

# Request your inspections online from your mobile device

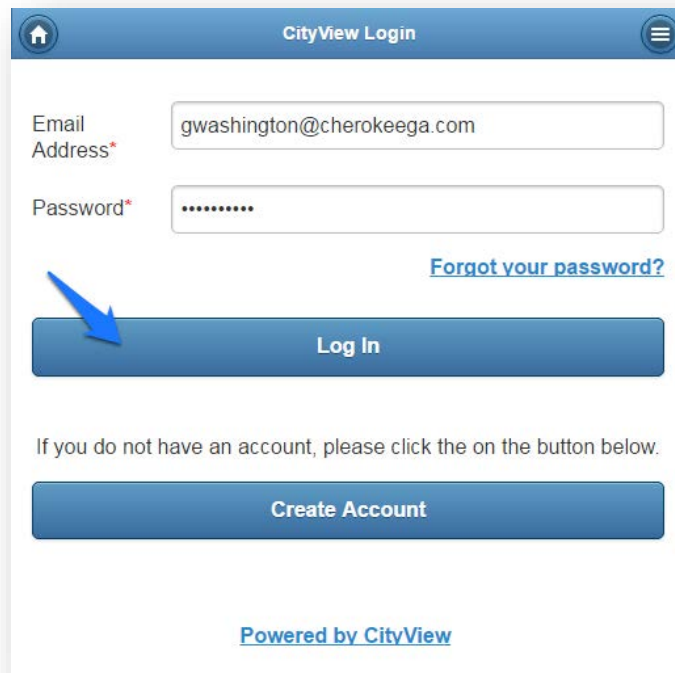
1. Visit our CityView Portal at <https://www.cherokeega.com>



2. Create an account if you haven't already done so. Click the "Pancake stack" in the upper right then the Sign In button.



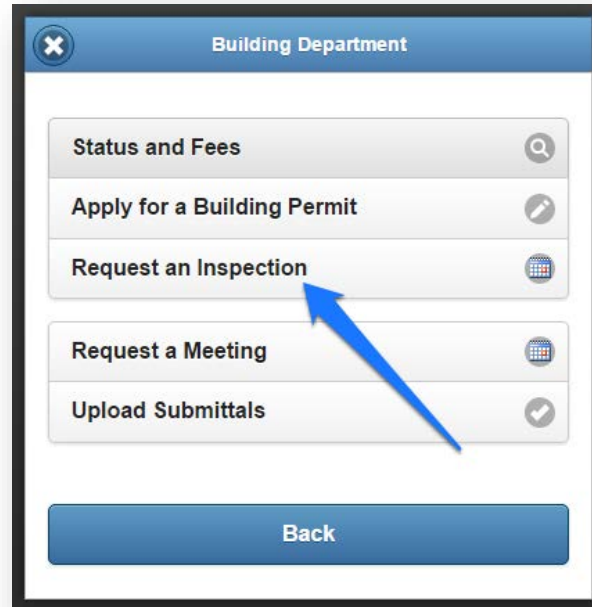
3. Enter your email address and password, then click the “Log In” button.



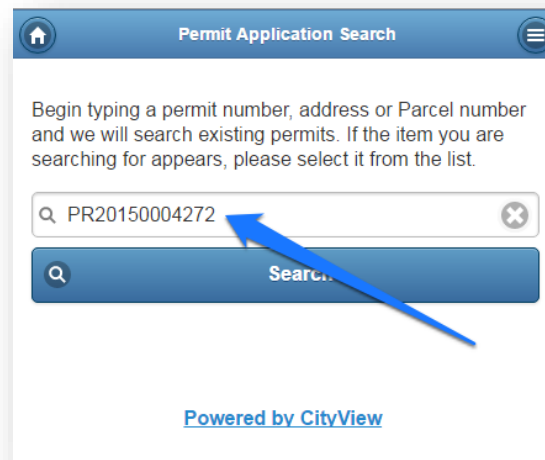
4. Click the “Building Department” button.



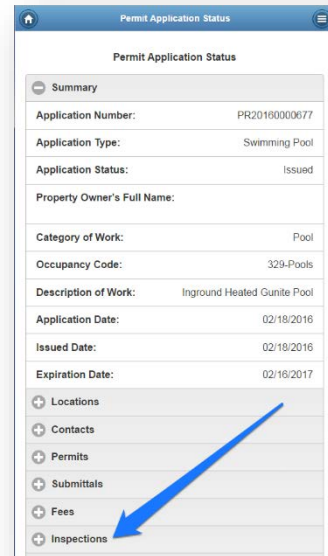
5. Click the “Request an Inspection” button.



