

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

## 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**