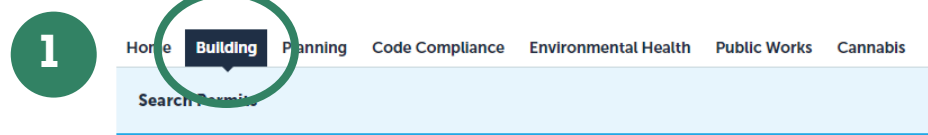


# Schedule Inspections 24/7

It's Quick

It's Easy

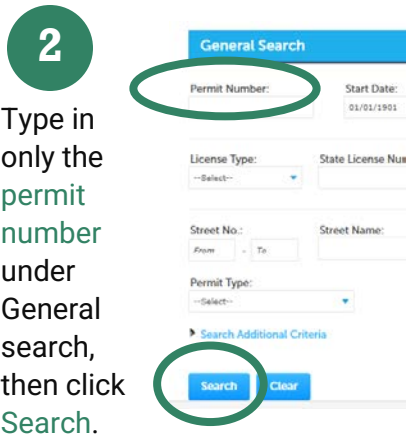
No Login Required



1

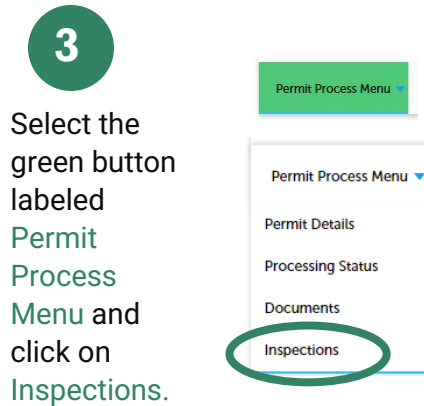
Go to the permit portal: [permits.mynevadacounty.com/CitizenAccess](https://permits.mynevadacounty.com/CitizenAccess)  
Click on **Building** near the top of the page.

\* Note: Midnight is cutoff time for next-day inspections.



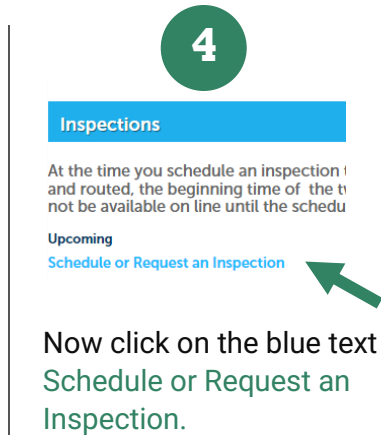
2

Type in only the permit number under General search, then click Search.



3

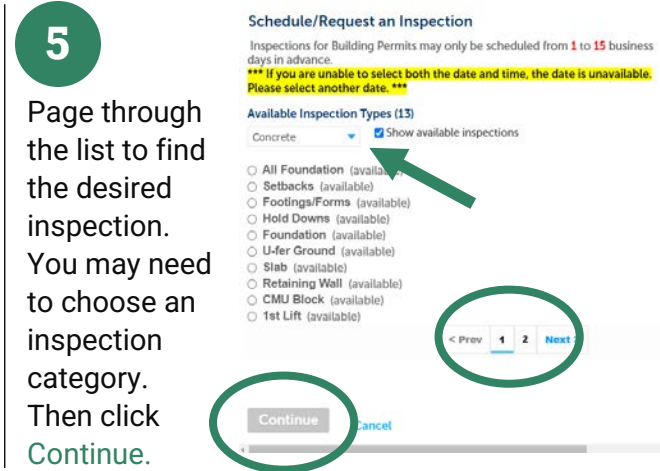
Select the green button labeled **Permit Process Menu** and click on **Inspections**.



4

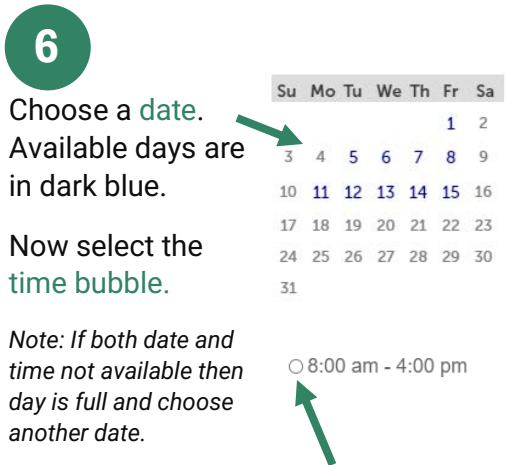
At the time you schedule an inspection and routed, the beginning time of the inspection will not be available on line until the scheduled time.  
Upcoming  
**Schedule or Request an Inspection**

Now click on the blue text **Schedule or Request an Inspection**.



5

Page through the list to find the desired inspection. You may need to choose an inspection category. Then click **Continue**.



6

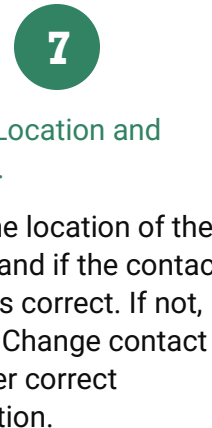
Choose a date. Available days are in dark blue.

Now select the time bubble.

Note: If both date and time not available then day is full and choose another date.

Then click **Continue**.

8:00 am - 4:00 pm

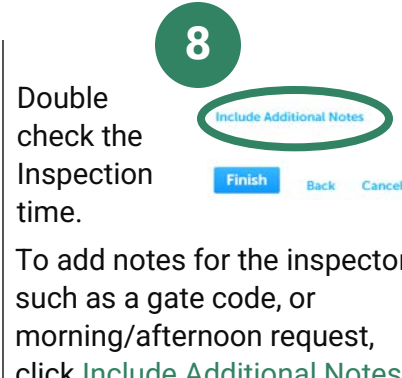


7

Next is **Location and Contact**.

Verify the location of the job site and if the contact person is correct. If not, click on **Change contact** and enter correct information.

Then click **Continue**.



8

Double check the Inspection time.

To add notes for the inspector, such as a gate code, or morning/afternoon request, click **Include Additional Notes**.

Once complete, select **Finish**. To schedule multiple inspections, repeat Steps 3-8.



9

**For inspection time window**

As early as 7:30 a.m. the day of the inspection:  
A. Go to the portal. At the top banner menu, click on **Today's Inspections**. Find your permit number on the list.  
B. Or, follow Steps 1-3. Under inspections, see **Upcoming** and then find the inspection and **Estimated Arrival Time**.

\*Note: Inspection time is beginning of two-hour window