



# **Welcome to Citizen Access How To Request an Inspection Tutorial**

Effective 2/24/2014

# Citizen Access - Inspection Requests Tutorial

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# Request an Inspection

- Log In to Citizen Access
  - Type in Email Address and Password
  - Click on the Log In button

**CITY OF GAINESVILLE**  
every path starts with passion  
FLORIDA

## Citizen Access

If you are Public User, please select Public Access on the left to begin.

If you have an account with the Building Department, please log in below or create a new user account for Citizen Access by clicking on the New User button below.

public access  
log in  
new user  
forgot password

Email Address:

Password:

log in new user

[Click here to view site's browser compatibility](#)

# Request an inspection –

## My applications

- The Welcome screen displays
- Click on My Applications from the menu on the left to begin an Inspection request



The screenshot shows the City of Gainesville Citizen Access portal. At the top left is the logo for the City of Gainesville, Florida, with the tagline "every path starts with passion". The user is logged in as "MECHANICALBLDG@GMAIL.COM" and is in "Citizen Access" mode. A navigation menu on the left includes options like "apply for permit", "apply for project", "apply for license", "my applications", "manage accounts", "pay fees", "parcels", "faq", "home", and "log out". A red arrow points to the "my applications" option. The main content area displays a "Welcome" message and instructions: "NOTICE - Citizen Access is only available to request INSPECTIONS at this time." and "To request an inspection, select My Applications from the menu on the left, then click on Permits." Below this, it says "Follow the instructions by selecting the applicable permit number, clicking on the Inspections tab and scheduling the Inspection."

# Request an inspection – Comdev

- Click on Comdev from the menu on the left to access Permits (where you will request the inspection)



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Logged in as: testercontract@gmail.com Citizen Access

application menu

- Comdev
- bill pay
- my user profile
- home
- log out

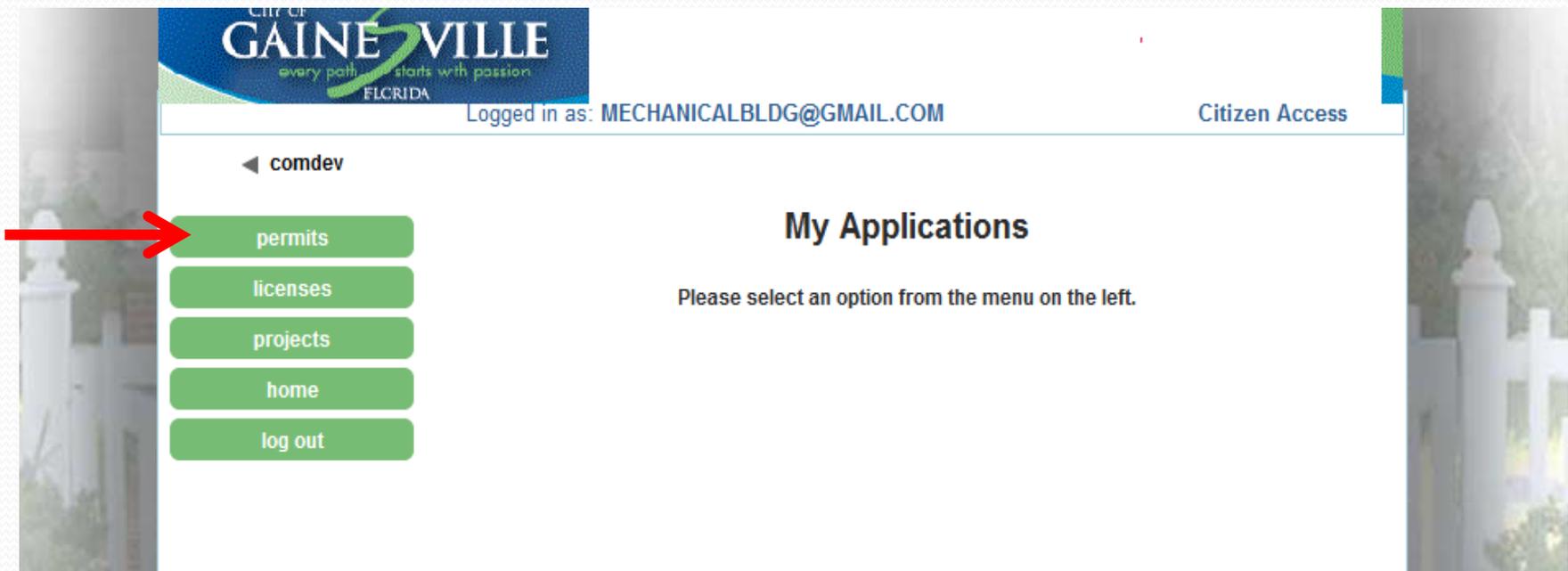
**Welcome to Citizen Access - Now accepting Inspection Requests only**

NOTICE - Citizen Access is only available to request INSPECTIONS at this time.

Please select ComDev from the menu on the left to begin.

# Request an inspection – Permits

- Click on Permits from the menu on the left



# Request an inspection – Building Permits

- If you have requested and paid for a permit it will display on your Building Permits list
- You can view the permit by Status or Address
- You can search for the permit using the Search functions.
  - **NOTE:** Street address numbers must be entered as five (5) or more digits, example: 00306
- When you have found the permit, click on the row to view the details

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Logged in as: MECHANICALBLDG@GMAIL.COM Citizen Access

comdev

permits  
licenses  
projects  
home  
log out

Building Permits View:  Status  Address

Search by:  Application Number  Address  Owner  Project Name  Primary Contractor  Parcel Id

Street No From:  To:  Street:  Secondary No:  Search

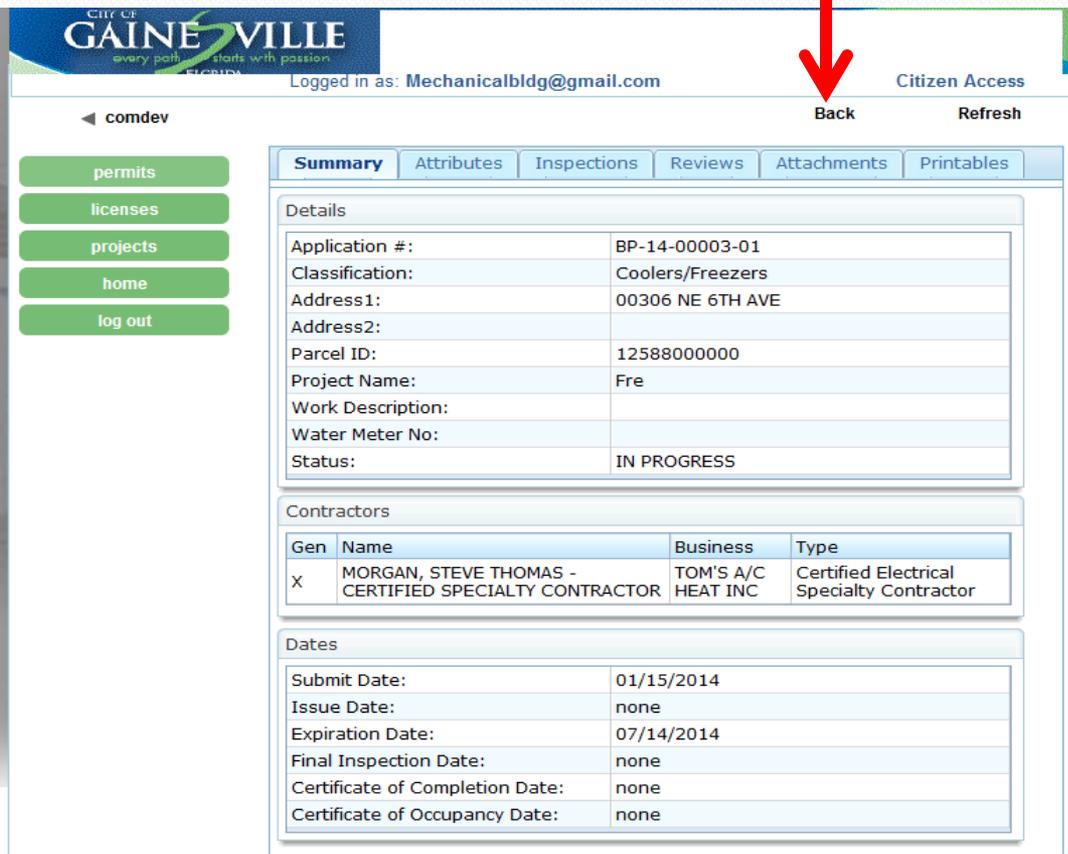
**Click on a row to view details**

Number	Submitted	Address	Permit Class
BP-14-00011	01/09/2014	00306 NE 6TH AVE	Electrical Temp Pole
BP-14-00004	01/08/2014	00306 NE 6TH AVE	Mechanical Change Out
BP-14-00003-01	01/15/2014	00306 NE 6TH AVE	Coolers/Freezers
BP-14-00003	01/08/2014	00306 NE 6TH AVE	Mechanical New Commercial > \$23, 000
BP-14-00001	01/07/2014	00201 N MAIN ST	Mechanical Change Out

# Request an inspection –

## Navigate Back to previous screen

- Click on the back link, to navigate back to the previous screen



The screenshot shows the City of Gainesville Citizen Access portal. The header includes the city logo and the slogan "every path starts with passion". The user is logged in as "Mechanicalbldg@gmail.com". The page title is "comdev". On the left, there is a navigation menu with buttons for "permits", "licenses", "projects", "home", and "log out". The main content area has tabs for "Summary", "Attributes", "Inspections", "Reviews", "Attachments", and "Printables". The "Summary" tab is selected, showing details for an application. A red arrow points to the "Back" link in the top right corner of the page.

Logged in as: Mechanicalbldg@gmail.com Citizen Access

comdev Back Refresh

permits  
licenses  
projects  
home  
log out

**Summary** Attributes Inspections Reviews Attachments Printables

Details

Application #:	BP-14-00003-01
Classification:	Coolers/Freezers
Address1:	00306 NE 6TH AVE
Address2:	
Parcel ID:	12588000000
Project Name:	Fre
Work Description:	
Water Meter No:	
Status:	IN PROGRESS

