Public Works Permitting:
Inspection Scheduling
Scheduling Sewer Tap/Plug Inspections:

Getting Started

To schedule your Sewer Tap Inspection or Sewer Plug Inspection you will need to have a valid and registered account, have completed a Sewer Tap Permit Application or Sewer Plug Permit Application, and received an email directing you to now complete your inspection request prior to following this Guide.

Navigate to the City of Boise Permitting and Licensing homepage below and login to your account.


Enter your **User Name or Email**, enter your **Password** then click on the green **Login** button.
The Home Screen

Once you are logged in you will be on the home screen, this is the launch pad for inspection scheduling process. There are two ways to locate the Sewer Tap or Sewer Plug Permit you want to schedule an inspection for.

Option 1:

- Enter your record number (Example: SAR056-23-00001) in the Search Records box then click on the magnifying glass icon or press the Enter key.

Option 2:

- From the toolbar at the top of the page select the HOME dropdown and click on My Records.
From the Public Works record list locate the record you want to schedule an inspection for, its **Status** should say **Pending Inspection**, and click on the **green highlighted Record Number**.

Options 1 and 2 above both take you to the Record you’ve selected:

From the options available under **Record Info and Documents** select **Inspections** then click on **Schedule or Request an Inspection**.
On the **Schedule/Request an Inspection** page select to radio button next to the inspection type you are scheduling then click the green **Continue** button.

NOTE: Records starting with *SAR056 are Sewer Taps* and records starting with *SAR057 are Sewer Plugs*.

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On the **Calendar** page select any of the available dates highlighted in blue, select the radio button next to the available time you wish to schedule, then click on the green **Continue** button.

NOTE: The applicant will be contacted with a specific inspection timeframe based on inspector availability and the *Morning* or *Afternoon* timeslot selected.
On the **Location and Contact** page you will verify the inspection **Location** and the main **Contact** for the inspection.

To change the **Contact**, click on the **Change Contact** button.

Selecting the **radio button** next to **Select an existing contact** will give you the option to select an existing contact from the account.
If you select the **radio button** next to **Specify another person (for this inspection only)** you will need to complete the required fields noted by the red asterisk (*) then click the green **Submit** button.

Once you have reviewed and/or updated the **Location** and **Contact** information click on the green **Continue** button.
Finally, confirm your inspection schedule information, include any additional notes then click the green Finish button to complete your inspection request.

**Schedule/Request an Inspection**

**Confirm Your Selection**

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

<table>
<thead>
<tr>
<th>Inspection Type:</th>
<th>Sewer Tap Inspection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date and Time:</td>
<td>08/09/2023 Morning</td>
</tr>
<tr>
<td>Location:</td>
<td>150 N CAPITOL BLVD</td>
</tr>
<tr>
<td>Contact:</td>
<td>John Q Public 208-555-1212</td>
</tr>
</tbody>
</table>

Include Additional Notes

Finish Back Cancel

Congratulations your inspection request has now been submitted!

**Inspections**

Upcoming (1)

Schedule or Request an Inspection

Click the link above to schedule or request one.

08/09/2023 at Morning Scheduled Sewer Tap Inspection (1634755)
Inspector: unassigned

NOTE: The applicant will be contacted with a specific inspection timeframe based on Date requested, the Morning or Afternoon timeslot selected and inspector availability.