

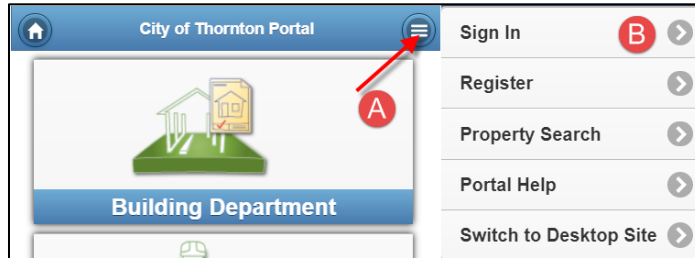


## Finding Inspection Status and Information in CityView Portal-MOBILE SITE

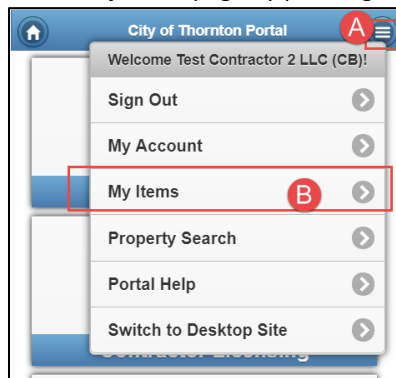
### BEFORE YOU BEGIN ...

- To schedule an inspection refer to the Scheduling Inspections Instructions.
- You must be registered and signed into the CityView Portal to view inspection information. You must also be a contact on the permit (contractor, subcontractor, or applicant). Use your login to sign in. If you are a contractor, use your company login. If you are not yet registered, follow the registration instructions before you proceed.

1. Log in to your CityView Portal account. <https://cityviewportal.cityofthornton.net/>

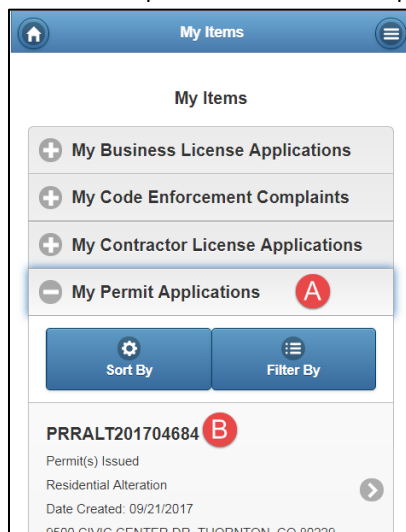


2. Navigate to the **My Items** page by pressing on the menu icon then on My Items as indicated below.



3. **Find your permit**

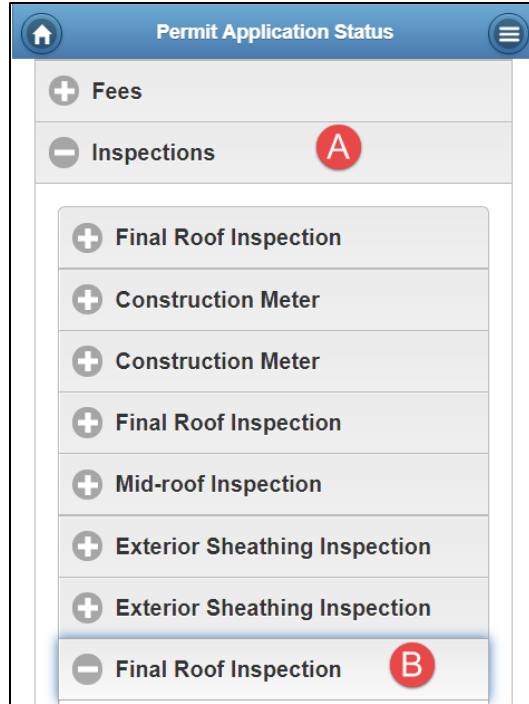
- A. Press on **My Permit Applications** to view all your permits.
- B. Press on the permit number for the permit you want to view





4. **View Inspections**

- A. Press **Inspections** to view a list of inspections
- B. Press to select the inspection you want to view
  - i. If you see an inspection listed more than once this means that it might have been canceled or failed prior. You may have to select each instance of the same inspection type to view all history.



- C. The detail on the inspection will be listed under the inspection you selected.
  - i. The **Requested** date shows the date you requested the inspection for, if you requested it online.
  - ii. You can verify that an inspection has been scheduled if the date appears under **Scheduled**.
  - iii. The **Outcome** will show you if the inspection Passed, Failed, was Waived, Canceled or is still Pending.
  - iv. The Inspector name and contact information will also appear.

