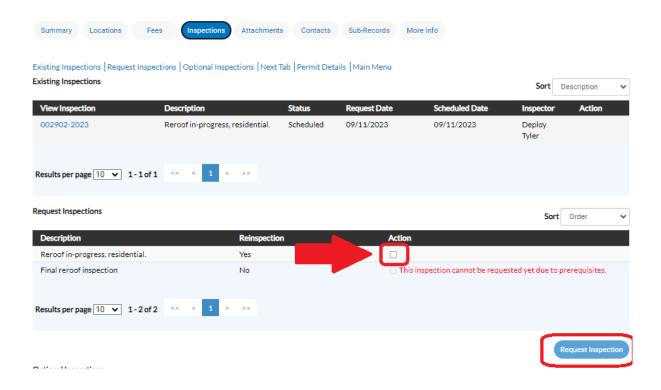
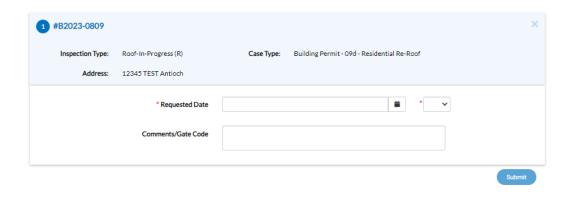
<u>Step 1:</u> Locate the permit in your portal for which you would like to schedule an inspection and navigate to the "Inspections" tab.



<u>Step 2:</u> All the inspections added to your permit will be listed in the "Request Inspections" section. Select the checkmark next to the inspection you wish to schedule and click "Request Inspections."

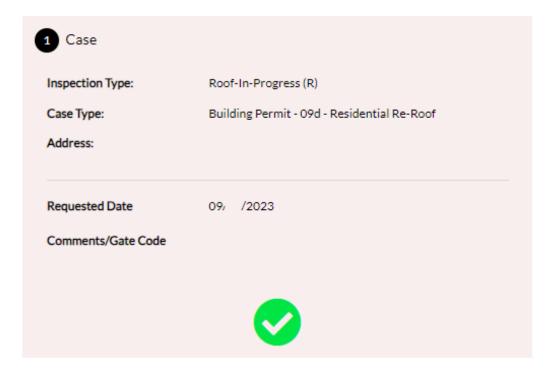


Step 3: After clicking "Request Inspection," input the Requested Time and Date.

- Our AM inspections are from 9:00 AM to 12:00 PM (Monday through Friday)
- Our PM inspections are from 12:00 PM to 3:00 PM (Monday through Friday)

Note: our Friday inspection availability is limited, and it is recommended you schedule any inspections on Friday at least three (3) business days before the inspection.

After clicking Submit, you will be prompted with a confirmation page:



NOTE: The system will restrict you from scheduling an inspection if the preceding required inspections are not complete. If you encounter any discrepancies, such as missing or unnecessary inspection in your list, please contact the Antioch Building Division at (925)779-7065 or by emailing <a href="mailto:building@antiochca.gov">building@antiochca.gov</a>.

## Example:

Re-roof permits in the City of Antioch require two inspections: a Roof-In-Progress Inspection and a Final Inspection. The system will not allow you to schedule your Final Inspection unless your Roof-In-Progress inspection has been completed.