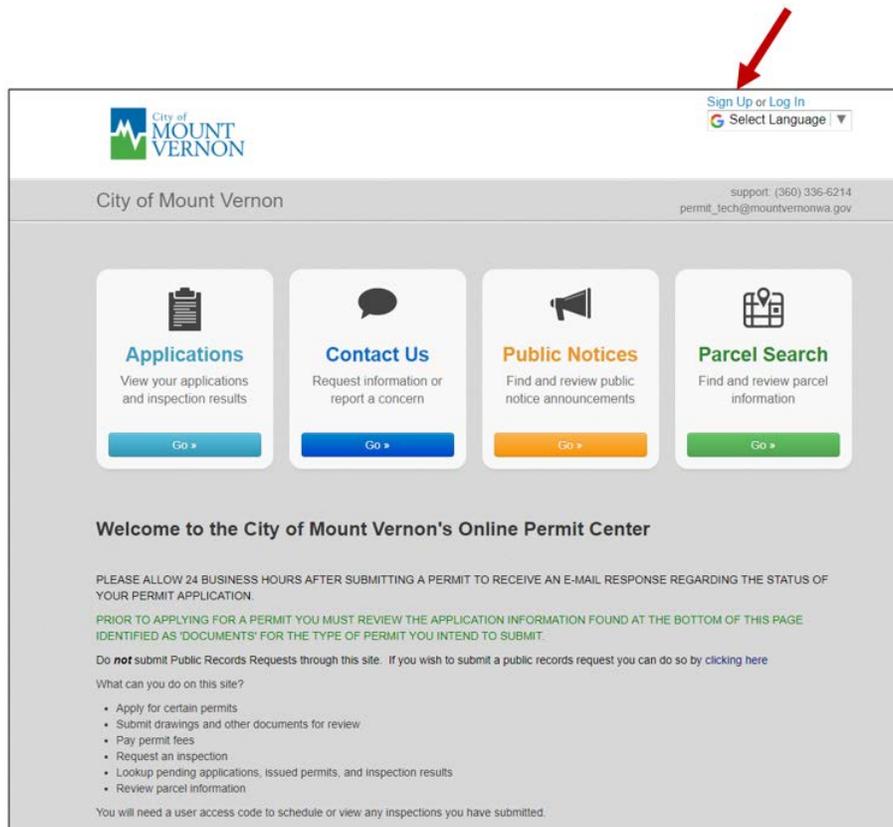


REQUESTING INSPECTIONS USING THE CITY'S ELECTRONIC PERMIT PORTAL

Beginning December 1, 2019 the City will require inspection requests to be made through the Permit Portal. Following are detailed step by step instructions on how to look up, request and cancel inspections through our Permit Portal. Don't hesitate to contact us at 360-336-6214 or permittech@mountvernonwa.gov if you have any questions or need additional help.

① SET UP A PORTAL ACCOUNT:

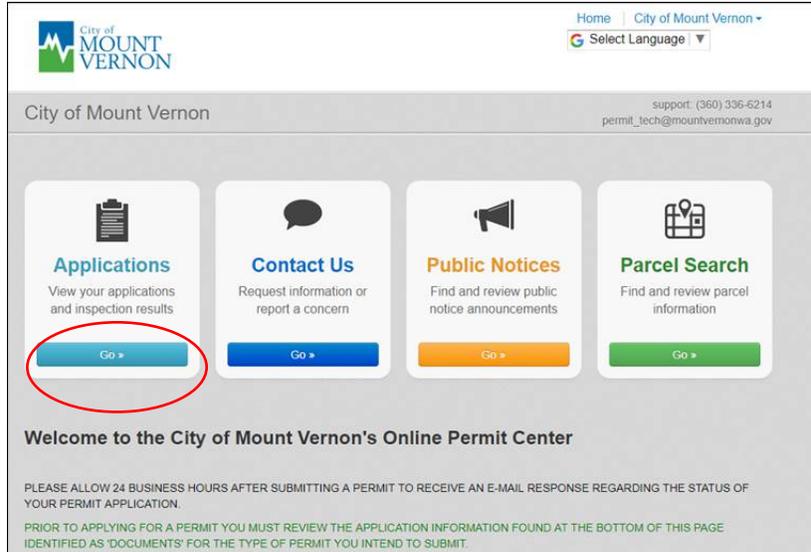
- A. Navigate to: <https://ci-mountvernon-wa.smartgovcommunity.com/Public/Home>
- B. At the top right side of the screen click on "Sign Up" and enter your email address, enter and confirm a password. If the City has already provided you an Access Code enter it where indicated. If you don't yet have an Access Code skip this step for now. You will need to call 360.336.6214 or email permittech@mountvernonwa.gov the City to get one.



