



Requesting Inspections After a Permit is Issued

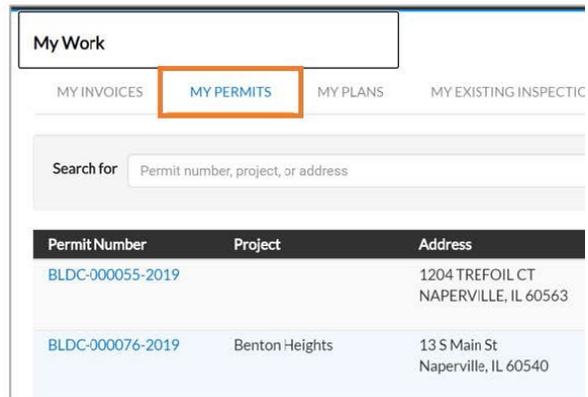
You must be logged in to CSS and be a contact associated with the case in order to request an inspection. Multiple related/unrelated inspections can be requested simultaneously. Go to www.sugarlandtx.gov/CSS and follow the login procedure.

STEP 1

Click the “My Work” link on the navigation bar and then the “My permits” link. This will open all your available permits and allow you to see details.



My Permits



STEP 2

Click a Case Number to open the associated record, or click the checkbox(es) next to the case(s) that inspections need to be requested for.

Case Number	Address	Type	Inspection Type	Select All
BLDC-000055-2019	1204 TREFOIL CT NAPERVILLE, IL 60563	Building (Non-Residential) - New Construction	Concrete Slab	<input checked="" type="checkbox"/>
BLDC-000055-2019	1204 TREFOIL CT NAPERVILLE, IL 60563	Building (Non-Residential) - New Construction	Final Building	<input type="checkbox"/>
BLDC-000055-2019	1204 TREFOIL CT NAPERVILLE, IL 60563	Building (Non-Residential) - New Construction	Final Engineering	<input type="checkbox"/>
BLDC-000076-2019	13 S Main St Naperville, IL 60540	Building (Non-Residential) - New Construction	Foundation Wall	<input type="checkbox"/>

STEP 3

Click Request Inspection to open the Request Inspections window.

Case Number	Address	Type	Inspection Type	Select All
BLDC-000055-2019	1204 TREFOIL CT NAPERVILLE, IL 60563	Building (Non-Residential) - New Construction	Concrete Slab	<input checked="" type="checkbox"/>
BLDC-000055-2019	1204 TREFOIL CT NAPERVILLE, IL 60563	Building (Non-Residential) - New Construction	Final Building	<input type="checkbox"/>





STEP 4

The Request Inspections screen will open.

Request Inspections (1)

1 #BLDC-2022-00026

Inspection Type: Building - Grade Beams Case Type: New Commercial Building Permit

Address: 111 GILLINGHAM LN SUGAR LAND, TX 77478

* Contact Name

* Contact Phone

* Requested Date 

Comments/Gate Code

STEP 5

Click on the Calendar to choose a requested date for the inspection and fill in comments about the requested inspection in the Comments/Gate Code box. Once you have completed these steps, click Submit.

* Requested Date 

Comments/Gate Code

Navigate back to the Details screen. The inspection will now be listed under Existing Inspections. You may cancel the inspection by clicking the Cancel Inspection button to the right. Once the inspection has been scheduled the Cancel Inspection button will disappear.

STEP 6

If the request is successful, you will see the inspection information and a green checkmark display.

1 Case #BLDC-000076-2019

Inspection Type: Footing

Case Type: Building (Non-Residential) - New Construction

Address: 13 S Main St Naperville, IL 60540

Requested Date: 11/03/2020

Comments/Gate Code







DONE

You have completed the inspection request process.

You may cancel an inspection by navigating back to a permit's details screen and clicking "Cancel Inspection" under Actions. Please note that once an inspection is confirmed, the ability to cancel will not be available (cancel button will disappear).

Summary Locations Fees Reviews **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
IBLD-000078-2020	Footing Inspection	Requested	11/03/2020			Cancel Inspection