Contractors

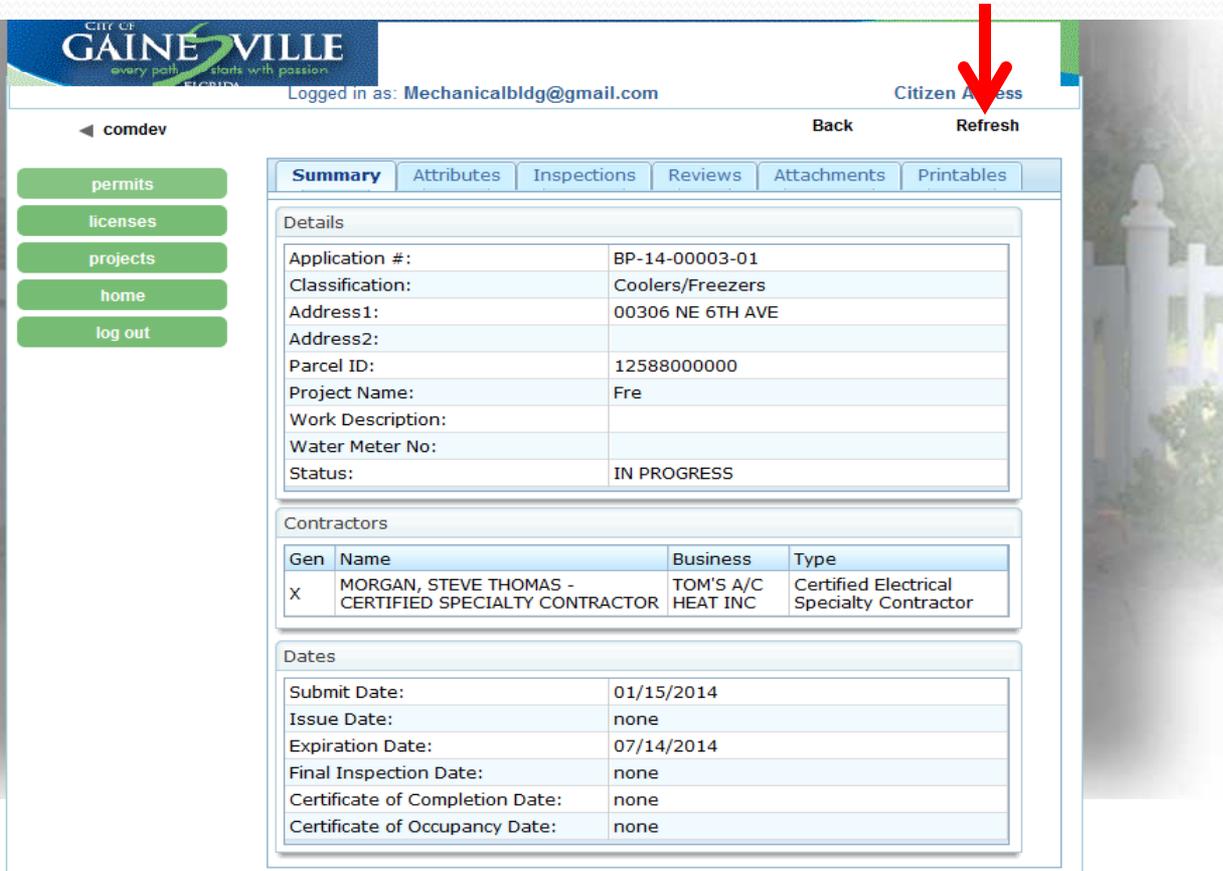
Gen	Name	Business	Type
X	MORGAN, STEVE THOMAS - CERTIFIED SPECIALTY CONTRACTOR	TOM'S A/C HEAT INC	Certified Electrical Specialty Contractor

Dates

Submit Date:	01/15/2014
Issue Date:	none
Expiration Date:	07/14/2014
Final Inspection Date:	none
Certificate of Completion Date:	none
Certificate of Occupancy Date:	none

# Request an inspection – Refresh screen

- Click on the Refresh tab to refresh the screen after an action, example, search, attachment, request an inspection, etc.



The screenshot shows the City of Gaineville web application interface. At the top left is the logo for the City of Gaineville with the tagline "every path starts with passion". Below the logo, it says "Logged in as: Mechanicalbldg@gmail.com". On the right side, there is a "Citizen Access" link. Below the login information, there are navigation buttons: "comdev", "Back", and "Refresh". The "Refresh" button is highlighted with a red arrow. The main content area has a sidebar with buttons for "permits", "licenses", "projects", "home", and "log out". The main content area has tabs for "Summary", "Attributes", "Inspections", "Reviews", "Attachments", and "Printables". The "Summary" tab is selected. Below the tabs, there is a "Details" section with a table of application information. Below that is a "Contractors" section with a table of contractor information. Below that is a "Dates" section with a table of application dates.

Gen	Name	Business	Type
X	MORGAN, STEVE THOMAS - CERTIFIED SPECIALTY CONTRACTOR	TOM'S A/C HEAT INC	Certified Electrical Specialty Contractor

Submit Date:	01/15/2014
Issue Date:	none
Expiration Date:	07/14/2014
Final Inspection Date:	none
Certificate of Completion Date:	none
Certificate of Occupancy Date:	none

# Request an inspection –

## Navigate back to Welcome screen

- Click on the comdev arrow to navigate back to the Welcome screen.



The screenshot shows the City of Gaineville Citizen Access portal. The header includes the city logo and the text "Logged in as: Mechanicalbidg@gmail.com". The navigation menu on the left contains links for "permits", "licenses", "projects", "home", and "log out". The main content area displays details for a permit application, including a table of contractors and a table of dates. A red arrow points to the "comdev" link in the navigation menu.

City of GAINEVILLE  
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Logged in as: Mechanicalbidg@gmail.com Citizen Access

comdev Back Refresh

permits  
licenses  
projects  
home  
log out

Summary Attributes Inspections Reviews Attachments Printables

Details

Application #:	BP-14-00003-01
Classification:	Coolers/Freezers
Address1:	00306 NE 6TH AVE
Address2:	
Parcel ID:	12588000000
Project Name:	Fre
Work Description:	
Water Meter No:	
Status:	IN PROGRESS

Contractors

Gen	Name	Business	Type
X	MORGAN, STEVE THOMAS - CERTIFIED SPECIALTY CONTRACTOR	TOM'S A/C HEAT INC	Certified Electrical Specialty Contractor

Dates

Submit Date:	01/15/2014
Issue Date:	none
Expiration Date:	07/14/2014
Final Inspection Date:	none
Certificate of Completion Date:	none
Certificate of Occupancy Date:	none

# Request an inspection – Refresh

- After you click on the row, the details of the permit display on the Summary tab

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comdev Back Refresh

permits  
licenses  
projects  
home  
log out

**Summary** Attributes Inspections Reviews Attachments Printables

Details

Application #:	BP-14-00003-01
Classification:	Coolers/Freezers
Address1:	00306 NE 6TH AVE
Address2:	
Parcel ID:	12588000000
Project Name:	Fre
Work Description:	
Water Meter No:	
Status:	IN PROGRESS

Contractors

Gen	Name	Business	Type
X	MORGAN, STEVE THOMAS - CERTIFIED SPECIALTY CONTRACTOR	TOM'S A/C HEAT INC	Certified Electrical Specialty Contractor

Dates

Submit Date:	01/15/2014
Issue Date:	none
Expiration Date:	07/14/2014
Final Inspection Date:	none
Certificate of Completion Date:	none
Certificate of Occupancy Date:	none

# Request an inspection – Inspection tab

- Click on the Inspection tab
- If a permit has been issued, a list of inspections displays

The screenshot shows the City of Gainesville permit system interface. The header includes the City of Gainesville logo, the user's login information (Mechanicalbldg@gmail.com), and a 'Citizen Access' link. The main navigation menu on the left includes 'permits', 'licenses', 'projects', 'home', and 'log out'. The 'Inspections' tab is selected, and a table of inspection records is displayed. A red arrow points to the 'Inspections' tab, and another red arrow points to the first row of the table.

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Logged in as: Mechanicalbldg@gmail.com Citizen Access

comdev Back Refresh

permits  
licenses  
projects  
home  
log out

Summary Attributes **Inspections** Reviews Attachments Printables

Inspection List   All  Current

**Click on a row to view details and scheduling options**

Order	Inspection	Round	Schedule	Complete	Result	Is Final
1	Electrical Final	1	none	none		Y

Detail

# Request an inspection – Scheduling options

- Click on a row to view the details and scheduling options for the inspection
- If the inspection has not been scheduled, a 'none' will display in the Schedule row
- Click on the Schedule button

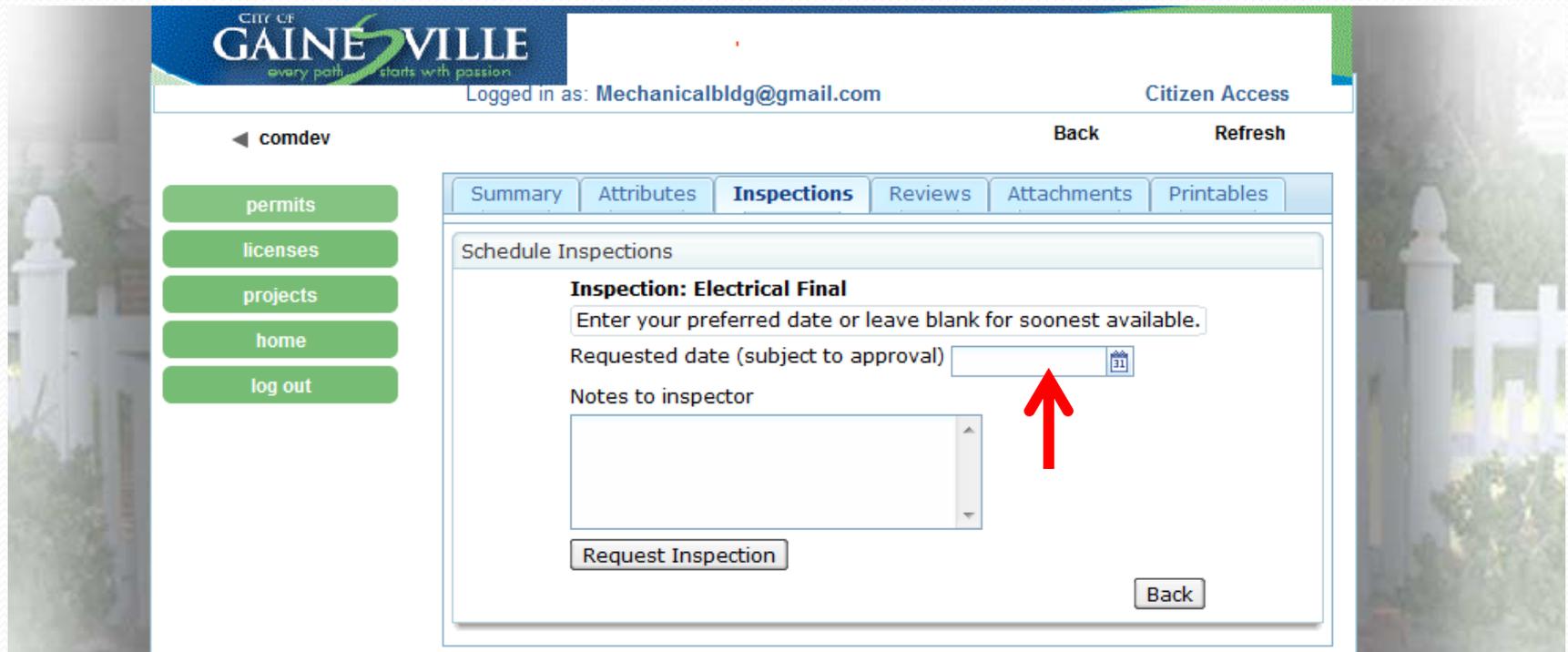
The screenshot displays the 'City of Gainesville' Citizen Access portal. The user is logged in as 'MechanicalBldg@gmail.com'. The interface includes a navigation menu on the left with options: permits, licenses, projects, home, and log out. The main content area shows the 'Inspections' tab selected, displaying an 'Inspection List' table. A red arrow points to the 'home' button in the navigation menu. The table has the following data:

Order	Inspection	Round	Schedule	Complete	Result	Is Final
1	Electrical Final	1	none	none		Y

Below the table, the 'Detail: Electrical Final -> Round: 1' section is visible. A red arrow points to the 'Schedule' button in this section. Other buttons include 'Cancel Inspection' and 'Print Inspection Ticket'. The 'Attachments' section is also visible at the bottom.