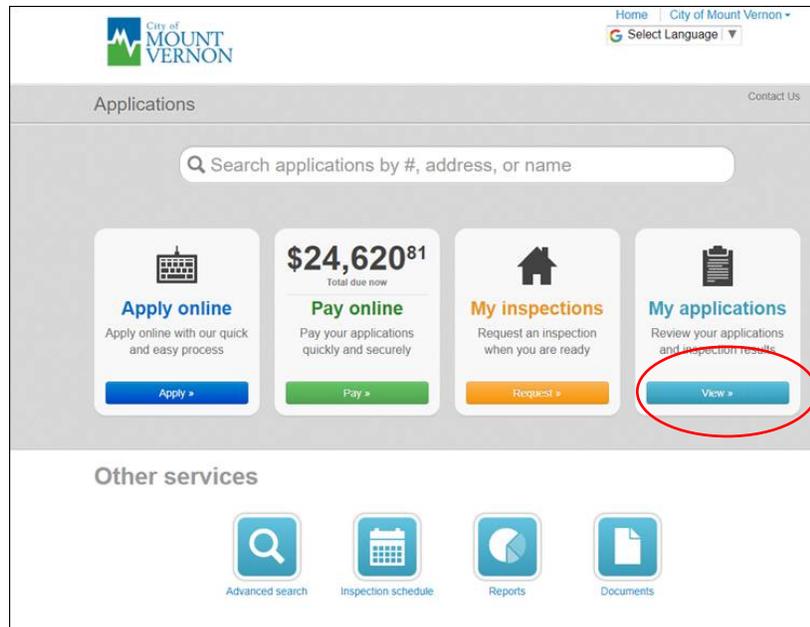
- C. Once you have created **and verified** your account you are now able to use the permit portal for projects.

② REQUESTING INSPECTIONS VIA THE PORTAL

- A. Log into your portal account. Once logged in click on the light blue bar with the word “Go” under Applications (circled in red below):



- B. Once you click on Applications, a screen that looks like this will appear. Click on the blue bar under My applications.



- C. Then you will be taken to a screen that looks like the screenshot below. You will see a list of your permits (may only be one permit if that is all you have applied for). Click on the blue permit number.

Active

Permits

#	Type	Address	Submitted	Expires	Status
ENGR19-0340	Right of Way Permit - Construction Projects	2021 FREEWAY DRIVE	9/12/2019	4/5/2020	Permit issued
BLDG19-0720	Single Family Residential - New	3200 TRUMPETER DRIVE	8/26/2019	4/1/2020	Permit issued
BLDG19-0618	Single Family Residential - New	940 ALPINE VIEW DR	7/18/2019	1/20/2020	In Review
BLDG19-0610	Single Family Residential - New	4618 SHANTEL ST	7/17/2019	4/5/2020	Permit issued
BLDG19-0581	Single Family Residential - New	906 RAINIER LOOP	7/8/2019	3/11/2020	Permit issued

- D. Once the permit has opened, scroll down until you see a list of required inspections (almost to the bottom of the record). Then click on the orange request button next to the inspection type.

Inspections

Inspections are available Monday-Friday excluding holidays. Inspection requests are cut off at 3:00 PM for the next business day.

Re- inspections are subject to additional fees when inspections are requested and there is a failure to provide access to the work site; approved plans are not available at the job site at the time of inspection; work for which the inspection was requested has not been completed; corrections to the work called for by the inspector have not been made; and or construction does not conform to the approved plans and requires submission of revised plans.

AM or PM times are not guaranteed. Work must be completed and ready for inspection regardless of the time requested.

Note: Building Final Inspections, Commercial CO Inspection Fire Marshal and the Final Field Inspections are not eligible for next day inspection requests. Please allow two business days when requesting a Final inspection.

	Date	Status
Temporary Erosion Control		Request >
Setbacks		Request >
Footing Reinforcement		Request >
Wall & Reinforcement		Request >
Monopour		Request >
Rough Mechanical		Request >
Slab w/ Insulation		Request >
Hold Downs		Request >

- E. Complete the Requested For, Requested for Time Slot and add any comments, such as name and contact phone number of person to contact regarding the inspection. Then click on Request Inspection

Request an Inspection

Please enter a contact name and phone number in the comments box

** For all Development Services (DS) Inspections, time slots are NOT guaranteed. Time slots are AM (7:30am-12:00pm) or PM (12:00pm-3:00pm). Inspectors develop their daily route based on what will be the most efficient path to complete their assigned inspections. PLEASE ADD NAME AND PHONE NUMBER FOR ONSITE CONTACT TO THE COMMENTS SECTION AND ANY OTHER RELEVANT INFORMATION.

PLEASE NOTE! YOU MUST PICK A TIME SLOT (AM/PM) AND DAY. You will be notified of the closest time slot available. Thank you.

Application:

Only ISSUED Permits with No Fees Due or PENDING/VALID Licenses that are NOT EXPIRED will be available for inspection requests

Inspection Type:

Requested For:

Requested For Time Slot:

Comments:

- F. If you wish to cancel the inspection, follow the above procedure and click on Cancel and follow the prompts.

Inspections

Inspections are available Monday-Friday excluding holidays. Inspection requests are cut off at 3:00 PM for the next business day.

Re- inspections are subject to additional fees when inspections are requested and there is a failure to provide access to the work site; approved plans are not available at the job site at the time of inspection; work for which the inspection was requested has not been completed; corrections to the work called for by the inspector have not been made; and or construction does not conform to the approved plans and requires submission of revised plans.

AM or PM times are not guaranteed. Work must be completed and ready for inspection regardless of the time requested.

Note: Building Final Inspections, Commercial CO Inspection Fire Marshal and the Final Field Inspections are not eligible for next day inspection requests. Please allow two business days when requesting a Final inspection.

	Date	Status	
Temporary Erosion Control			<input type="button" value="Request »"/>
Setbacks			<input type="button" value="Request »"/>
Footing Reinforcement			<input type="button" value="Request »"/>
Wall & Reinforcement			<input type="button" value="Request »"/>
Monopour			<input type="button" value="Request »"/>
Rough Mechanical	10/15/2019 requested	Pending	<input type="button" value="Cancel »"/>