



Permits Online: Scheduling Inspections

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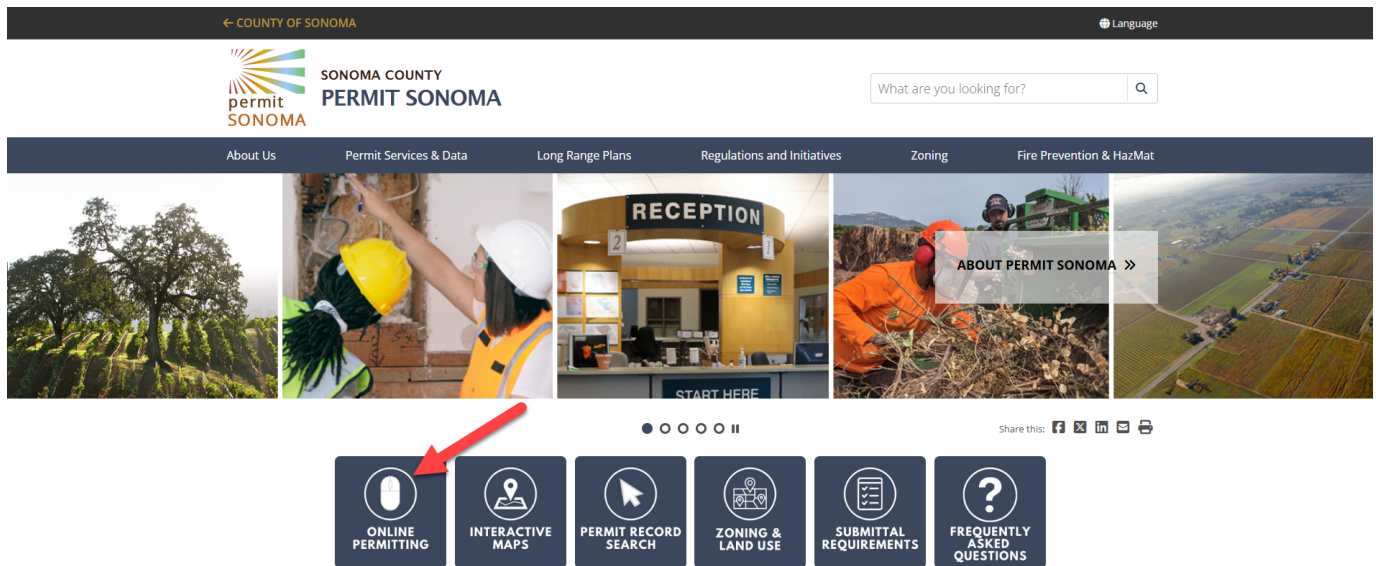
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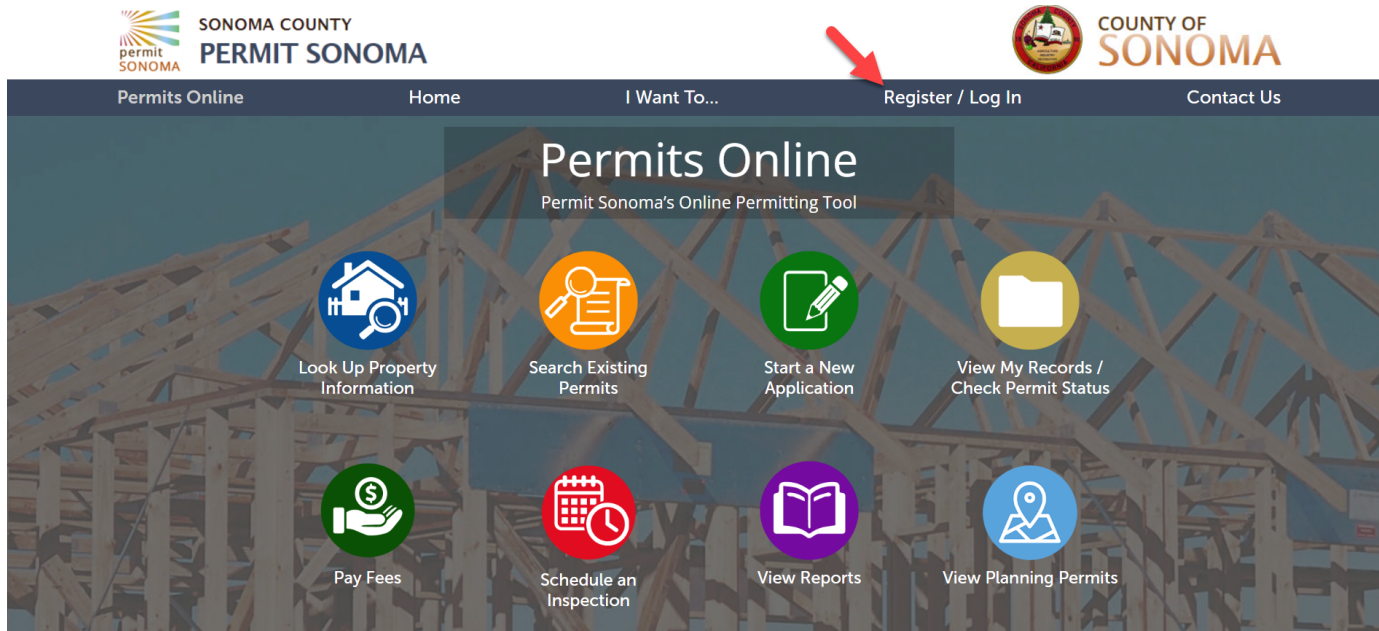
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Go to Permits Online

