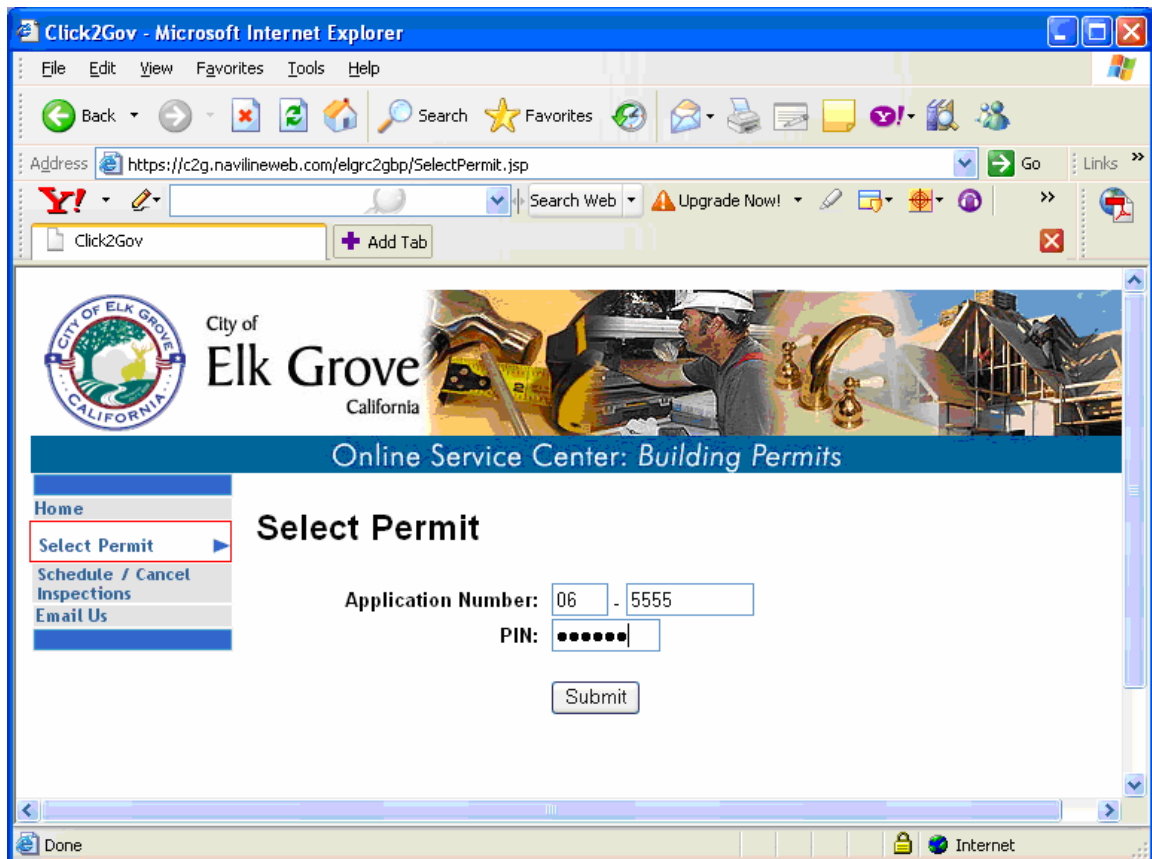


To Schedule an Inspection:

You can only schedule an inspection a few days in advance. Anything scheduled after 5:00 am will not be available for scheduling until the next day. To get started you must be connected to the internet. If you are having issues getting connected to the internet, please contact your internet service provider.

- 1) Go to <http://www.elkgrovecity.org/online-services> . Scroll to the middle of the section and look for Online Building Permits. Click on the “Click Here” button.
- 2) Once you are on the Building Permits main page you will need to select “Select Permit” and enter your Permit Number and the PIN that was provided to you.

