

How to Schedule an Inspection

STEP 1

Navigate to Dashboard Click on View My Permits

The screenshot shows the Tyler Citizen Self Service dashboard. At the top, there is a navigation bar with the following items: Dashboard, Home, Apply, My Work, Today's Inspections, Map, Report, Pay Invoices, Search, and Calendar. Below the navigation bar, the 'My Permits' section is displayed with five cards: Attention (0), Pending (0), Active (1), Recent (1), and Draft (0). The 'Active' and 'Recent' cards show a 'SolarAPP+' permit with a count of 1. Below the 'My Permits' section is a 'View My Permits' button. The 'My Plans' section is also displayed with five cards: Attention (0), Pending (0), Active (0), Recent (0), and Draft (0).

STEP 2

Click on Permit

The screenshot shows the Tyler Citizen Self Service 'My Work' page. The navigation bar is the same as in the previous screenshot, but the 'My Work' tab is selected. Below the navigation bar, there are two tabs: 'MY INVOICES' and 'MY PERMITS'. The 'MY PERMITS' tab is active. Below the tabs, there is a search bar and a table of permits. The table has the following columns: Permit Number, Project, Address, Permit Type, Status, and State. The first row of the table is highlighted and has a red box around the 'Permit Number' cell, which contains the value 'SA-0000C 2023'. The 'Permit Type' is 'SolarAPP+', the 'Status' is 'Active', and the 'State' is 'Active, Recent'. There is an 'Export to Excel' button in the top right corner of the table.

Permit Number	Project	Address	Permit Type	Status	State
SA-0000C 2023			SolarAPP+	Active	Active, Recent

STEP 3

Click on Request

Permit Details | Tab Elements | Main Menu

Type: SolarAPP+ **Status:** Active **Project Name:**

IVR Number: 323774 **Applied Date:** 08/23/2023 **Issue Date:** 08/23/2023

District: District 1 **Assigned To:** **Expire Date:**

Finalized Date:

Description: Install residential roof mount solar system with 10 KW

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

Progress

0% Completed

- Completed
- In Progress
- Not Started

Workflow

- Inspection -- Electrical Rough -
- Inspection -- Other Inspection -
- Solar Final -
- Inspection -- Building Final -

Available Actions

- Request Inspection** (Inspection -- Solar Panels) **Request**
- Request Inspection** (Other Inspection) **Request**
- Request Inspection** (Rough Electrical) **Request**
- Request Inspection** (Building Final) **Request**

Fees

\$0.00

[View Details](#) [Add to Cart](#)

STEP 4

Fill out all Required Information and Click on Submit

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Dashboard Home Apply My Work Today's Inspections Map Report Pay Invoices Search Calendar

[Back](#)

Request Inspections (1)

*REQUIRED

#SA-00005-2023

Inspection Type: Solar Panels Case Type: SolarAPP+

Address: [Redacted]

* Contact Name: [Redacted]

* Contact Phone: (123) 123-1234

* Requested Date: 08/24/2023 AM



Comments/Gate Code: Gate Code #1234

Submit

STEP 5

This is your notification that your Inspection has been scheduled


technologies

Dashboard Home Apply My Work Today's Inspections Map Report Pay Invoices Search  Calendar 

[← Back](#)

Request Inspections (1)

*REQUIRED

 Case #SA-00000 -2023

Inspection Type: Solar Panels

Case Type: SolarAPP+

Address:

Requested Date: 08/24/2023

Comments/Gate Code: Gate Code #1234

Contact Name: Test

Contact Phone: (123) 123-1234