# Request an inspection – Request a date for inspection

- Click on the calendar field next to the Requested Date field
  - **NOTE:** Same date inspections are not available on Citizen Access. Same day inspections can only be done by calling the Building Department directly



The screenshot displays the 'CITY OF GAINESVILLE' Citizen Access portal. The user is logged in as 'Mechanicalbldg@gmail.com'. The navigation menu includes 'permits', 'licenses', 'projects', 'home', and 'log out'. The main content area shows the 'Schedule Inspections' form for an 'Inspection: Electrical Final'. The form includes a text input field for the date with a calendar icon, a 'Notes to inspector' text area, and buttons for 'Request Inspection' and 'Back'. A red arrow points to the calendar icon.

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Logged in as: Mechanicalbldg@gmail.com Citizen Access

comdev Back Refresh

Summary Attributes **Inspections** Reviews Attachments Printables

Schedule Inspections

**Inspection: Electrical Final**  
Enter your preferred date or leave blank for soonest available.

Requested date (subject to approval)  

Notes to inspector

Request Inspection Back

# Request an inspection – Request a date for inspection

- The schedule date calendar displays.
- Select a date on the calendar that you want to schedule the inspection and the date will auto-fill in the date field
- Enter any notes you would like the inspector to know about the inspection
- Click on the Request Inspection button to schedule the inspection

The screenshot shows the 'City of Gainville' website interface. The user is logged in as 'Mechanicalblug@gmail.com'. The page is titled 'Schedule Inspections' and shows a form for 'Inspection: Electrical Final'. The form includes a field for 'Requested date (subject to approval)' with a calendar icon, a 'Notes to inspector' text area, and a 'Request Inspection' button. A calendar for January 2014 is displayed, with the date 21st selected. Red arrows point to the 'Notes to inspector' field and the 'Request Inspection' button.

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Logged in as: Mechanicalblug@gmail.com Citizen Access

comdev Back Refresh

permits  
licenses  
projects  
home  
log out

Summary Attributes **Inspections** Reviews Attachments Printables

Schedule Inspections

**Inspection: Electrical Final**  
Enter your preferred date or leave blank for soonest available.

Requested date (subject to approval)

Notes to inspector

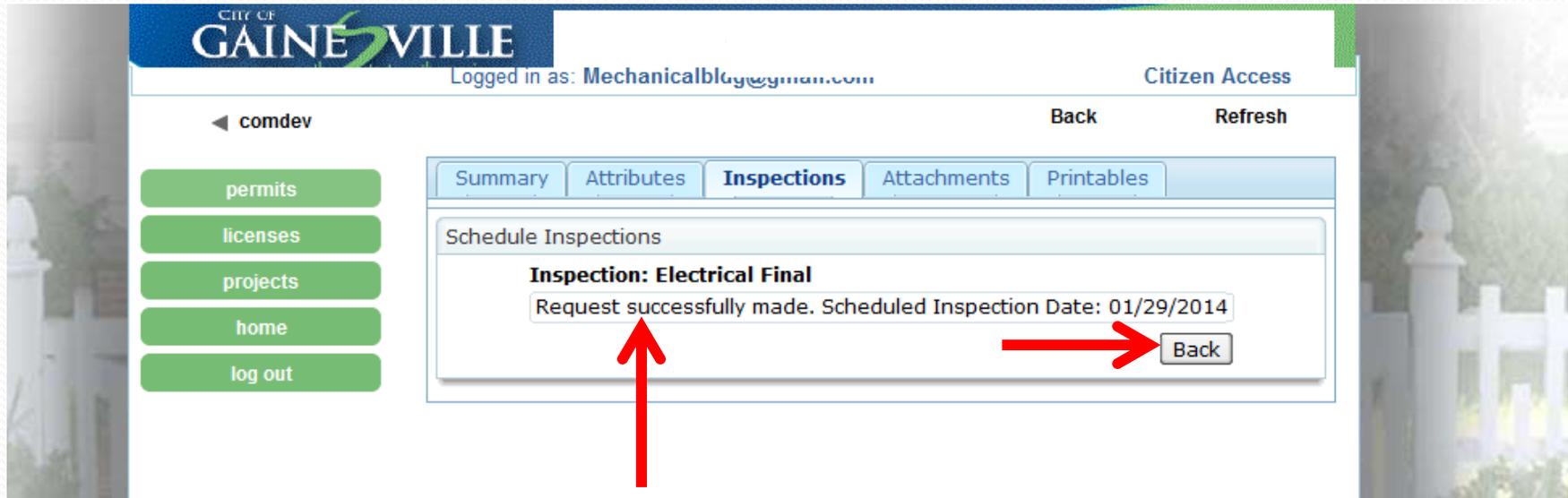
Request Inspection

Jan, 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

# Request an inspection – Inspection successfully requested

- The Schedule Inspections displays that the request was successfully made with the inspection date
- Click on the Back button to view the new status of the inspection request



The screenshot displays the City of Gainesville Citizen Access portal. The user is logged in as Mechanicalblg@ymail.com. The interface shows a navigation menu on the left with options: permits, licenses, projects, home, and log out. The main content area is titled "Schedule Inspections" and contains a confirmation message: "Inspection: Electrical Final" and "Request successfully made. Scheduled Inspection Date: 01/29/2014". A red arrow points to the "Request successfully made" text, and another red arrow points to a "Back" button located to the right of the message.

# Request an inspection – Inspection scheduled

- The Schedule status displays the requested inspection date
- Click on the row to view details and schedule options
- At this point you can:
  - Cancel the Inspection by clicking on the Cancel Inspection button
  - Print a copy of the inspection ticket (if you have an available printer attached to your computer) by clicking on the Print Inspection Ticket button
  - Print comments by clicking on the Print button
  - Fetch attachments by clicking on the Fetch button

CITY OF GAINESVILLE  
Logged in as: Mechanic Citizen Access

comdev Back Refresh

permits  
licenses  
projects  
home  
log out

Summary Attributes **Inspections** Attachments Printables

Inspection List Print All Comments  All  Current

**Click on a row to view details and scheduling options**

Order	Inspection	Round	Scheduled	Complete	Result	Is Final
1	Electrical Final	1	01/29/2014	none		Y

Detail: Electrical Final -> Round: 1

Schedule Cancel Inspection Print Inspection Ticket

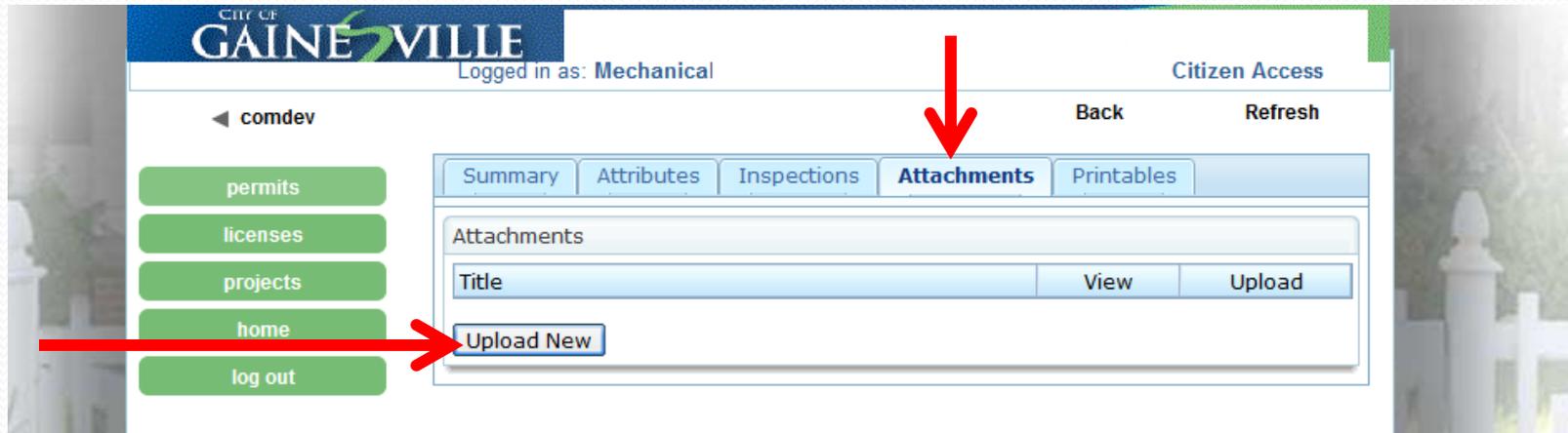
No Comments Refresh Print

Attachments Fetch

# Attachments Tab –

## How to attach and view a document

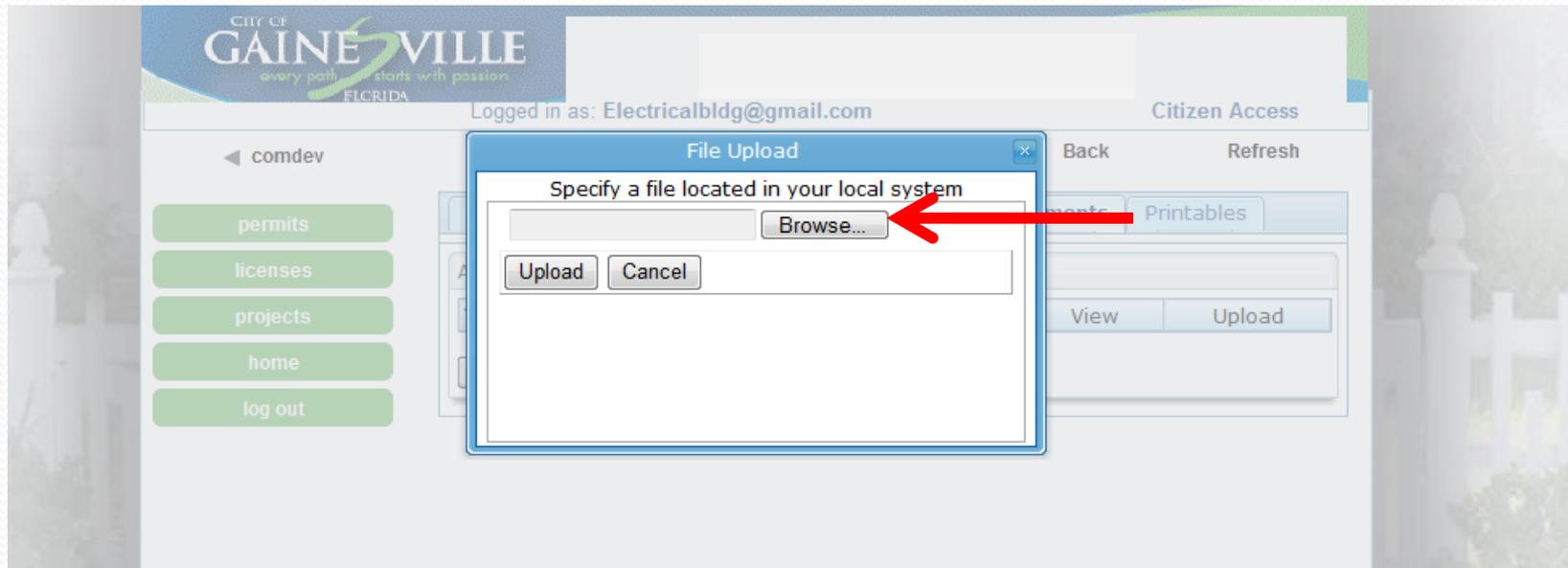
- Click on the Attachments tab
- If you have saved a document on your computer it can be uploaded and attached to Citizen Access
- Click on the Upload New button