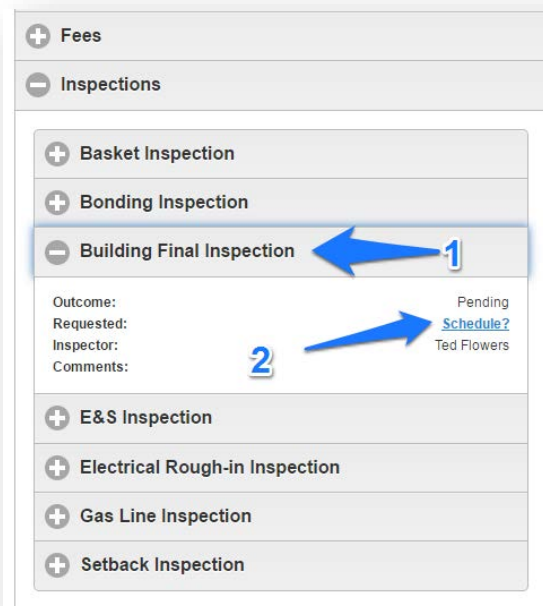
6. Enter all (or just the last part!) of your permit. It will auto-search permits. Choose your permit and click the “Search” button.



## 7. Click the “Inspections” button



## 8. Click on the Inspection you would like to schedule. In this example, we chose the “Building Final Inspection”. Then click the “Schedule?” link.



9. First, click the calendar button and select your date. Second, enter your name and contact number, plus any notes that the inspector might need to know about gaining access to your job.

**− Date and Time**

Select a Date:\* **1**

03/31/2016

Inspections can't be requested for a specific date after 2:00 PM the previous business day.

Notes: **2**

Call George 30 minutes before arriving at 770-555-5555.  
My dog Fluffy is HUGE but very friendly.

**− Permit Details**

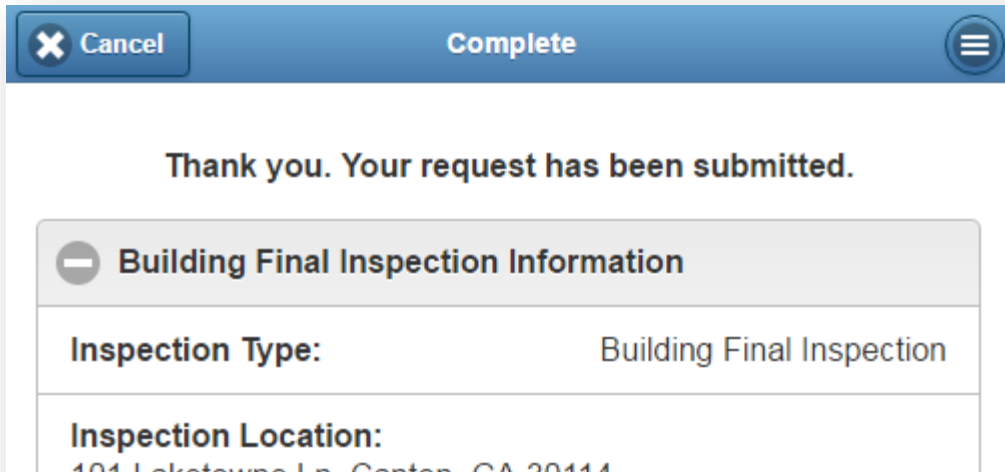
Permit Application Number: PR20160000677

10. Click the “Submit” button to request the inspection.

[Return to permit status \(without scheduling an inspection\)](#)

**Back** **Submit**

11. When you see this screen, you are done! If you want, you can schedule multiple inspections by clicking on the “Schedule Another Inspection” button at the bottom of the page.



NOTES:

- All inspections required for your permit are listed as “pending” until you schedule them
- Your inspectors name is listed on the inspection line
- **All inspections must be scheduled online**
- To reach your inspector please contact them via their email, a link is provide on this page next to their name
- You can also apply online for trade permits, upload affidavits to your permit, view the results of your inspections and review all documents

Thank you for choosing Cherokee County!