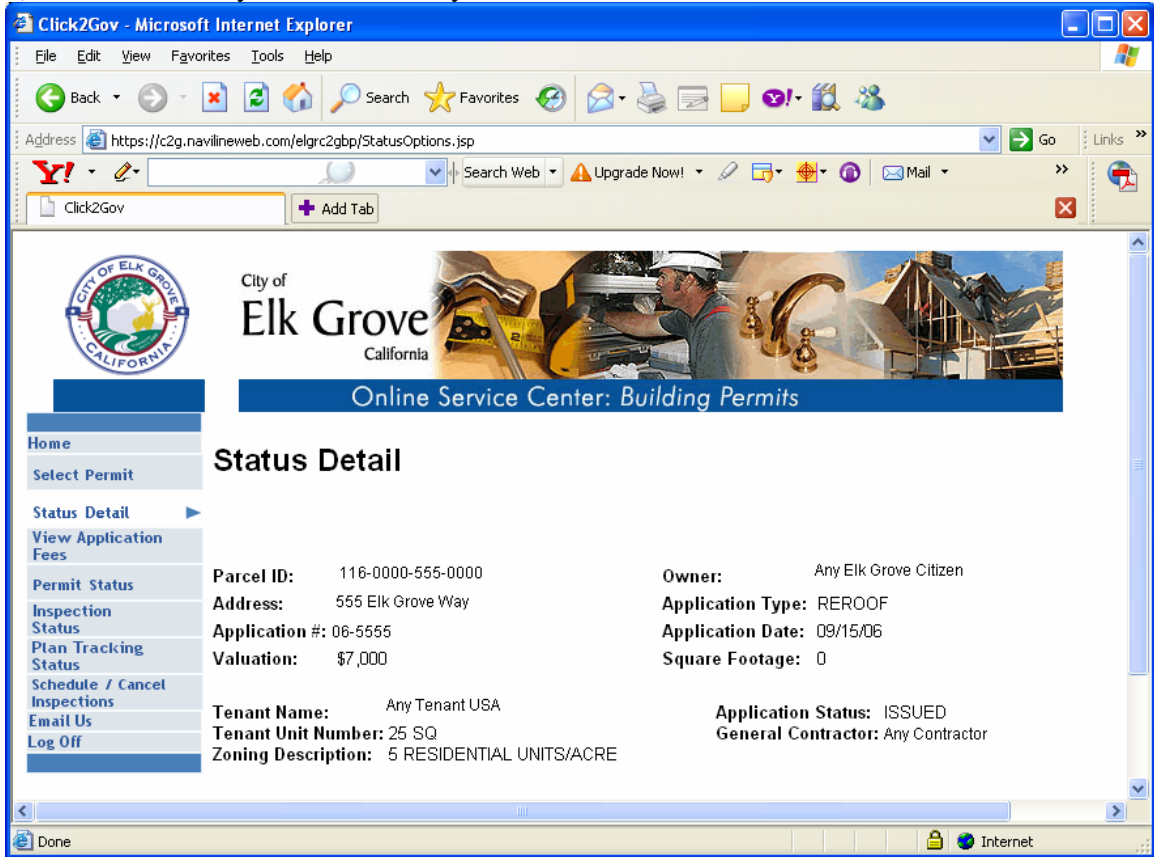


The screenshot shows a Microsoft Internet Explorer browser window displaying the City of Elk Grove's online service center for building permits. The browser's address bar shows the URL: <https://c2g.navilineweb.com/elgrc2gbp/SelectPermit.jsp>. The page features the City of Elk Grove logo and a banner image of a construction worker. Below the banner, the text "Online Service Center: Building Permits" is displayed. A navigation menu on the left includes "Home", "Select Permit" (highlighted with a red box), "Schedule / Cancel Inspections", and "Email Us". The main content area is titled "Select Permit" and contains a form with the following fields:

- Application Number: 06 - 5555
- PIN: [masked]
- Submit button

- 3) Click on Submit.

4) This will take you to a summary screen.





5) Schedule an Inspection: To schedule an inspection, click on the Schedule/Cancel Inspections link. To schedule, click on "Schedule an Inspection" to cancel, click on "Cancel an Inspection".

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Upgrade Now! Search Web Mail My Yahoo! Click2Gov Add Tab

Address: https://c2g.navilinetweb.com/elgrc2gbp/ScheduleInfoA.jsp

 City of Elk Grove California




Online Service Center: Building Permits

Schedule Inspection

Select a structure/permit selection to choose an inspection.

Parcel ID: 116-0000-555-0000 **Owner:** Any Elk Grove Citizen
Address: 555 Elk Grove Way **Application Type:** REROOF
Application #: 06-5555 **Application Date:** 09/15/06

Str / Seq / Permit	Permit Description	Contractor / Sub
000 / 000 / GENR 00	BUILDING PERMIT	KENT SHEBELUT

 [Click Here](#)

Home
Select Permit
Status Detail
View Application Fees
Permit Status
Inspection Status
Plan Tracking Status
Schedule / Cancel Inspections
Email Us
Log Off

Internet

- 6) You will be taken to another screen where you will need to click the “schedule an inspection that is not on the list” link below (yours may have different wording). You must click on the link as the inspections will not show on this screen.

The screenshot shows a web browser window displaying the City of Elk Grove Online Service Center. The page title is "Online Service Center: Building Permits". The main heading is "Schedule an Inspection". Below the heading, there is a message: "Select the inspection you want to schedule from the list below." The permit details are as follows:

Parcel ID:	116-0000-555-0000	Owner:	Any Elk Grove Citizen
Address:	555 Elk Grove Way	Application Type:	REROOF
Application #:	06-5555	Application Date:	09/15/06

Below the details, it says "Inspections for Permit Number: 000 000 GENR 00 - BUILDING PERMIT". A red message states: "- No required inspections found". At the bottom, there is a blue link: "[Schedule an inspection not on this list](#)". A red arrow points to a blue text label: "Click Here to Schedule".

