

Step 1: Locate the permit in your portal for which you would like to schedule an inspection and navigate to the “Inspections” tab.

Summary Locations Fees **Inspections** Attachments Contacts Sub-Records More Info

Existing Inspections | Request Inspections | Optional Inspections | Next Tab | Permit Details | Main Menu

Existing Inspections Sort: Description

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
002902-2023	Reroof in-progress, residential.	Scheduled	09/11/2023	09/11/2023	Deploy Tyler	

Results per page: 10 1 - 1 of 1 << < 1 > >>

Request Inspections Sort: Order

Description	Reinspection	Action
Reroof in-progress, residential.	Yes	<input type="checkbox"/>
Final reroof inspection	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.

Results per page: 10 1 - 2 of 2 << < 1 > >>

Request Inspection

Step 2: 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.”

1 #B2023-0809

Inspection Type: Roof-In-Progress (R) Case Type: Building Permit - 09d - Residential Re-Roof

Address: 12345 TEST Antioch

* Requested Date

Comments/Gate Code

Submit

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:

1 Case


Inspection Type: Roof-In-Progress (R)

Case Type: Building Permit - 09d - Residential Re-Roof

Address:

Requested Date 09, /2023

Comments/Gate Code



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 building@antiochca.gov.

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.