Pay Fees
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 - Search Property
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 - Schedule
 - Cancel
- Violations
 - Search
- CRM
 - Report Issue
 - Search Issues
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 - Pay All Fees
 - Paid Items
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PERMIT Inspection Request - CRW-PERMIT

* Contact Name:

* Phone Number:

* Site Address:

* Email Address:

Notes:

Inspection Type:

Requested Date:

Time:

Add Inspections by selecting Inspection Type, Request Date, Time and pressing 'Add Inspection'.

Inspection Policy

Click on **ADD INSPECTION**

My Dashboard

- Permits
 - Apply
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 - Schedule
 - Cancel
- Violations
 - Search
- CRM
 - Report Issue
 - Search Issues
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 - Pay All Fees
 - Paid Items
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 - Contact us

PERMIT Inspection Request - CRW-PERMIT

* Contact Name:

* Phone Number:

* Site Address:

* Email Address:

Notes:

Inspection Type:

Requested Date:

Time:

Add Inspections by selecting Inspection Type, Request Date, Time and pressing 'Add Inspection'.

[Inspection Policy](#)

If you would like to add another inspection for this same permit, Click on the inspection type down arrow and select it, then click add inspection again. As you can see there is already a final inspection selected. Now, if you are done selecting the inspections you want, click on SUBMIT

My Dashboard

- Permits
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 - Schedule
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 - Search
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 - Report Issue
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PERMIT Inspection Request - CRW-PERMIT

* Contact Name: Lauri Withers

* Phone Number: (509) 524-2614

* Site Address: 123 Anywhere

* Email Address: lwithers@co.walla-walla.wa.us

Notes: Insp card in tube. Please call 30 ahead for access 509-524-2614 Lauri

Inspection Type: **FINAL

Requested Date: 5/11/2016

Time: PM

ADD INSPECTION **CANCEL**

Add Inspections by selecting Inspection Type, Request Date, Time and pressing 'Add Inspection'.

Inspection Type	Request Date	Time	
**FINAL	5/11/2016	PM	Delete

SUBMIT **RESET**



Once the inspection is scheduled, it will bring you back to the Dashboard and you can see that it has been scheduled. You will also receive an email confirmation at the email address that was entered above.

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Contractor

- ▶ Search Contractors
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Inspections

- ▶ Schedule
- ▶ Cancel

Violations

- ▶ Search

CRM

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- ▶ Paid Items

Contact

- ▶ Contact us

Hello Lauri Withers.
Below is a Dashboard of your current activities.

[LINK TO PERMITS AND PROJECTS](#)

 **My Active Permits** 1 total record(s).

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEE DUE		
CRW-PERMIT		E SIDING WINDOWS	ISSUED	Request	\$0.00		

 **My Active Inspections** 1 total record(s).

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	CANCEL
CRW-PERMIT	PERMIT	ISSUED		**FINAL	5/11/2016	

You will also receive an email confirmation at the email address that was entered above.

From: [Community Development](#)
To: [Lauri Withers](#)

Subject: Online Inspection Request
Date: Tuesday, May 10, 2016 9:41:51 AM

Your inspection request has been received and scheduled. This is the information sent:

Permit Number: CRW-PERMIT Inspection(s):
**FINAL 5/11/2016 PM
5/10/2016 9:41 AM Lauri Withers
Insp card in tube. Please call 30 ahead for access 509-524-2614 Lauri
Contact Name: Lauri Withers Site Address: 123 Anywhere Phone: 5095242614
e-Mail: lwithers@co.walla-walla.wa.us

You can also cancel an inspection by clicking on the red circle with the x in it. (You can call the main line @ 524-2610 and cancel if you prefer)

My Dashboard

Hello Lauri Withers.
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[LINK TO PERMITS AND PROJECTS](#)

My Active Permits 1 total record(s).

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE		
CRW-PERMIT		E SIDING WINDOWS	ISSUED	Request	\$0.00		

My Active Inspections 1 total record(s).

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	CANCEL
CRW-PERMIT	PERMIT	ISSUED		**FINAL	5/11/2016	



You will see this screen, if you are sure you want to cancel the inspection, click OK

The screenshot shows a user dashboard for Lauri Withers. The dashboard includes a sidebar with navigation options: My Dashboard, Permits (Apply, Search, Pay Fees), Projects (Search Projects, Pay Fees), Contractor (Search Contractors, Pay Fees), Properties (Search Property), Inspections (Schedule, Cancel), Violations (Search), CRM (Report Issue, Search Issues), and Shopping Cart (Pay All Fees, Paid Items). The main content area displays a welcome message and a link to permits and projects. Below this are two sections: 'My Active Permits' and 'My Active Inspections'. The 'My Active Permits' section shows a table with one record: CRW-PERMIT, E SIDING WINDOWS, ISSUED, Request, \$0.00. The 'My Active Inspections' section shows a table with one record: CRW-PERMIT, **FINAL, 5/11/2016. A confirmation dialog box is overlaid on the 'My Active Inspections' table, asking 'Are you sure you want to unschedule this inspection?' with 'OK' and 'Cancel' buttons. A green arrow points to the 'OK' button.

My Dashboard

Permits

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- Pay Fees

Properties

- Search Property

Inspections

- Schedule
- Cancel

Violations

- Search

CRM

- Report Issue
- Search Issues

Shopping Cart

- Pay All Fees
- Paid Items

Hello Lauri Withers.
Below is a Dashboard of your current activities.

LINK TO PERMITS AND PROJECTS

My Active Permits 1 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE		
CRW-PERMIT		E SIDING WINDOWS	ISSUED	Request	\$0.00		

My Active Inspections 1 total record(s)

REC NO	INSPECTION	DATE	CANCEL
CRW-PERMIT	**FINAL	5/11/2016	

Are you sure you want to unschedule this inspection?

OK Cancel

Again it will take you back to the Dashboard and now you can see that there is not a scheduled date for this inspection.

My Dashboard

Hello Lauri Withers.
Below is a Dashboard of your current activities.

[LINK TO PERMITS AND PROJECTS](#)

My Active Permits 1 total record(s).

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE		
CRW-PERMIT		E SIDING WINDOWS	ISSUED	Request	\$0.00		

My Active Inspections 1 total record(s).

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE
CRW-PERMIT	PERMIT	ISSUED		**FINAL	

My Dashboard

Permits

- Apply
- Search
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Contractor

- Search Contractors
- Pay Fees

Properties

- Search Property

Inspections

- Schedule
- Cancel

Violations

- Search

CRM

- Report Issue
- Search Issues

That is all there is to it. When you are ready to reschedule the inspection, follow the steps as presented.

If you have any questions, please feel free to call Lauri @ 509-524-2614 or email @ lwithers@co.walla-walla.wa.us for more assistance.