



Inspections Certifications Electronic Submissions

Issued by: *Eric M Maup, P.E.*

Building Official

Effective: May 11, 2022

Revised: November 15, 2022

Purpose:

This policy establishes the requirements and the process for submitting Inspection Certifications electronically to the Building Construction Inspections Branch (CIB).

Program Criteria:

When scheduling the inspection, all inspection Certifications must be uploaded through the customer's online Development Services ePortal account. If the required inspection documents have not been uploaded before the morning of the scheduled inspection, the inspection will be rejected for incomplete construction documents. Outdated versions of the form/certification will not be accepted.

Attach Inspection Certifications and Documents under the Attachment Tab as outlined below:

1. Residential Combination Inspections:
 - i. Scan all Certifications into one PDF File and attach the file to the Building Permit Case using the inspection type as the file name
 - *Close-in 198*
 - *Final 199*
 - ii. OR, Separately attach each Certification to the Building Permit Case using the original county name of the form
2. Residential Single Trade Permits (without a Linked Building Permit)
 - i. Attach each certification as an individual file in the applicable permit case (e.g., ELE, GAS, LTD, MEC, PLB, UGS) using the original name of the county form.
3. Commercial Inspections:
 - i. Attach each certification as an individual file in the applicable permit case (e.g., BLD, ELE, GAS, LTD, MEC, PLB, UGS) using the original name of the county form.

Uploaded Files are not reviewed and are not available for viewing on ePortal until the day of the Inspection. Please do not upload the same certification multiple times.

Attachment/Hyperlinks:

- [ePortal](#)
- [Building Development Forms Management System](#)
- [How To Attach Documents to Permit Case](#)