



COMMUNITY DEVELOPMENT

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Building Division
Engineering Division
Planning Division
Code Enforcement Division
Vacation Home Rental Division
Stormwater Division
Economic Vitality Division

To simplify the inspection process for contractors, homeowners, and inspectors, our inspection types have been streamlined and consolidated. Instead of selecting numerous inspection types, public users will now request a single inspection, such as Foundation inspection.

For example, if you need a Footing inspection, you'll select **020_Foundation**. Within that inspection, the inspector will complete the applicable checklist items.

Once all required Foundation inspections are marked as Passed or N/A, the overall Foundation inspection will be completed with a result of Pass.

- **000_Site**
 - Setback Letter
 - Pad Compaction
 - Geotechnical Report
- **001_Fire Access**
 - Fire Access Apparatus Road
 - Fire Load Bearing Surface Verification
 - Fire Turnaround/Turnouts
- **010_Engineering Site/Backfill**
 - Trench (ROW)
 - Bedding (ROW)
 - Backfill: material placement and compaction before excavation is closed up.
 - Backfill Installation (Engineering/Grading)
 - Base (ROW)
 - Asphalt Patch (ROW)
 - Backfill of water/sewer lines, dry utilities, drainage lines or appurtenances
 - Base Installation (Engineering)
 - Tap Inspection (Engineering)
 - Catch Basin (Engineering)
- **020_Foundation**
 - Footing
 - Building Ground UFER
 - Stemwall
 - Piers
 - Grade Beams
 - Grout Lifts

- Rockery/Retaining Wall
- Special Inspections/Structural Observation: Foundation

- **025_Elevation Certificate (Building Under Construction)**
 - Certificate in Compliance
 - Flood Vents

- **050_Underfloor/Slab**
 - Electrical Rough In
 - Mechanical Rough In
 - Plumbing Rough In
 - Underfloor/slab framing

- **060_Septic**
 - Leach Lines
 - Septic Engineer Letter (Denite System)
 - Septic Maintenance Agreement
 - Septic Tank

- **070_Fire Underground/Tank**
 - Fire Underground Water Piping (contact Fire directly to schedule)
 - Fire Underground Thrust Blocks (contact Fire directly to schedule)
 - Fire Underground Hydro (contact Fire directly to schedule)
 - Fire Underground Hydrostatic Test (contact Fire directly to schedule)
 - Water Supply Agreement Verification (contact Fire directly to schedule)
 - Fire Water Tank Installation (contact Fire directly to schedule)
 - Fire Drafting Connection Installation (contact Fire directly to schedule)
 - Fire Drafting Performance Test
 - Fire Temp Construction Water Supply
 - Fire Water Supply Freeze Protection (contact Fire directly to schedule)

- **080_Utilities**
 - Trench
 - Permanent Power
 - Temporary Power
 - Plumbing Pressure Test
 - Water Lateral
 - Sewer Lateral
 - Gas Tag
 - Gas Pressure
 - Hydronic/Geothermal Tubing

- **090_Exterior Interior Shear**
 - Exterior Shear
 - Interior Shear
 - Sheetrock Shear

- **100_Frame**
 - Hold downs
 - Rough Frame
 - Rough Mechanical
 - Rough Electrical
 - Rough Plumbing
 - Gas Tag
 - Gas Pressure
 - Special Inspections/Structural Observation

- **110_Interior/Exterior Finishes**
 - Drywall Nail
 - Exterior Lath
 - Gas Pressure
 - Gas Tag
 - Insulation
 - Siding and Eaves Protection
 - TBar (Commercial)

- **120_Rough Fire**
 - Fire Frame/Rough Fire (pre-req to Frame w/fire sprinklers)
 - Rough Fire Alarm
 - Fire Rough Change of Use/Hazard Re-Evaluation
 - Rough Fire Sprinkler/Hydrostatic Test
 - Fire Department Connection FDC
 - Fire Special Hazard Suppression System

- **125_Rough Health**
- **130_Engineering Final**
 - Drywells/Drainage
 - Driveway Apron
 - Culvert
 - Engineering Final

- **140_Fire Final**
 - Fire Access Hydrants
 - Fire Access Drafting Points
 - Fire Kitchen Hood Light Test
 - Fire Kitchen Suppression System Final
 - Defensible Space