# Attachments Tab –

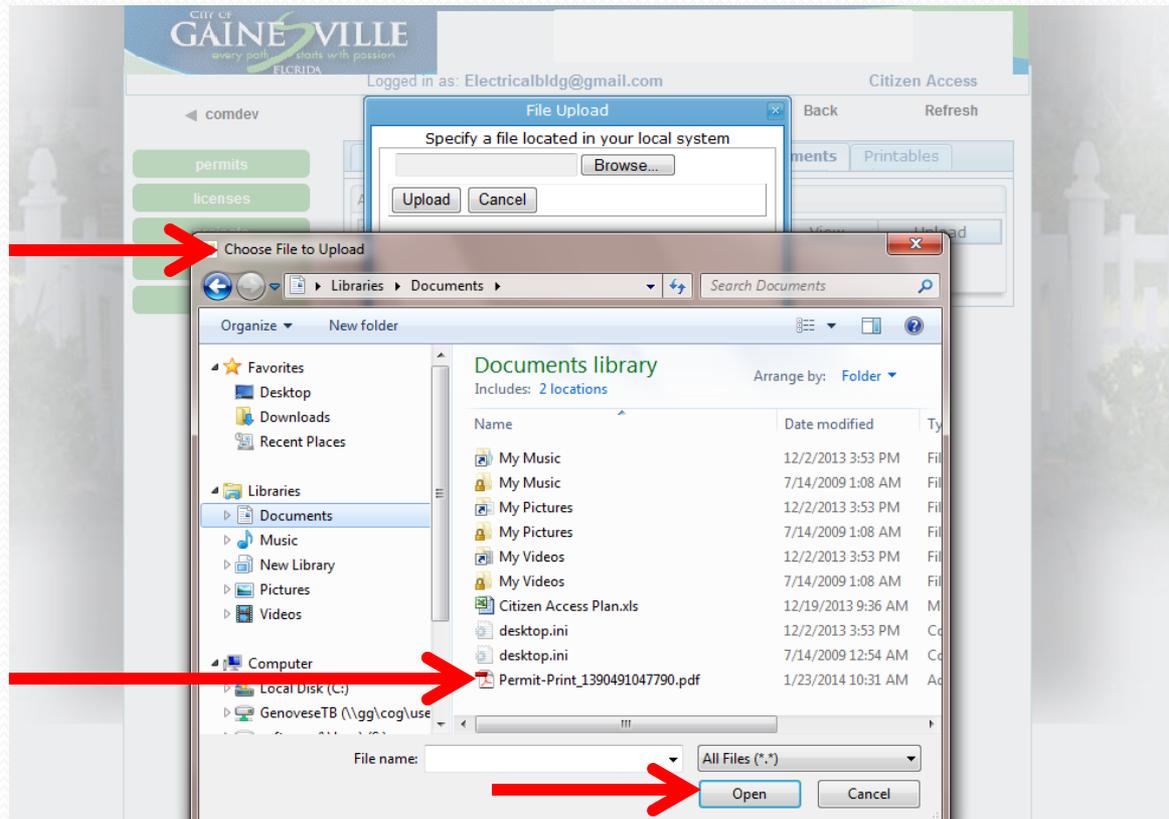
## Browse for file to attach

- The file upload screen displays
- Click on the Browse button to find the document you want to upload



# Attachments Tab – Choose file to upload

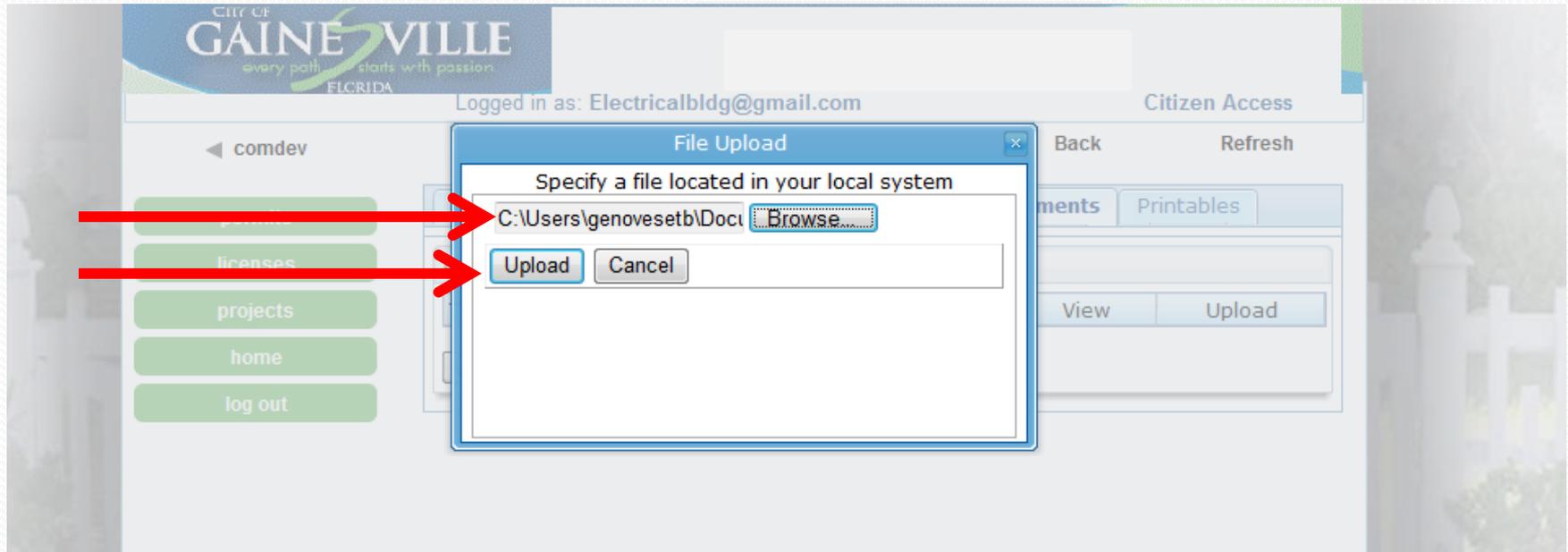
- The Choose File to Upload displays
- Select the file you want to upload
- Click on the Open button



# Attachments Tab –

## Upload and attach document

- File to be uploaded displays in the Browse field
- Click on the Upload button to upload the file



# Attachments Tab – File uploaded and ready for view

- The uploaded file displays in the Title field
- Click on the View button to view the document

The screenshot shows the City of Gainesville Citizen Access portal. The user is logged in as Electricalbldg@gmail.com. The main navigation menu includes permits, licenses, projects, home, and log out. The Attachments tab is selected, displaying a table with one entry: Permit-Print\_1390491047790.pdf. A red arrow points from the home button in the left sidebar to the Attachments tab, and another red arrow points from the view button to the file name in the table.

Title	View	Upload
Permit-Print_1390491047790.pdf	<input type="button" value="view"/>	<input type="button" value="upload"/>

# Fetch Documents – Review a document

- Documents and reviews can be requested by using the Fetch button.
- If documents have been attached, the details will indicate Attachments
- Click on the Fetch button to display the attached document.

The screenshot shows the City of Gainesville web application interface. The user is logged in as 'contractor\_nii'. The navigation menu includes 'permits', 'licenses', 'projects', 'home', and 'log out'. The main content area displays an 'Inspection List' with a table containing one row: '1 Mechanical Final' in Round 3, scheduled for 02/12/2014. Below the table, the 'Detail: Mechanical Final -> Round: 3' section includes buttons for 'Schedule', 'Cancel Inspection', and 'Print Inspection Ticket'. The 'Attachments' section shows a table with one entry: 'Inspection Ticket' with a mime-type of 'application/pdf'. A 'Fetch' button is located to the right of the attachments table. Red arrows point to the 'Fetch' button and the 'Inspection Ticket' attachment.

City of GAINESVILLE  
Logged in as: contractor\_nii  
Citizen Access  
comdev Back Refresh

permits  
licenses  
projects  
home  
log out

Summary Attributes Fees **Inspections** Reviews Attachments Pr

Inspection List Print All Comments All Current

Click on a row to view details and scheduling options

Order	Inspection	Round	Scheduled	Complete	Result	Is Final
1	Mechanical Final	3	02/12/2014	none		Y

Detail: Mechanical Final -> Round: 3  
Schedule Cancel Inspection Print Inspection Ticket

Comments Refresh Print

Comment

Attachments Fetch

Click on the description to view.

Description	Mime-type
<a href="#">Inspection Ticket</a>	application/pdf

# Printables Tab –

## How to view and print the permit

- The Printables tab allows you to view and print the issued Permit
- Click on the Permit Number

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Logged in as: Electricalbldg@gmail.com

Citizen Access

Back Refresh

comdev

permits  
licenses  
projects  
home  
log out

Summary Attributes Fees Inspections Attachments **Printables**

You need Adobe Acrobat Reader in order to use this feature. [Download Reader](#)

Print

Date	Type	Number	Description	Sub Type
1/9/14	Permit	<a href="#">BP-14-00008</a>	Electrical Building	Initial

# Printables Tab –

## How to view and print the permit

- The Building Permit displays
  - **NOTE:** You must have Adobe Acrobat downloaded to view and print the document

  
 **Building Permit**

CONTRACTORS AND OWNERS INSPECTION LINE (352) 334-5050

Application Date: 01/09/2014	Date Issued: 01/09/2014	Permit No: <b>BP-14-00008</b>
Parcel No: 12588000000	Job Address: 00306 NE 6TH AVE	
Permit Type: Electrical Service Repair/Upgrade		
Description of work: replace old breaker with new	Construction Type:	
Contractor: Electrical Building	Occupancy Type:	
Owner: CITY OF GAINESVILLE	Job Cost/Valuation:	
Permit Fee: \$236.90	Square Feet:	

Code Edition in Effect: 2007 Florida Building Code

Approved plans **MUST** be retained on the job and this card **KEPT POSTED** until final inspections have been approved. All structures require a Final Inspection. Buildings may not be occupied until approved by the Building Official.

This permit expires and becomes null and void if work is not started within six (6) months. An inspection must be scheduled and passed every six (6) months to keep this permit active.

