



## ANNOUNCEMENT

### CHANGES TO THE INSPECTION SCHEDULING PROCESS

After November 15, 2020, the City will discontinue inspection scheduling through the Interactive Voice Response (IVR) call-in system. Commencing November 16, 2020 Inspections MUST BE scheduled online through [www.PrescottPermits.com](http://www.PrescottPermits.com).

We strongly encourage our customers that schedule inspections to prepare for this change now.

If you already have a customer login with [www.prescottpermits.com](http://www.prescottpermits.com) YOU ARE NOT REQUIRED TO REGISTER AGAIN.

If you have not registered for the site as a Customer user, and you are responsible for calling in inspections, please go to <https://cityofprescottaz.wispform.com/1892c1c5> to set up your account. At the end of the registration form, you will be asked to provide the permit numbers to which your new customer account should be linked. Any permit number provided will be added to your account so you can access the inspection functions.

Once staff has updated your information in our customer database, you will receive an email with your PrescottPermits.com login information. Please allow up to 2 business days to receive this email. In addition to receiving your login information, you will also be made aware of upcoming web-training opportunities for PrescottPermits.com. These sessions are open to anyone desiring more hands on information with staff walking you through the site.

To schedule an inspection, please refer to the attached tutorial handout

If you are unable to schedule an inspection, or locate the permit through the site, please call the Permit Center at 928-777-1371.

Feel free to contact us with any questions about PrescottPermits.com by emailing [etrakit.general@prescott-az.gov](mailto:etrakit.general@prescott-az.gov).



[www.prescottpermits.com](http://www.prescottpermits.com)

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## Customer Tutorial

### How to Schedule Any Inspection Type

Can't find the inspection you need on your dashboard? Scheduling any type of inspection through PrescottPermits.com is easy!

1. From your dashboard, click on the Permit Number (or click Request and skip to step 3):

<b>FIRE2007-012</b>	201 S CORT...	SPRAY BOOTHS AND DIPPING SUPPRESSION	ISSUED	<b>Request</b>		
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2. From the permit's information page, click on Request Inspection:

Permit #*FIRE2007-012*

Attachment **Request Inspection**

3. Complete required fields, select desired Inspection type and date:

**PERMIT Inspection Request - FIRE2007-012**

\* Contact Name: CUSTOMER NAME  
\* Phone Number: (928) 777-1280  
\* Site Address: 201 S CORTEZ ST  
\* Email Address: chelsea.walton@prescott-az.gov  
Remarks: Maximum limit: 40 characters  
Notes:

Inspection Type: B - ABOVE CEILING COMBINATION  
Requested Date:

- B - WATER CUSTOMER BOX
- B - WATER LINE ABANDONMENT
- B - WATER METER RELEASE
- B - WATER YARD LINE
- F - BLAST STAND BY
- F - CLEAN AGENT POST-TEST
- F - CLEAN AGENT PRE-TEST
- F - FIRE ALARM FINAL
- F - FIRE ALARM ROUGH
- F - FIRE CERTIFICATE OF OCCUPANCY
- F - FIRE FINAL
- F - FIRE INSPECTION**
- F - FIRE SPECIAL EVENT INSPECTION
- F - FIRE SPRINKLER FINAL
- F - FIRE SPRINKLER ROUGH
- F - FIREWORKS INSPECTION
- F - HOOD ABOVE ROOF INSPECTION
- F - HOOD ANSUL SYSTEM FINAL
- F - HOOD FIRST LAYER WRAP
- F - HOOD LIGHT TEST

City of Prescott Inspection

- Inspections can be scheduled for any date.
- You can reach an inspector on the Building Inspection line (928-777-1387)

4. Then click:

**ADD INSPECTION**

This will add the inspection to a list below, allowing you to add multiple inspection types each session:



Inspection Type	Request Date	Time	Delete
F - FIRE INSPECTION	11/3/2020	Any	Delete

**SUBMIT** **RESET**

5. Finally, once you see all desired inspections, click:

**SUBMIT**