



## Online inspection scheduling guide

- Navigate to this web page <https://dublinohiousa.gov/inspections>
- On the Home screen go to locate building job
- Then put in your permit/application number under job ID
  - (then hit continue)
- Double click on the permit that you need,
- Next screen click on Inspections on the menu list on the left side of the page
  - Note: the top of the screen will show previous or completed inspections
- Go to inspection filter types and choose associated ....
  - If you do not see what you need click on all
- Click scheduled inspection next to the inspection type you need
- Click on date needed
  - **MAKE SURE YOU CLICK ON THE CORRECT DATE**
- CLICK ON THE LITTLE BLUE PLUS SIGN CHOOSE TIME FRAME BEING REQUESTED
  - CLICK CONTINUE
- ADD YOUR COMMENTS INCLUDING PHONE NUMBER
  - AND THEN CLICK ON SCHEDULE
- YOU WILL GET A CONFIRMATION NUMBER.
  - (THIS CONFIRMS THAT YOUR INSPECTION HAS BEEN SCHEDULED)