**NOTICE:** In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from

# Inspection Result Types – Inspection status

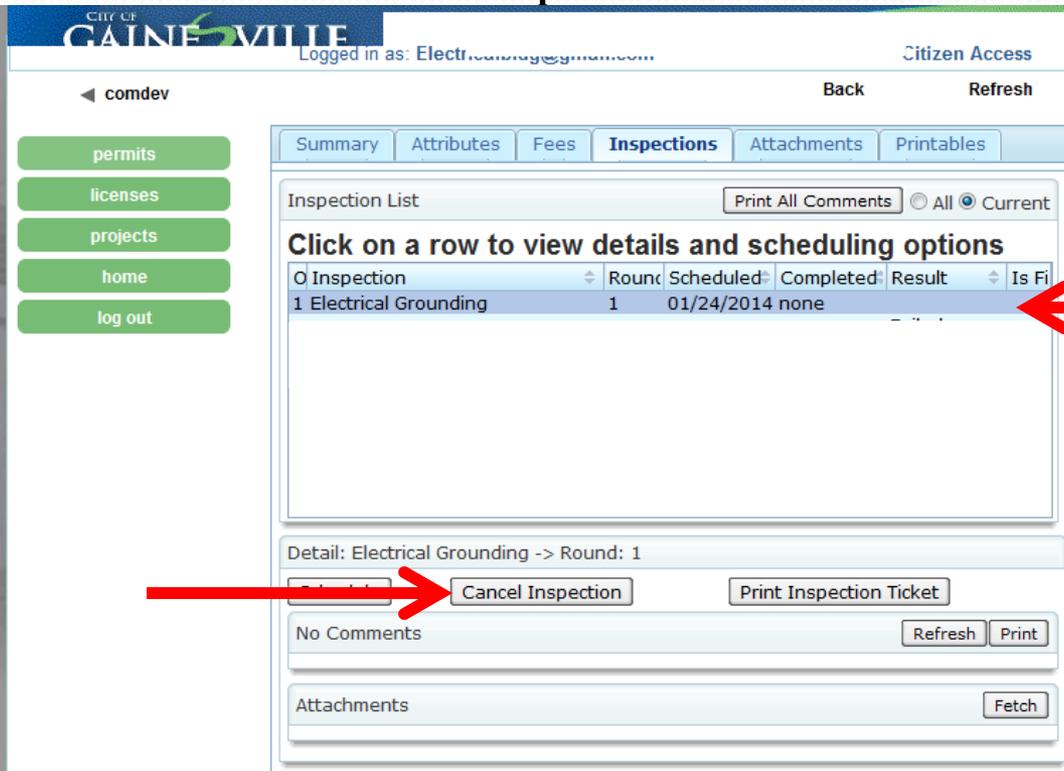
- There are seven (7) types of inspection results that will display in the Result column
  - Canceled – The inspection has been canceled
  - Closed without Final – The permit was closed without a final inspection
  - Failed – A reinspection is required
  - Failed – A reinspection is required and there is a fee
  - Partial Pass – The inspection only passes partially
  - Passed – The inspection passed
  - Passed with Comments – The inspection passed and the Building Inspector made comments

The screenshot shows the Gainesville, Florida online permit system interface. The user is logged in as 'Electricalbldg@gmail.com' and is viewing the 'Inspections' tab. The interface includes a navigation menu on the left with options like 'permits', 'licenses', 'projects', 'home', and 'log out'. The main content area displays an 'Inspection List' table with columns for 'Inspection', 'Round', 'Scheduled', 'Completed', 'Result', and 'Is Fi'. A red arrow points to the 'Result' column of the first row, which shows 'Failed - Reinspection with Fee'. Below the table is a 'Detail' section.

Inspection	Round	Scheduled	Completed	Result	Is Fi
1 Service Change/repair	1	01/14/2014	01/23/2014	Failed - Reinspection with Fee	

# Inspection Result Types – Inspection Canceled

- To cancel an inspection click on the row of the inspection to be canceled
- Click on the Cancel Inspection button

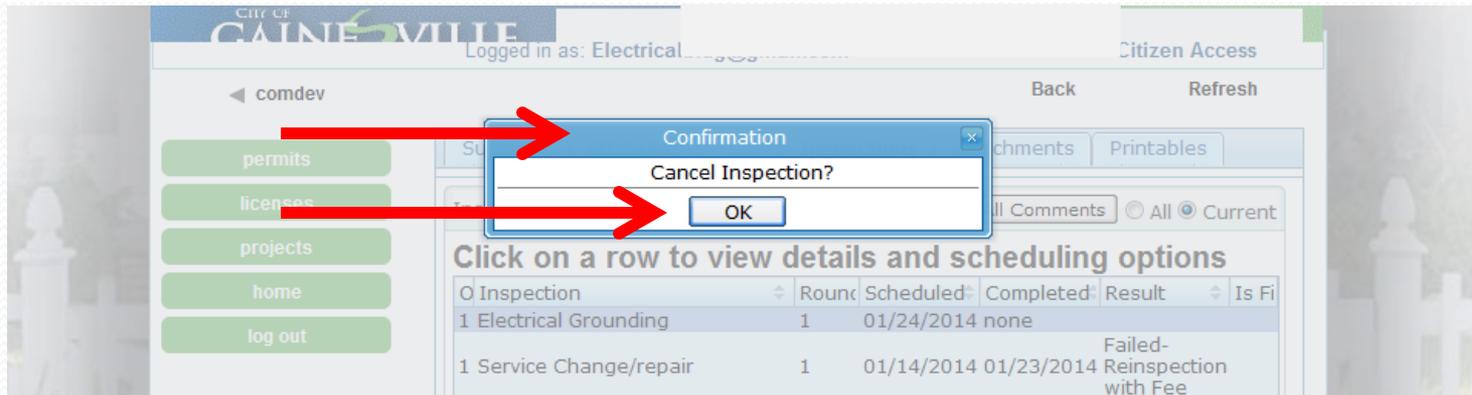


The screenshot displays the 'CITY OF GAINESVILLE' Citizen Access portal. The user is logged in as 'Electrical@cityofgainesville.com'. The page shows a navigation menu on the left with options like 'permits', 'licenses', 'projects', 'home', and 'log out'. The main content area is titled 'Inspection List' and includes a 'Print All Comments' button and radio buttons for 'All' and 'Current'. A table lists inspection details, with the first row highlighted in blue. A red arrow points to this row. Below the table, the 'Detail: Electrical Grounding -> Round: 1' section contains a 'Cancel Inspection' button, which is also highlighted with a red arrow. Other buttons include 'Print Inspection Ticket', 'Refresh', 'Print', and 'Fetch'.

Inspection	Round	Scheduled	Completed	Result	Is Fi
1 Electrical Grounding	1	01/24/2014	none		

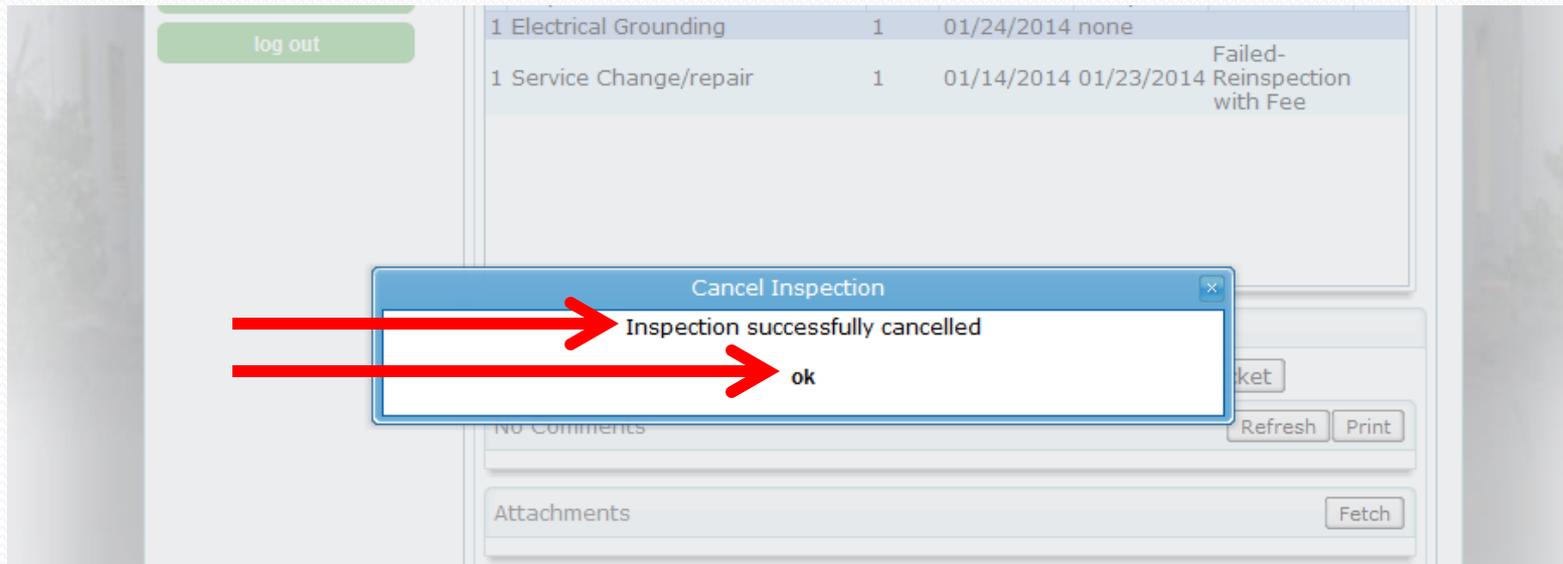
# Inspection Result Types – Cancel inspection confirmation

- A confirmation displays asking if you want to cancel inspection?
- Click the OK button



# Inspection Result Types – Inspection result is Canceled

- A Cancel Inspection message displays confirming that the inspection was successfully canceled
- Click on the ok link
- The Scheduled Status changes back to none



# Inspection Result Types – Inspection Result is Canceled

- The inspection is canceled and the Scheduled column status changes to none (no inspection scheduled)

The screenshot displays the 'City of Gainesville' Citizen Access portal. The user is logged in as 'Electricalbldg@gmail.com'. The main navigation menu includes 'permits', 'licenses', 'projects', 'home', and 'log out'. The 'Inspections' tab is selected, showing an 'Inspection List' table. The table has columns for 'Inspection', 'Round', 'Scheduled', 'Completed', 'Result', and 'Is Fi'. A red arrow points to the 'Scheduled' column value 'none' for the first inspection row.

Inspection	Round	Scheduled	Completed	Result	Is Fi
1 Electrical Grounding	1	none	none		

# Inspection Result Types – Inspection result is Canceled by Inspector after inspection is done

- If for some reason and inspection is done and the status is changed to canceled on Building Department system by the Inspector, the result will display as Canceled
  - **NOTE:** This is for information purposes only. Usually the contractor will cancel the Inspection on Citizen Access.

The screenshot shows the 'CITY OF GAINESVILLE' Citizen Access portal. The user is logged in as 'Electrica'. The navigation menu includes 'permits', 'licenses', 'projects', 'home', and 'log out'. The main content area displays the 'Inspection List' with a table of inspection records. A red arrow points to the 'Cancelled' status in the 'Result' column of the second row.

Or	Inspection	Round	Scheduled	Completed	Result	Is Fir
1	Electrical Field Check	1	none	none		
1	Electrical Grounding	1	01/23/2014	01/23/2014	Cancelled	
2	Service Change/repair	2	01/23/2014	none		

# Inspection Result Types –

## Inspection result is Closed without Final

- If the inspection is closed without final, the Result status is Closed without Final

The screenshot displays the City of Gainesville Citizen Access portal. The user is logged in as 'Electricalbldg@gmail.com'. The interface includes a navigation menu on the left with options: permits, licenses, projects, home, and log out. The main content area shows the 'Inspections' tab selected, with a table listing inspection details. A red arrow points to the 'Result' column for the first inspection, which is 'Closed without Final'.