- Fire Conditions of Approval Verification
- Fire Final Change of Use/Hazard Re-Evaluation
- Fire Alarm Final
- Fire Sprinkler Final
- Final Fire
- **150_Planning Final**
 - Setback Letter Received
 - Well Meter Installed (State Inspection)
 - Final Planning
- **160_Public Works Final**
 - Backflow Preventor Testing Cert
 - Utility Application Submitted to Public Works office
 - Pit Setter Installation
 - Public Works Final
- **170_Health Final**
- **180_Elevation Certificate (Final Construction)**
- **190_Building Final Inspection**
 - Blower Door Cert
 - Duct Testing Cert
 - Water Pressure Test
 - Fireplace/Woodstove Insert Cert
 - Roof Cert
 - Smoke Detectors/Carbon Monoxide
 - Special Inspection Final Report Received
 - Conditional Certificate of Occupancy
 - Temp C of O
 - Town Final
 - GID Final
 - State Final
 - Certificate of Occupancy

Our EZ Building Permit and Residential Energy Permit have also had their inspections consolidated:

- **EZ Building Permit Inspections**
 - Rough Mechanical
 - Rough Electrical
 - Rough Plumbing
 - Gas Pressure
 - Smoke Detectors/Carbon Monoxide
 - Fireplace/Woodstove Insert Cert
 - Roof Cert
 - Duct Testing Cert

- Gas Tag
- Power Tag
- Exterior Lath/Siding
- Final

- **Residential Energy Inspections**

- Pad/Foundation
- Utility Trench
- Rough Mechanical
- Rough Electrical
- Pressure Test
- Final

The following examples will walk you through the updated process for requesting, scheduling, and viewing inspections using the new checklist-based approach.

From your list of applications, click on the Application ID that you want to schedule an inspection for. In this example: "2026-DB-SFD-0078"

The screenshot shows a web interface for 'Permit Applications'. At the top, there are filters for 'In Progress Applications' (1,952), 'Status Inspection' (1,181), and 'Submitted Last Year' (1,212). Below the filters, a table lists 2229 items. The table has columns for Application ID, Expiration Date, Application Type, Status, Conditions, Relationship Type, Relationship Details, and Property. The first row, with Application ID '2026-DB-SFD-0078', is highlighted and has a red circle around the ID. The status for this application is 'Inspection'.

Application ID	Expiration Date	Application Type	Status	Conditions	Relationship Type	Relationship Details	Property
2026-DB-SFD-0078		Single Family Dwelling	Inspection				2452 GENOA ASPEN DR, Gen
2026-DB-MRG-0014		Residential Energy Permit	Inspection				1454 PATRICIA DR, Gardnervi
2026-DB-SFD-0076	5/31/31	Single Family Dwelling	Inspection				2452 GENOA ASPEN DR, Gen
2026-DB-COM-0039	6/30/26	Commercial Permit	Inspection				160 AYNES CT, Stateline, Nev
2026-DB-SFD-0077	5/31/31	Single Family Dwelling	Inspection				1234 CANYON DR, Wellington
2026-DB-COM-0038	5/28/28	Commercial Permit	Inspection				1594 ESERALDA AV, Minde
2026-DB-EZ-0042	11/24/26	EZ Building Permit	Inspection				1594 ESERALDA AV, Minde
2026-DB-COM-0037	5/21/28	Commercial Permit	Inspection				1594 ESERALDA AV, Minde
2026-DB-COM-0036	6/19/26	Commercial Permit	Submitted				1236 BALTIC AV, Gardnerville

Click "Inspections"

The screenshot shows a software interface with a sidebar on the left and a main content area on the right. The sidebar contains several categories: Attachments, Conditions, Related Projects, Fees and Payments (with a sub-item 'Fees and Payments' and 'Due 0.00 USD'), Progress, Workflow, Plan Review, **Inspections** (highlighted with an orange circle), Status History, Time Recording, People (with sub-items 'Contacts' and 'Contractor'), and Communication (with sub-item 'Communication'). The main content area displays details for a relationship: 'Relationship Type: Independent', 'Issue Date: 6/4/26', 'Submitted By: Rebecca Spates on 6/4/26', 'Expiration Date: 6/4/31', 'Received Date: 6/4/26', and 'Description: New Inspections Testing'. There are two buttons: 'Update Relationship' and 'Update Details'. Below this is a 'Contacts' section for 'Becky Spates', including phone number '+1 (775) 782-6226', email 'opaltester1@gmail.com', and address '1340 Topaz Ln, Gardnerville, Nevada, 89460'. A 'View Details' button is present. At the bottom, a 'Fees and Payments' section is partially visible with columns for 'Total Fees' and 'Not Pivable'.