- 1) In your web browser, go to: www.PermitSonoma.org
- 2) From the first row of dark blue feature icons, select **Online Permitting**.



- 3) Welcome to Permits Online. From here you will be able to: Apply for permits, upload documents to permit applications, review previously uploaded documents*, pay fees, schedule inspections, etc.



Accessing/creating an account - To access your permit, you must be a registered user. Select **Register/Log In** near the top of the page. [Register / Log In](#)

- **Existing Users** – Enter your Email Address and Password and select the **Sign In** button. (Continue to **Accessing Your Permit** section below)
- **New Users** – To create a Permits Online account, view [Permits Online: Registering for Account](#) (PDF)

Accessing Your Permit

Link Account to Permits

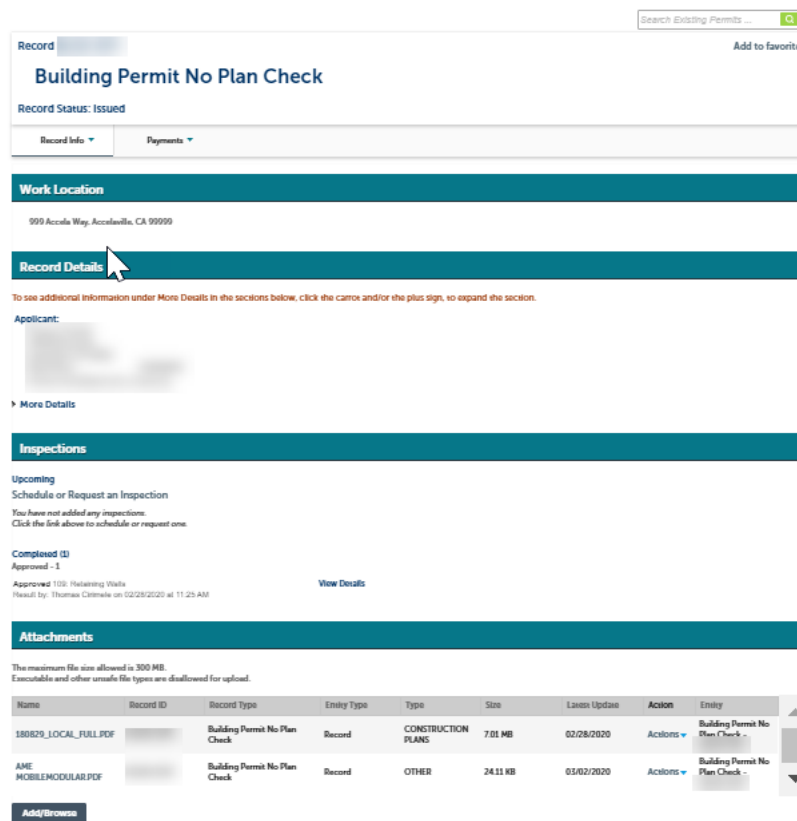
If you applied for your permit in person, or were added as a Contact, you must first request that your online account be linked with your permit in order to upload documents and schedule inspections. Submit a request by filling out this online form: www.permitsonoma.org/AccountLinking

Once logged in,

- 1) Enter your permit number in the **Search Existing Permits** field and select the **Search** icon.