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Logged in as: Electricalbldg@gmail.com Citizen Access

comdev Back Refresh

Summary Attributes Fees **Inspections** Attachments Printables

Inspection List   All  Current

**Click on a row to view details and scheduling options**

Inspection	Round	Scheduled	Completed	Result	Is Fi
1 Electrical Grounding	1	01/23/2014	01/23/2014	Closed without Final	

Detail

# Inspection Result Types – Inspection Passed with Comments

- If the inspection passed with comments you can view the inspection comments
- Click on the Print All Comments button

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Citizen Access  
comdev Back Refresh

permits  
licenses  
projects  
home  
log out

Summary Attributes Fees **Inspections** Attachments Printables

Inspection List [Print All Comments](#)  All  Current

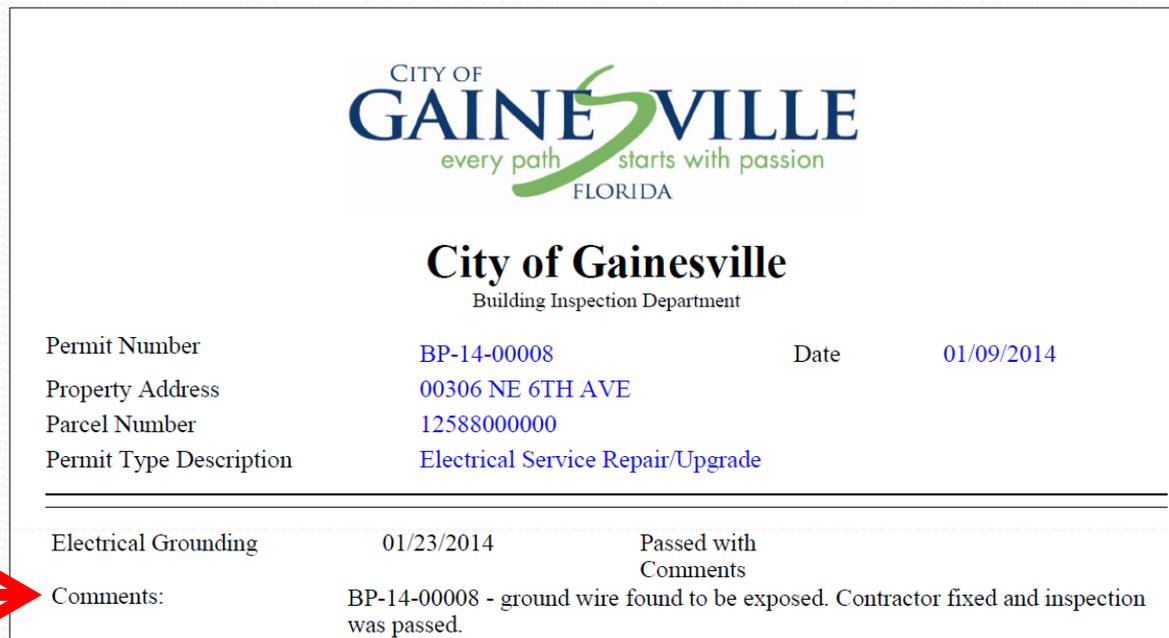
**Click on a row to view details and scheduling options**

Inspection	Round	Scheduled	Completed	Result	Is Fi
1 Electrical Grounding	1	01/23/2014	01/23/2014	Passed with Comments	

Detail

# Inspection Result Types – Inspection Passed with Comments

- The Permit/Inspection document displays and the comments are available to view



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**City of Gainesville**  
Building Inspection Department

Permit Number	BP-14-00008	Date	01/09/2014
Property Address	00306 NE 6TH AVE		
Parcel Number	12588000000		
Permit Type Description	Electrical Service Repair/Upgrade		

---

Electrical Grounding	01/23/2014	Passed with Comments
Comments:	BP-14-00008 - ground wire found to be exposed. Contractor fixed and inspection was passed.	

# Inspection Result Types –

Inspection result is Failed – a Reinspection is required

- If the inspection is Failed – reinspection is required the Result status is Failed – Reinspection Req'd

The screenshot shows the Gainesville website interface. At the top, the Gainesville logo is displayed with the tagline "every path starts with passion" and "FLORIDA". Below the logo, the user is logged in as "ElectricalBldg@gmail.com" and has "Citizen Access". The navigation menu includes "comdev", "Back", and "Refresh". On the left, there are green buttons for "permits", "licenses", "projects", "home", and "log out". The main content area has tabs for "Summary", "Attributes", "Fees", "Inspections", "Attachments", and "Printables". The "Inspections" tab is active, showing an "Inspection List" with a "Print All Comments" button and radio buttons for "All" and "Current". Below the list, there is a instruction: "Click on a row to view details and scheduling options". The table below has columns: "Inspection", "Round", "Scheduled", "Completed", "Result", and "Is Fi". The first row shows "1 Electrical Grounding", "1", "01/23/2014", "01/23/2014", "Failed- Reinspection Req'd", and a red arrow points to the "Result" cell.

Inspection	Round	Scheduled	Completed	Result	Is Fi
1 Electrical Grounding	1	01/23/2014	01/23/2014	Failed- Reinspection Req'd	

# Inspection Result Types –

## Inspection result is Failed – Reinspection with Fee

- If the inspection is Failed – reinspection with fee, the Result status is Failed – Reinspection with Fee
  - **NOTE:** The fee must be paid prior to rescheduling the inspection

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Logged in as: contractor\_nine@yahoo.com Citizen Access

comdev Back Refresh

permits  
licenses  
projects  
home  
log out

Summary Attributes Fees **Inspections** Attachments Printables

Inspection List   All  Current

**Click on a row to view details and scheduling options**

Inspection	Round	Scheduled	Completed	Result	Is Fi
1 Mechanical Final	2	02/07/2014	02/11/2014	Failed-Reinspection with Fee	

Detail

# Inspection Result Types –

## Failed – Reinspection with Fee – Fee Paid Reschedule

- If the inspection is Failed – reinspection with fee
- When the fee is paid, go back into the Inspections tab
- Select the inspection from the row, the Reschedule button displays
- Click on the Reschedule button and reschedule the inspection

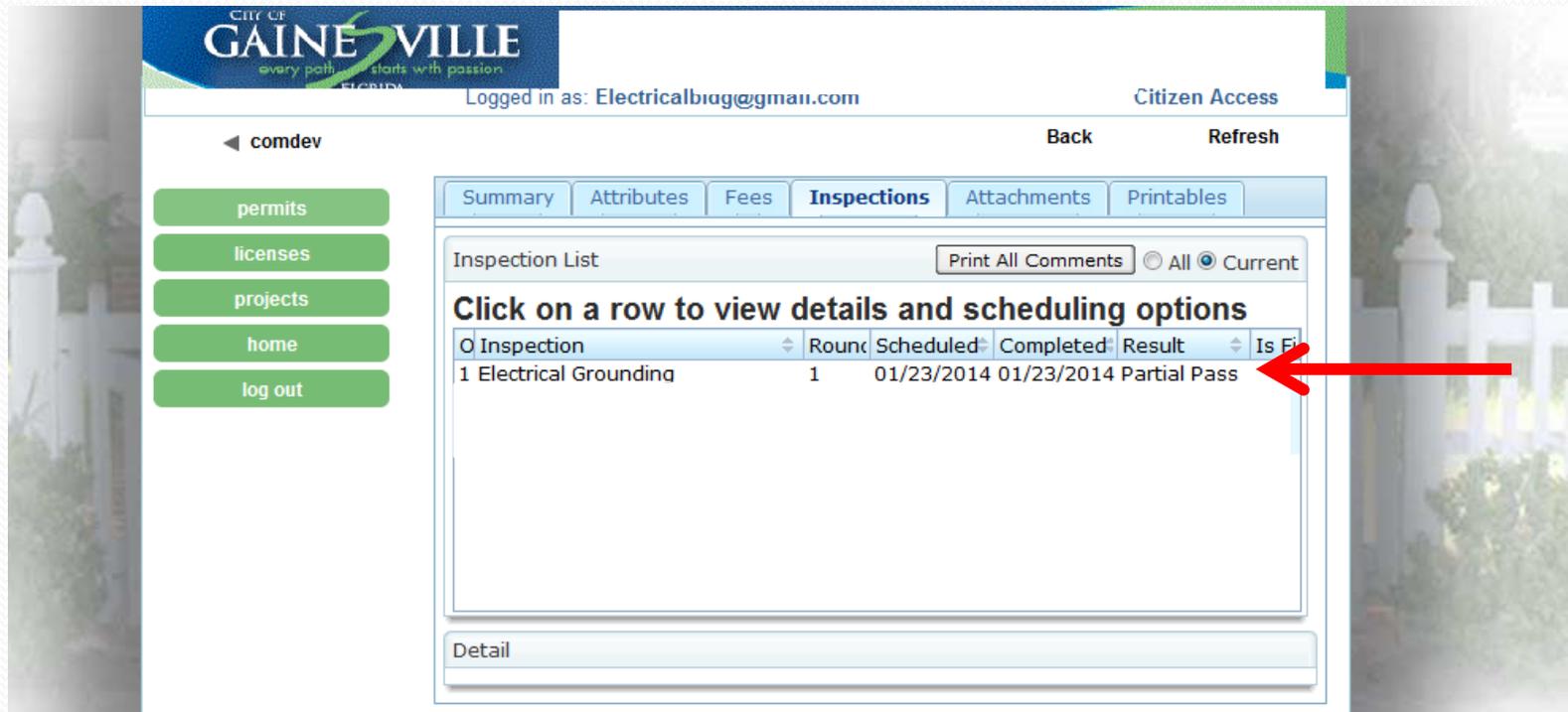
The screenshot displays the Gainesville FLCRIDA web application interface. The user is logged in as 'contractor\_nine@yanoo.com' and is viewing the 'Inspections' tab. The 'Inspection List' shows a single entry: '1 Mechanical Final' in Round 2, scheduled for 02/07/2014 and completed on 02/11/2014, with a result of 'Failed-Reinspection with Fee'. Below the list, the 'Detail: Mechanical Final -> Round: 2' section shows a 'Reschedule' button highlighted with a red arrow, along with 'Cancel Inspection' and 'Print Inspection Ticket' buttons. The 'Attachments' section is currently empty.

Inspection	Round	Scheduled	Completed	Result	Is Fi
1 Mechanical Final	2	02/07/2014	02/11/2014	Failed-Reinspection with Fee	Y

# Inspection Result Types –

## Inspection result Partial Pass

- If the inspection is Partial Pass, the Result status is Partial Pass



The screenshot displays the City of Gainesville website interface. At the top, the logo for the City of Gainesville is visible, along with the text "every path starts with passion". The user is logged in as "Electricalbiag@gmail.com" and is viewing the "Citizen Access" page. The navigation menu includes "comdev", "permits", "licenses", "projects", "home", and "log out". The main content area shows the "Inspections" tab selected, with a sub-tab for "Inspection List". A table lists the inspection details, and a red arrow points to the "Result" column, which shows "Partial Pass".

