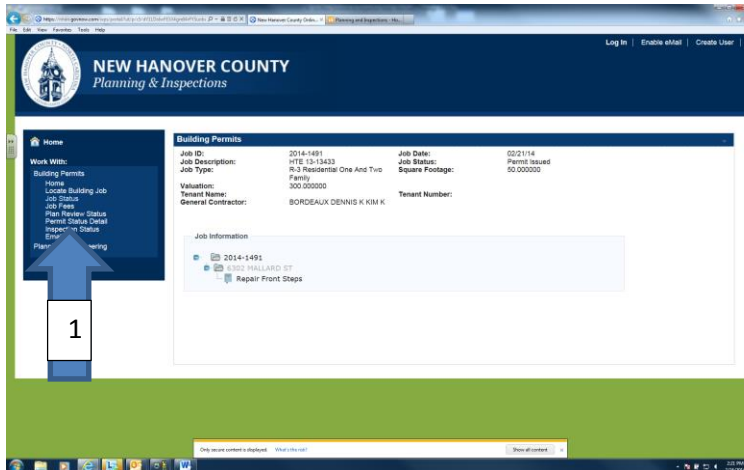


Schedule
an
inspection
with
GovNow

February 24

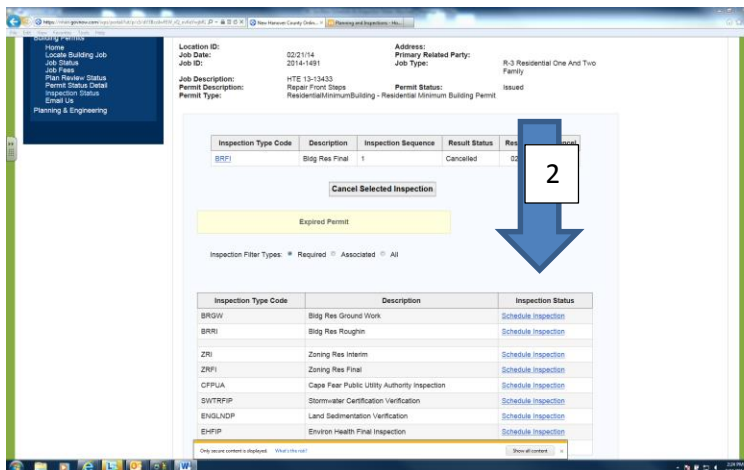
2014

Instructions for scheduling inspections on line using the GovNow web
portal:



