

STEP BY STEP ONLINE INSPECTION REQUESTS

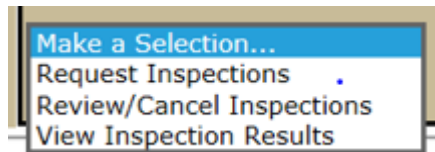
Go to: AURORA4BIZ.ORG

Hover on: BUILDING & DEVELOPMENT

Click on: BUILDING PLAN REVIEW AND PERMIT MANAGEMENT (LOWER LEFT)

LOGIN (YOUR EMAIL ADDRESS ATTACHED TO YOUR CONTRACTORS LICENSE)

Click on New/View Inspections.



Make selection from drop down

Select "Request Inspection" for the project you need to schedule the inspection.

*Select Inspection Type (from drop down menu)

*Enter Unit (if necessary)

*Click the "Call Ahead" box

*Enter your contact phone number (The inspector will call this # a 1/2hr in advance of inspection arrival)

*Add any comments (like AM or Pm requests or gate open etc. for the inspector)

*Select inspection date (on calendar)

*Click Schedule Inspection

***If you need to schedule more than one inspection for this project repeat steps with *