Inspection	Round	Scheduled	Completed	Result	Is F
1 Electrical Grounding	1	01/23/2014	01/23/2014	Partial Pass	

# Inspection Result Types –

Inspection result is Passed

- If the inspection is Passed, the Result status is Passed

The screenshot displays the City of Gainesville website interface. At the top, the logo for the City of Gainesville is visible, along with the text "every path starts with passion". The user is logged in as "Electricalblag@gmail.com" and has "Citizen Access". The navigation menu includes "comdev", "Back", and "Refresh". The main content area shows a sidebar with buttons for "permits", "licenses", "projects", "home", and "log out". The main content area has tabs for "Summary", "Attributes", "Fees", "Inspections", "Attachments", and "Printables". The "Inspections" tab is active, showing an "Inspection List" with a "Print All Comments" button and radio buttons for "All" and "Current". Below the list, there is a table with the following data:

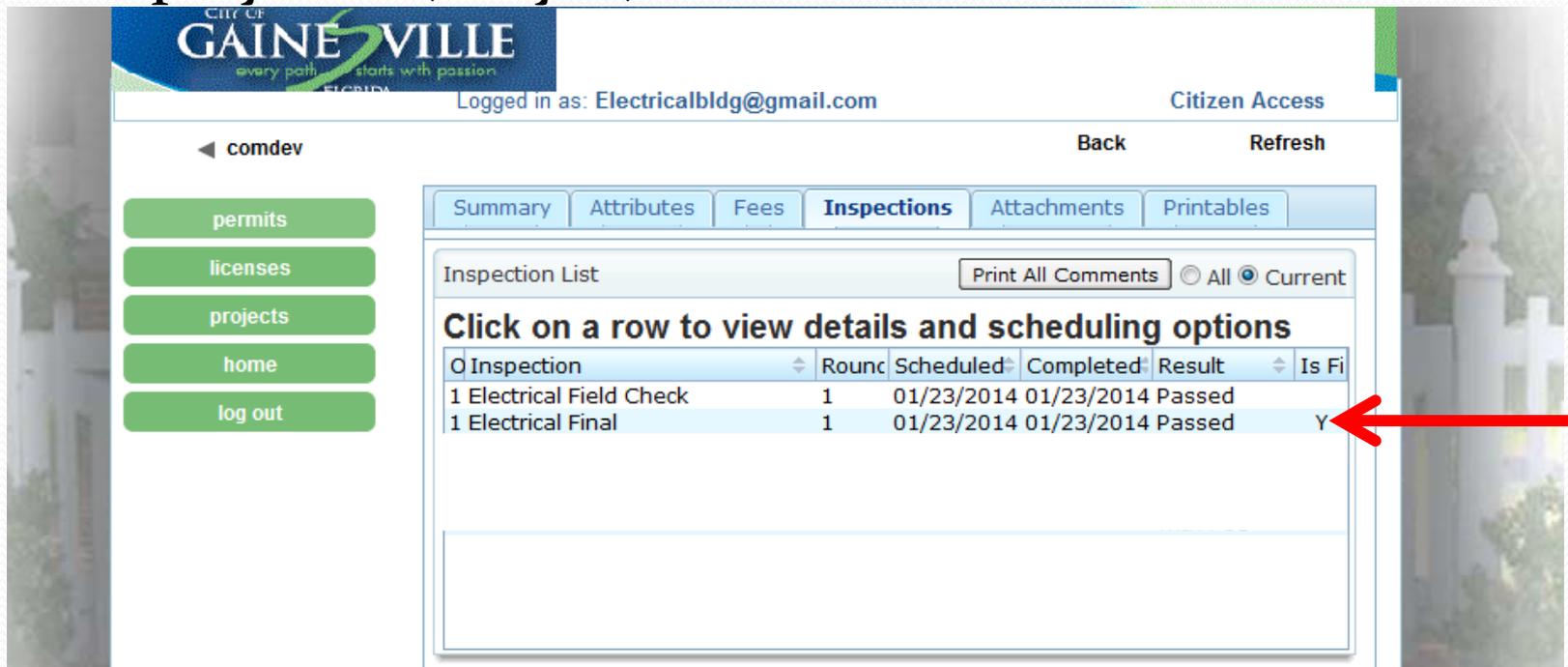
Inspection	Round	Scheduled	Completed	Result	Is Fi
1 Electrical Grounding	1	01/23/2014	01/23/2014	Passed	

A red arrow points to the "Passed" result in the table. Below the table, there is a "Detail" section.

# Inspection Result Types –

## Inspection is Final

- If the inspection is a final inspection, the Is Final displays a Y (for yes)



The screenshot shows the City of Gainesville website interface. The header includes the city logo and the slogan "every path starts with passion." The user is logged in as "Electricalbldg@gmail.com". The navigation menu on the left includes "permits", "licenses", "projects", "home", and "log out". The main content area displays an "Inspection List" with the following data:

Inspection	Round	Scheduled	Completed	Result	Is Final
1 Electrical Field Check	1	01/23/2014	01/23/2014	Passed	
1 Electrical Final	1	01/23/2014	01/23/2014	Passed	Y

A red arrow points to the 'Y' in the 'Is Final' column for the 'Electrical Final' inspection.

# Reviews –

## Review tab

- If the permit/inspection was reviewed and has comments, the Reviews tab displays

The screenshot shows the City of Gainesville web application interface. At the top, the logo for the City of Gainesville is visible, along with the text "every path starts with passion". The user is logged in as "contractor\_nine@yahoo.com". The navigation menu includes "permits", "licenses", "projects", "home", and "log out". The main content area shows the "Reviews" tab selected, with a red arrow pointing to it. The "Review List" section contains a table with the following data:

Review	#	Department	Start	Complete	Result
Building Official Review	1	Building Inspections	02/11/2014	none	

Below the table, there is a "Detail" section.

# Reviews –

## Reviews tab

- Click on the row to review the comments
- The review comments display
- Click on the Print button to review, print, and save the comments

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comdev Back Refresh

permits  
licenses  
projects  
home  
log out

Summary Attributes Fees Inspections **Reviews** Attachments Print

Review List

Print All Comments

Click on a row to view any comments made by the reviewer.

Review	#	Department	Start	Complete	Result
Building Official Review	1	Building Inspections	02/11/2014	none	

Detail: Building Official Review -> Round: 1

Comments Refresh Print

Comment

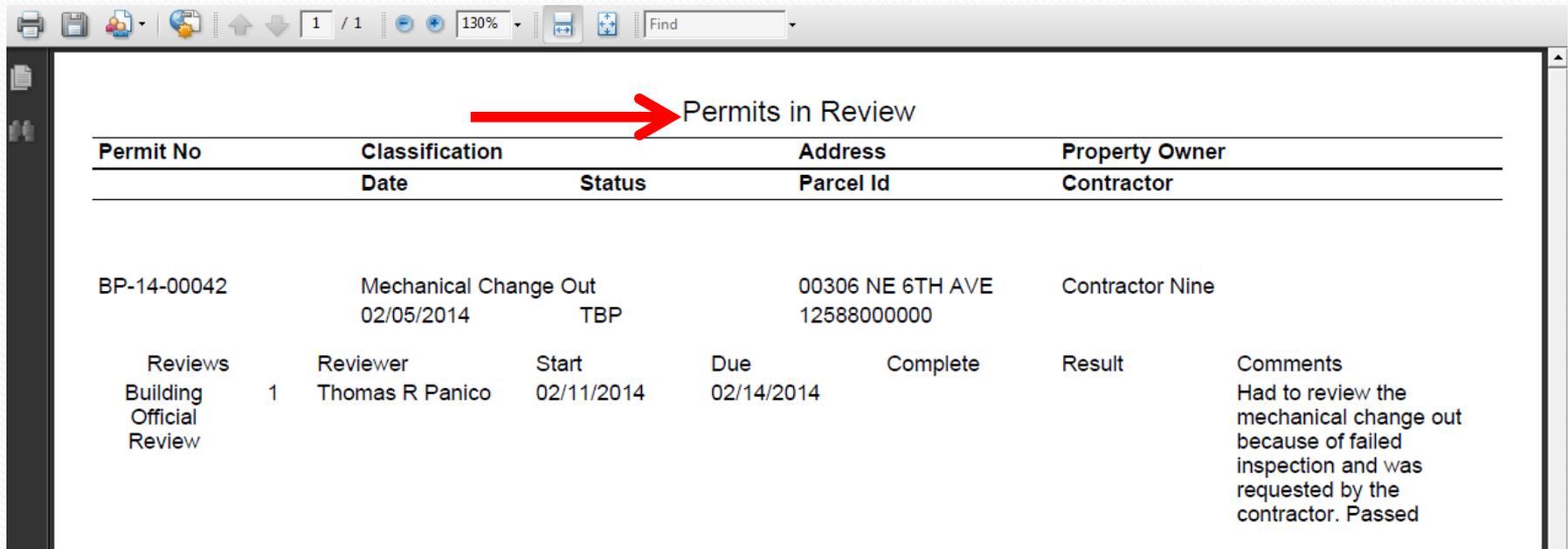
Had to review the mechanical change out because of failed inspection and was requested by the contractor. Passed

Attachments Fetch

# Reviews –

## Comment Review, Save and Print

- After clicking on the Print button, the Permits inReview comments display in a PDF document.
- You can review, print and save the comments document.



The screenshot shows a PDF viewer interface with a toolbar at the top. The main content is a table with the following structure:

Permit No	Classification	Address	Property Owner			
Date	Status	Parcel Id	Contractor			
BP-14-00042	Mechanical Change Out 02/05/2014	00306 NE 6TH AVE 12588000000	Contractor Nine			
Reviews	Reviewer	Start	Due	Complete	Result	Comments
Building Official Review	1	Thomas R Panico	02/11/2014	02/14/2014		Had to review the mechanical change out because of failed inspection and was requested by the contractor. Passed

# Using the Search function – by address

- You are ready to log back into Citizen Access
  - **NOTE:** When entering address data, sometimes less is better as the search provides more results.
  - **NOTE:** When entering the street number it must be five (5) digits, example: 302 should be 00302. OR, 6<sup>th</sup> Ave, should be 6.
- Click on the Search button

The screenshot shows the 'Building Permits' section of the Citizen Access portal. The user is logged in as 'mechanicalbldg@gmail.com'. The search criteria are set to 'Address'. The search results table is as follows:

Number	Submitted	Address	Permit Class
BP-14-00011	01/09/2014	00306 NE 6TH AVE	Electrical Temp Pole
BP-14-00004	01/08/2014	00306 NE 6TH AVE	Mechanical Change Out
BP-14-00003-01	01/15/2014	00306 NE 6TH AVE	Coolers/Freezers
BP-14-00003	01/08/2014	00306 NE 6TH AVE	Mechanical New Commercial > \$23, 000
BP-14-00001	01/07/2014	00201 N MAIN ST	Mechanical Change Out

# Using the Search function – by Permit Number

- When searching by Application (permit) number, the entire number, including the dashes must be entered, example: BP-14-00011 as it appears on the permit
- Click on the Search button

The screenshot shows the City of Gainesville Building Permits web application. On the left, a navigation menu includes 'permits', 'licenses', 'projects', 'home', and 'log out'. The main content area is titled 'Building Permits' and shows a search interface. The search criteria are set to 'Application Number'. The search input field contains 'BP-14-00011' and the 'Search' button is highlighted. Below the search interface is a table of permits. A red arrow points from the search input field to a detailed view of a permit, which is also highlighted with a red border. The detailed view shows the permit information for BP-14-00011.