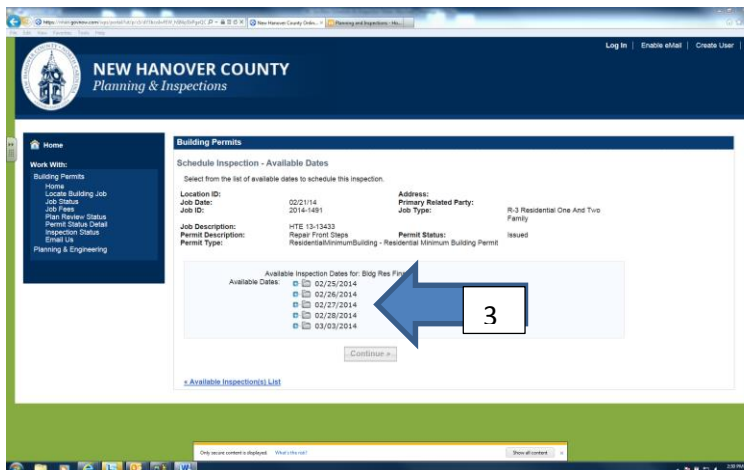
After job has been located

1. Click Inspection Status



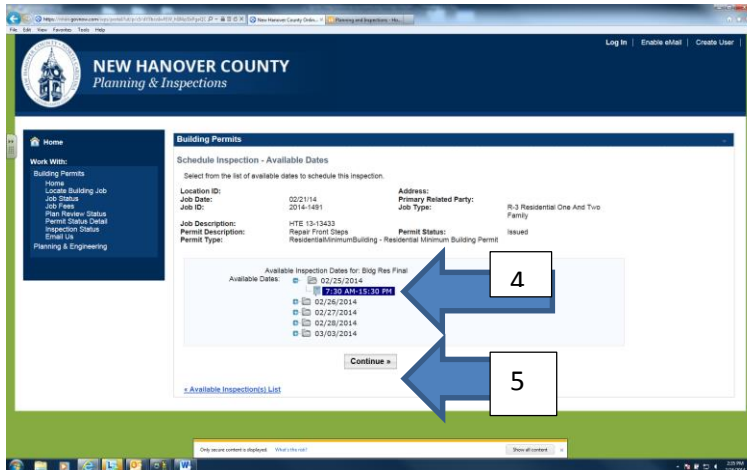
2. Choose Inspection Type from list.

If inspection type desired is not available in required list- Click the associated list button to show additional inspections



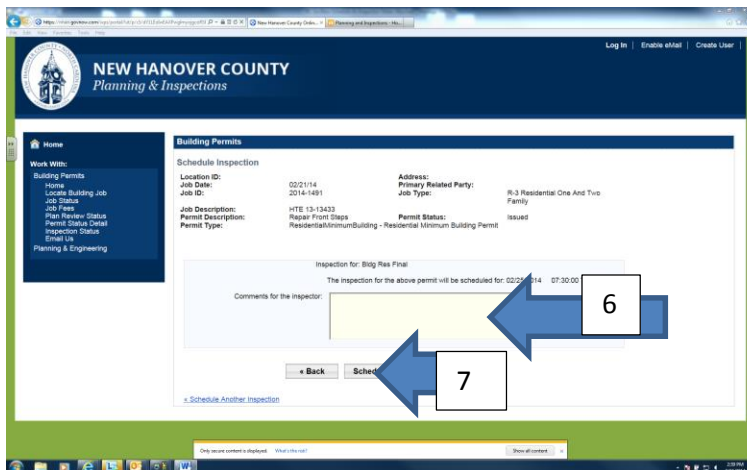
3. Select the desired date

Inspections may be scheduled no more than 5 working days in advance



4. Click the day to display normal hours for inspection scheduling. The time of arrival on site varies with workload.

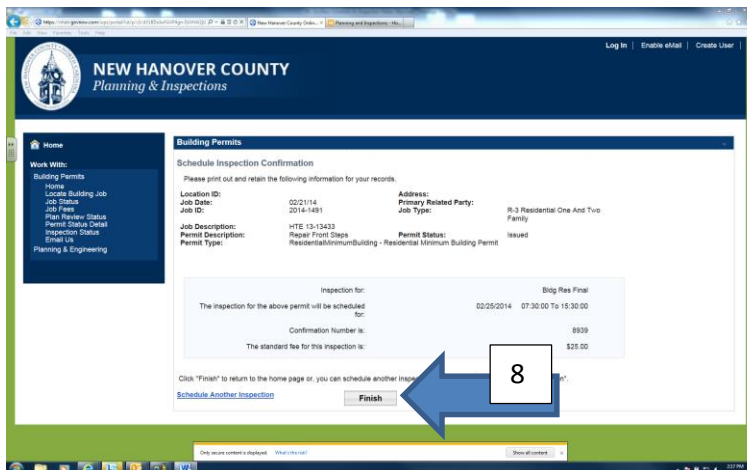
5. Click CONTINUE to schedule



6. Enter any comments for the inspector

Such as Call 000-0000 before going

7. Click SCHEDULE



Schedule inspection confirmation page

Page can be printed for records

8. Click FINISH

Inspection has been scheduled in GovNow. It will be assigned to a specific inspector by 8:00 AM on the scheduled day