



# Maricopa County

## Planning & Development

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### Quick Guide to Online Inspection Requests

The following document will walk you through the six steps to scheduling an inspection for your building project.

Step 1: From Planning & Development's Online Services web page, select the [Online Permit Manger](#) link. This will launch the Online Permit Manager home page.

Step 2: Select the [Check/Request Inspections](#) link.

Step 3: Search for your permit/project by: address, parcel number, permit number, or license number. Locating your permit/project is a prerequisite to scheduling your inspection online. Once you have located your permit/project and are viewing the Permit Detail page, continue with Step 4.

Step 4: A list of available inspections will display on the Permit Detail page. Review the list and select the desired inspection by clicking the [schedule](#) link.

Step 5: The system will automatically display the Permit Manager Login page. Please log in.

Step 6: The Appointment and Request screen will display. Choose the Inspection Request Date from the list of available dates. You may also enter comments for the building inspector, in the comments field, if you so desire. Click the [Submit](#) button to complete the process. Permit Manager will confirm the appointment and display your inspection date.

### Notice

- Inspections scheduled before 2:30 pm are eligible for next business day site inspection.
- Ensure access to the site and secure pets to avoid a re-inspection fee.
- Copies of the approved construction plans and issued building permit must be on site and available to the building official. The construction documents shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules, and regulations, as determined by the building official. Failure to comply may result in a failed inspection and additional costs.
- All 970 Final Drainage inspections, denoted by the letter "Y" at the bottom of the issued permit, require that you PASS this inspection **BEFORE** scheduling the 900 Final Building inspection. If you attempt to schedule the 900 Final Building inspection first, you will receive a "*Milestone Violation Error*". Milestone Violation Errors are preventable. Make sure that you are scheduling the inspections in the correct order.
- If you are requesting a Special or Compliance inspection from the department, you must first apply for this service. More information can be obtained under Building Services "[Special or Compliance Inspection](#)."

Need further assistance? Please call 602-506-3692 or contact [pdcustomerservice@mail.maricopa.gov](mailto:pdcustomerservice@mail.maricopa.gov)