**Building Permit**  
CONTRACTORS AND OWNERS INSPECTION LINE (352) 334-5050  
Application Date: 01/09/2014 Date Issued: 01/09/2014 Permit No: **BP-14-00011**  
Parcel No: 12588000000 Job Address: 00306 NE 6TH AVE  
Permit Type: Electrical Temp Pole  
Description of work: Set up pole for electrical Construction Type:  
Contractor: Mechanical Building Occupancy Type:

Number	Submitted	Address	Permit Class
BP-14-00011	01/09/2014	00306 NE 6TH AVE	Electrical Temp Pole
BP-14-00004	01/08/2014	00306 NE 6TH AVE	Mechanical Change Out
BP-14-00003-01	01/15/2014	00306 NE 6TH AVE	Coolers/Freezers
BP-14-00003	01/08/2014	00306 NE 6TH AVE	Mechanical New Commercial > \$23, 000
BP-14-00001	01/07/2014	00201 N MAIN ST	Mechanical Change Out

# Using the Search function – by Primary Contractor

- When searching by Primary Contractor name, enter the contractor name as it appears on permit
- Click on the Search button

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permits  
fees  
projects  
home  
log out

Building Permits View: Status Address

Search by: Application Number Address Owner Project Name **Primary**  
Contractor Parcel Id

Enter Contractor Business (contains search): Mechanical Building **Search**

Click on a row to view details

Number	Submitted	Address	Permit Class
BP-14-00011	01/09/2014	00306 NE 6TH AVE	
BP-14-00004	01/08/2014	00306 NE 6TH AVE	
BP-14-00003-01	01/15/2014	00306 NE 6TH AVE	
BP-14-00003	01/08/2014	00306 NE 6TH AVE	
BP-14-00001	01/07/2014	00306 NE 6TH AVE	

## Building Permit

CONTRACTORS AND OWNERS INSPECTION LINE (352) 334-5050

Application Date: 01/09/2014 Date Issued: 01/09/2014 Permit No: **BP-14-00011**

Parcel No: 1258800000 Job Address: 00306 NE 6TH AVE

Permit Type: Electrical Temp Pole

Description of work: Set up pole for electrical Construction Type:

Contractor: Mechanical Building Occupancy Type:

# Using the Search function – by Project Name

- When searching by Project Name, enter the project name.
- Click on the Search button

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comdev

permits  
licenses  
projects  
home  
log out

Building Permits View:  Status  Address

Search by:  Application Number  Address  Owner  Project Name  Primary  
 Contractor  Parcel Id

Enter Project Name (contains search):

**Click on a row to view details**

Number	Submitted	Address	Permit Class
BP-14-00011	01/09/2014	00306 NE 6TH AVE	Electrical Temp Pole
BP-14-00004	01/08/2014	00306 NE 6TH AVE	Mechanical Change Out
BP-14-00003-01	01/15/2014	00306 NE 6TH AVE	Coolers/Freezers
BP-14-00003	01/08/2014	00306 NE 6TH AVE	Mechanical New Commercial > \$23, 000
BP-14-00001	01/07/2014	00201 N MAIN ST	Mechanical Change Out

# Using the Search function – by Owner Name

- When searching by Owner, enter the owner name as it appears on permit
- Click on the Search button

**Building Permits** View:  Status  Address

Search by:  Application Number  Address  Owner  Project Name  Primary  
 Contractor  Parcel Id

Enter Owner First Name (contains search):  Last Name (contains)

Click on a row to view

Number	Submitted	Address
BP-14-00011	01/09/2014	00306
BP-14-00004	01/08/2014	00306
BP-14-00003-01	01/15/2014	00306
BP-14-00003	01/08/2014	00306
BP-14-00001	01/07/2014	00201

**FLORIDA**

## Building Permit

CONTRACTORS AND OWNERS INSPECTION LINE (352) 334-5050

Application Date: 01/09/2014 Date Issued: 01/09/2014 Permit No: **BP-14-00011**

Parcel No: 1258800000 Job Address: 00306 NE 6TH AVE

Permit Type: Electrical Temp Pole

Description of work: Set up pole for electrical Construction Type:

Contractor: Mechanical Building Occupancy Type:

Owner: CITY OF GAINESVILLE Job Cost/Valuation:

Permit Fee: \$64.00 Square Feet:

# Using the Search function –

## by Parcel Number

- When searching by Parcel number, enter the entire number as it appears on the permit
- Click on the Search button

The screenshot shows the City of Gainesville Building Permits search interface. The search form is set to search by 'Parcel Id' with the value '1258800000' entered. The search button is highlighted with a red arrow. A table of permits is displayed below the search form. A red box highlights the details for permit BP-14-00011.

**Building Permit**

CONTRACTORS AND OWNERS INSPECTION LINE (352) 334-5050

Application Date: 01/09/2014 Date Issued: 01/09/2014 Permit No: **BP-14-00011**

Parcel No: 1258800000 Job Address: 00306 NE 6TH AVE

Permit Type: Electrical Temp Pole

Description of work: Set up pole for electrical Construction Type:

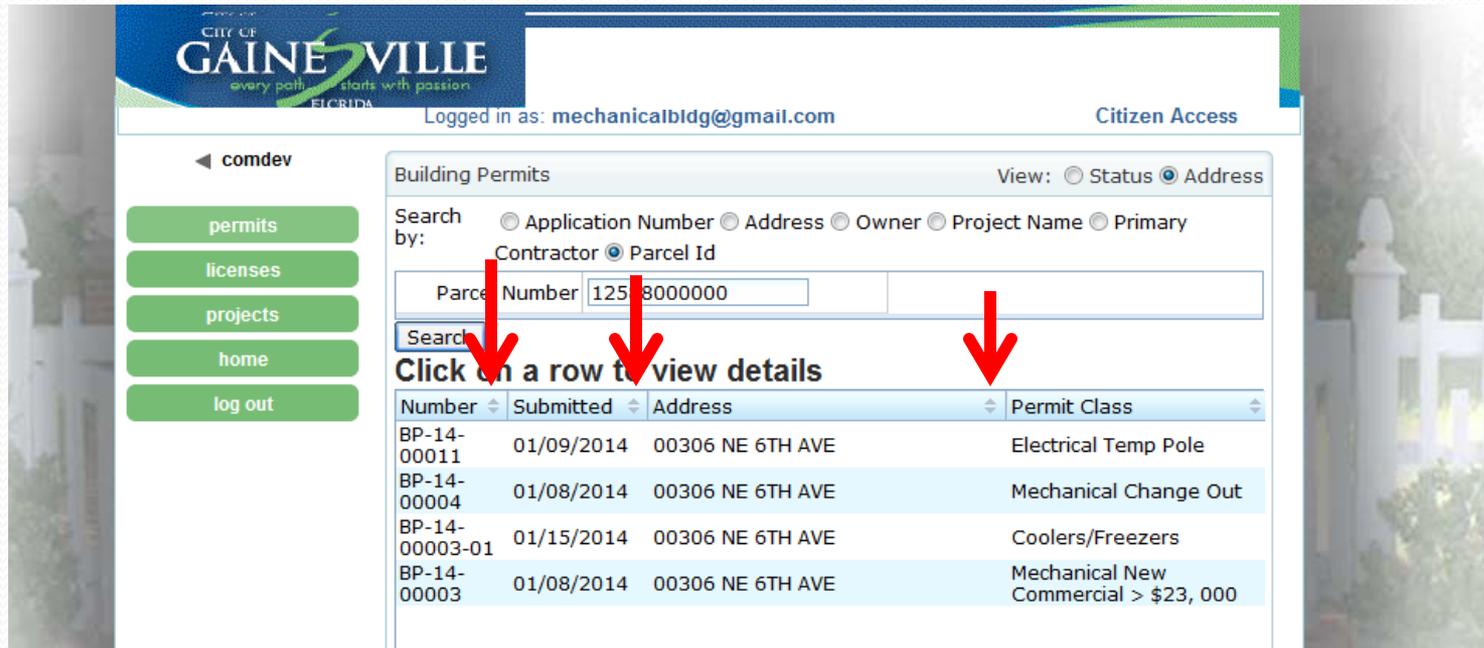
Contractor: Mechanical Building Occupancy Type:

Number	Submitted	Address	Permit Class
BP-14-00011	01/09/2014	00306 NE 6TH AVE	Electrical Temp Pole
BP-14-00004	01/08/2014	00306 NE 6TH AVE	Mechanical Change Out
BP-14-00003-01	01/15/2014	00306 NE 6TH AVE	Coolers/Freezers
BP-14-00003	01/08/2014	00306 NE 6TH AVE	Mechanical New Commercial > \$23, 000

# Using the Search function –

## Filter by Arrows

- You can also search ascending or descending by clicking on the  (up-down arrow next to each type heading)



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permits  
licenses  
projects  
home  
log out

Building Permits View:  Status  Address

Search by:  Application Number  Address  Owner  Project Name  Primary  
 Contractor  Parcel Id

Parcel Number

Search

Click on a row to view details

Number 	Submitted 	Address 	Permit Class 
BP-14-00011	01/09/2014	00306 NE 6TH AVE	Electrical Temp Pole
BP-14-00004	01/08/2014	00306 NE 6TH AVE	Mechanical Change Out
BP-14-00003-01	01/15/2014	00306 NE 6TH AVE	Coolers/Freezers
BP-14-00003	01/08/2014	00306 NE 6TH AVE	Mechanical New Commercial > \$23,000

# Log Out of Citizen Access

- To log out select log out from the menu on the left

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Logged in as: Electricalbldg@gmail.com Citizen Access

comdev

- permits
- licenses
- projects
- home
- log out

Building Permits View:  Status  Address

Search by:  Application Number  Address  Owner  Project Name  Primary Contractor  Parcel Id

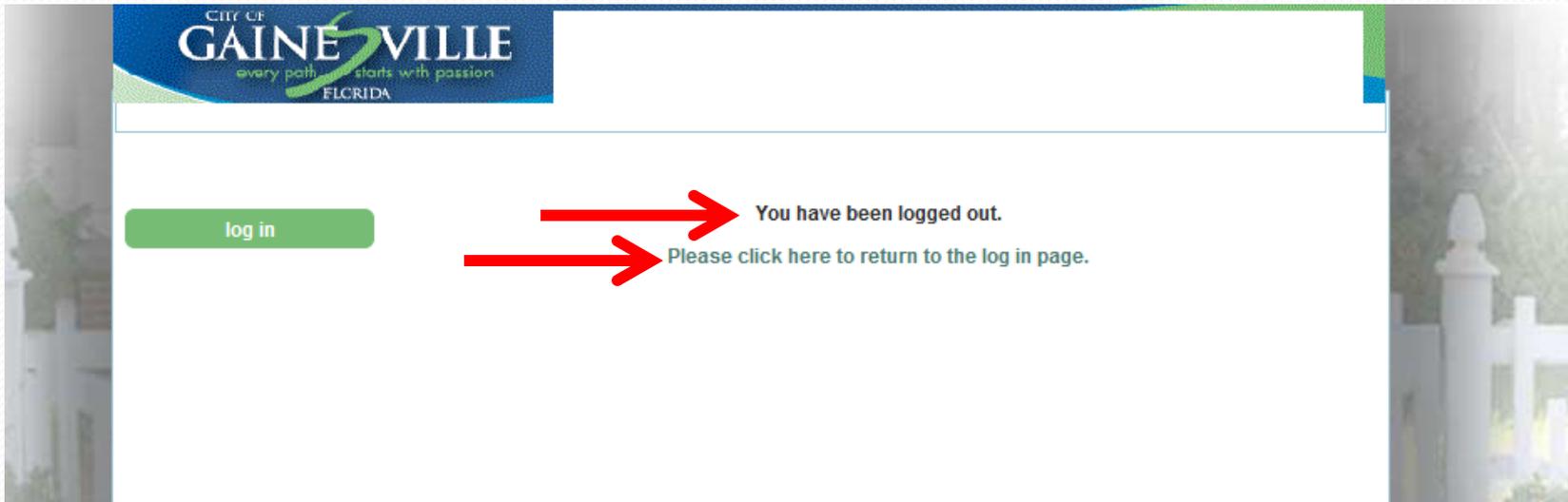
Street No From:  To:  Street:  Secondary No:  Search

**Click on a row to view details**

Number	Submitted	Address	Permit Class
BP-14-00008	01/09/2014	00306 NE 6TH AVE	Electrical Service Repair/Upgrade

# Log Out of Citizen Access

- The screen returns to the log in screen and displays you have been logged out
- Click on the Please click here to return to the log in page OR
- Click on Log In from the menu on the left to log back in to Citizen Access



# Returns to Log In screen

- You are ready to log back into Citizen Access

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## Citizen Access

If you are Public User, please select Public Access on the left to begin.

If you have an account with the Building Department, please log in below or create a new user account for Citizen Access by clicking on the New User button below.

public access  
log in  
new user  
forgot password

Email Address:

Password:

[log in](#) [new user](#)

[Click here to view site's browser compatibility](#)