1. Click Add.

The screenshot shows a software interface with a blue header bar and a main content area. The header bar contains the text 'Go to Permit Applications' and 'Single Family Dwelling • 2026-DB-SFD-0078' with a sub-label 'Inspection' and the address '2452 GENOA ASPEN DR, Genoa, Nevada 89411'. The main content area has a sidebar on the left with categories: Overview, Application, Application Details, Property Information, Attachments, Conditions, Related Projects, Fees and Payments (with 'Fees and Payments' and 'Due 0.00 USD'), Progress, Workflow, Plan Reviews, and **Inspections** (highlighted). The 'Inspections' section features a search bar, a '+ Add' button (circled in orange), and a table with columns: 'Inspection', 'Inspection Type', 'Required', 'Unannounced', 'Status', 'Reinspect', and 'A'. Below the table, it says 'We couldn't find any matching inspections.'

Select the checkbox of the inspection you need. In this example: 000_Site. Turn on the Pending toggle.

Becky Spates
Address
1340 Topaz Ln, Gardnerville, Nevada 89460

Pending

Select inspections

Q Search

20 items Inspection Group All

- 000_Site
- 001_Fire Access Inspections
- 010_Engineering Site/Backfill
- 020_Foundation
- 025_Elev Cert #2 Building Under Construction
- 050_Underfloor/Slab

Click "Continue"

Select inspections

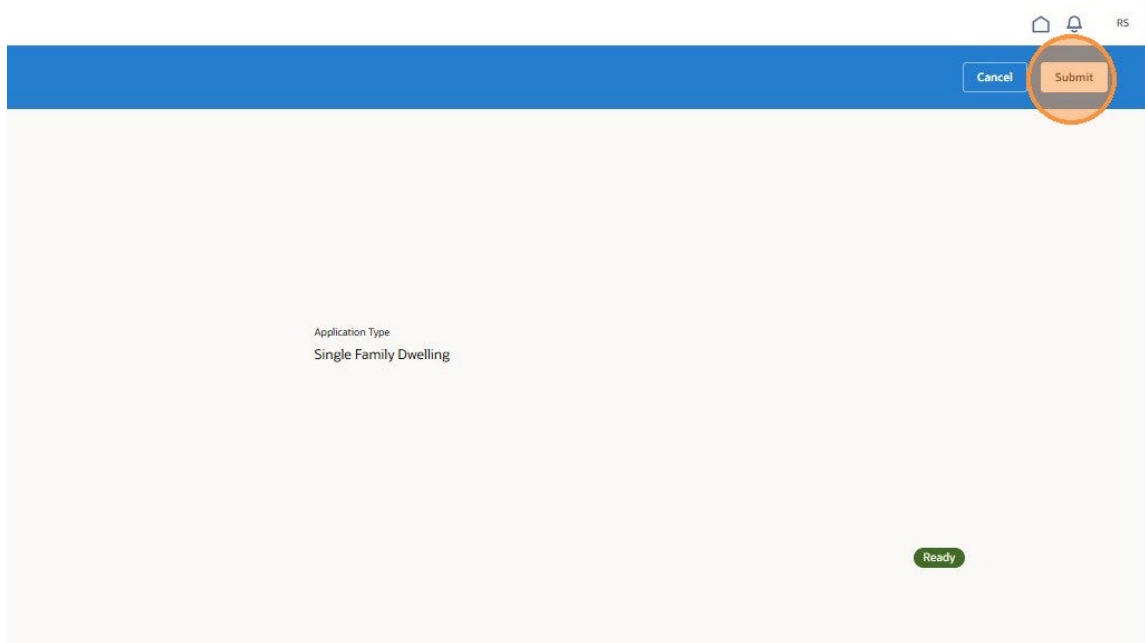
Q Search

1 of 20 selected Inspection Group All

- 000_Site
- 001_Fire Access Inspections
- 010_Engineering Site/Backfill
- 020_Foundation
- 025_Elev Cert #2 Building Under Construction
- 050_Underfloor/Slab
- 060_Septic
- 070_Fire Underground/Tank

Cancel Continue

Click "Submit"



Verify your inspection is now "Pending"

Within that same record, click "Inspections" to verify that the inspection you just chose is Pending.