- 2) The Search Results will display. If there are multiple results, select the Record Number (permit number) you wish to view.
- 3) The permit information will display. From here you can: Attach/upload documents, review previously uploaded documents*, pay fees, and schedule inspections.



Record **Building Permit No Plan Check**
Record Status: Issued

Record Info Payments

Work Location
999 Accela Way, Accala, CA 99999

Record Details
To see additional information under More Details in the sections below, click the caron and/or the plus sign, to expand the section.
Applicant: [Redacted]
More Details

Inspections
Upcoming
Schedule or Request an Inspection
You have not added any inspections.
Click the link above to schedule or request one.

Completed (1)
Approved - 1
Approved 100: Helaining Walls
Result by: Thomas Cline on 02/28/2020 at 11:25 AM
View Details

Attachments
The maximum file size allowed is 300 MB.
Executable and other unsafe file types are disallowed for upload.

Name	Record ID	Record Type	Entry Type	Type	Size	Last Update	Action	Entry
180829_LOCAL_FULL.PDF		Building Permit No Plan Check	Record	CONSTRUCTION PLANS	7.01 MB	02/28/2020	Actions	Building Permit No Plan Check -
AME_NOBLEMODULAR.PDF		Building Permit No Plan Check	Record	OTHER	24.11 KB	03/02/2020	Actions	Building Permit No Plan Check -

Add/Browse

Scheduling an Inspection

Video Inspections

Permit Sonoma provides some inspection services via VuSpex remote video technology. If you are selected for video inspection, please follow the instructions to get started with your first video inspection. Follow the procedure for scheduling an inspection below, but also follow the instructions for video inspections. Video Inspections Instructions: www.permitsonoma.org/VideoInspections

- To schedule an inspection select the **Click to Request Inspection** button and follow the directions.

Record XXXXXXXXXX Add to favorites

Building Permit No Plan Check

Record Status: Issued

Record Info ▼ Payments ▼

Work Location

999 Accela Way, Accelaville, CA 99999

Record Details

To see additional information under More Details in the sections below, click the carrot and/or the plus sign, to expand the section.

Applicant:

▶ More Details

Inspections

Upcoming

🕒 Click to Request Inspection

You have not added any inspections.
Click the link above to schedule or request one.

Completed (1)

Approved - 1

- Select your desired inspection from the list and select **Continue**

Schedule/Request an Inspection

Available Inspection Types (53)

☒ Show All Available Inspections

- ☒ 103: Foundations (optional)
- ☐ 104: Piers/Piles (optional)
- ☐ 103: Foundations (optional)
- ☐ 106: Ufer Ground (optional)
- ☐ 107: Underground Utilities (optional)
- ☐ 110: Masonry Block/Brick (optional)
- ☐ 112: Green Building Pre-Const Insp (optional)
- ☐ 113: Fireplace (optional)
- ☐ 114: Chimney (optional)
- ☐ 115: Hydronics (optional)

< Prev 1 2 3 4 5 6 Next >

Continue Cancel

- Select the date, check the box next to the 8-5 time window, and select **Continue**

Schedule/Request an Inspection

Inspection type: 103: Foundations

To continue, select an appointment date and time range by clicking a link on the calendar below:

Apr 2020

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jun 2020

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

« Prev Next »

☒ 08:00 AM - 05:00 PM

Continue Back Cancel

- The current registered user will be auto populated as the contact. Select Change Contact to list someone else, such as a sub contractor as the site contact. This should be the person that will be present on site at the time of inspection.

Schedule/Request an Inspection

Inspection type: 103: Foundations

Location and Contact

Verify whether the location and contact person for the selected inspection are correct.

Location
999 Accela Way, Accelaville, CA 99999

Contact

Change Contact

☒ Select an existing contact
Thomas cirimele (7074818197)

☐ Specify another person (for this inspection only)

* First Name Middle Name * Last Name

* Phone Number

Submit Cancel

Continue Back Cancel

- Select Finish

Schedule/Request an Inspection

Confirm Your Selection

Please confirm the details below and click the Finish button to schedule the inspection.

103: Foundations
4/10/2020 8:00 AM
999 Accela Way, Accelaville, CA 99999

Click Here to Include Additional Notes or Gate Code (as applicable)

Finish Back Cancel