



# Private Portal – Request Inspections

## Request Inspections

Inspections will only be available to request after the permit is in an ISSUED state.

### MY INSPECTIONS

1. Click the **Request** button under My Inspections

You have **1 inspection** upcoming  
03/28 PM    **2 WATERSHED P**

---

### My inspections

Request an inspection  
when you are ready

**Request »**

2. Select the **Permit Number** from the drop down list
3. Select an **Inspection Type** from the list

### Request an Inspection

To request final inspections for Commercial, Mixed Use, Multifamily, Commercial Additions, and Tenant Improvement Building Permits, please call 360.753.8314. A 72 hour notice is required prior to requested inspection date. To request a fire inspection please call 360.753.8348

Application:  ▾

Only **ISSUED** Permits with **No Fees Due** or **PENDING/VALID** Licenses that are **NOT EXPIRED** will be available for inspection requests

Inspection Type:  ▾

*NOTE: The permit information shown in the images do not reflect any actual permits.*

*Updated: 7/3/2017*

4. Click the **Calendar** to view availability

Requested For: 4/4/2017

Requested For Time Slot:

Comments:

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						

Today Done

City of Olympia Privacy Policy Refund Policy

5. Enter the Requested for Time (AM/PM).

6. Enter Comments (optional). To better assist you with the inspection, leave a contact name and phone number in this field.

7. Click **Request Inspection**.

Requested For Time Slot: AM

Comments: Please contact 555-5555

Request Inspection

*NOTE: The permit information shown in the images do not reflect any actual permits.*

## MY APPLICATIONS

1. From the Permit application, click the **Request** button.

<b>Address:</b> 2 WATERSHED PARK Olympia, WA 98501 Parcel #: 09940059000	<b>Status:</b> Permit Issued	<b>Submitted:</b> 3/29/2017 <b>Approved:</b> 3/29/2017 <b>Issued:</b> 3/29/2017 <b>Closed:</b> <b>Expires:</b> 9/25/2017	<b>Inspections:</b> Required: 2 Requested: 0 Reinspect: 0 Complete: 0	<b>Due Now:</b> <b>\$0<sup>0</sup></b> Additional fees may be required
---	------------------------------------	--	---	--

[Request »](#)

2. Select an **Inspection Type** from the list.

### Request an Inspection

To request final inspections for Commercial, Mixed Use, Multifamily, Commercial Additions, and Tenant Improvement Building Permits, please call 360.753.8314. A 72 hour notice is required prior to requested inspection date. To request a fire inspection please call 360.753.8348

Application:

Only **ISSUED** Permits with **No Fees Due** or **PENDING/VALID** Licenses that are **NOT EXPIRED** will be available for inspection requests

Inspection Type:

*NOTE: The permit information shown in the images do not reflect any actual permits.*

3. Click the **Calendar** to view availability.

Requested For: 4/4/2017

Requested For Time Slot:

Comments:

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						

Today Done

City of Olympia Privacy Policy Refund Policy

4. Enter the Requested for Time (AM/PM).
5. Enter Comments (optional).
6. Click **Request Inspection**.

Requested For Time Slot: AM

Comments: Please contact 555-5555

Request Inspection

*NOTE: The permit information shown in the images do not reflect any actual permits.*