- 7) Click on the inspection you would like to schedule. Please make sure that you select the appropriate inspection. The inspection descriptions are listed in alphabetical order.

City of Elk Grove
California

Online Service Center: Building Permits

Schedule/Cancel Inspection

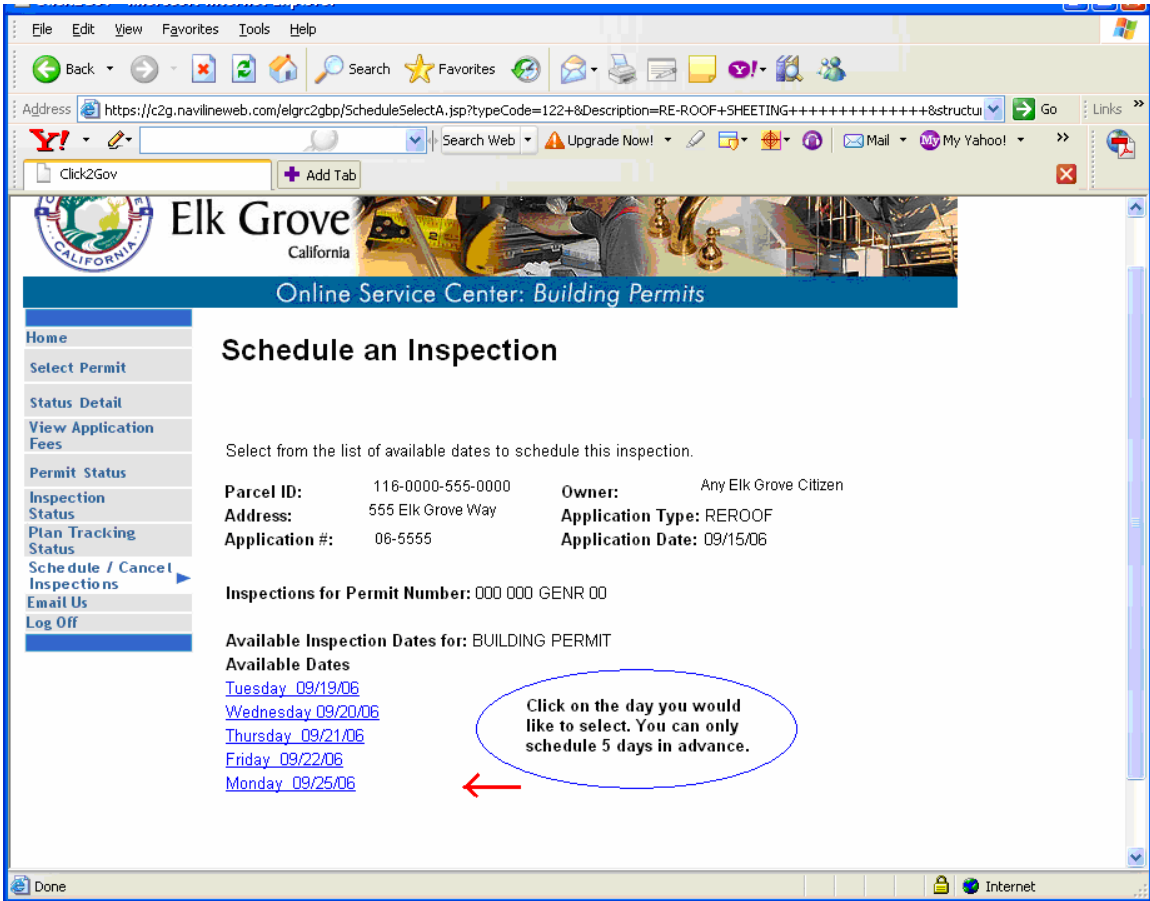
Select the inspection you want to schedule from the list below.

Parcel ID: 116-0000-555-0000 **Owner:** Any Elk Grove Citizen
Address: 555 Elk Grove Way **Application Type:** REROOF
Application #: 06-5555 **Application Date:** 09/15/06

Inspection Description	Type	PMT/Seq
ABOVE GRID FRAME	112	GENR 00
BACKFLOW PREVENTION	349	GENR 00
BONDING ANCHOR, OTHER	588	GENR 00
BONDING ANCHORS-BOARD/SLIDE	587	GENR 00
BONDING OTHER	585	GENR 00
BONDING WIRE-BOARD/SLIDE	584	GENR 00
BUILDING DRAIN	355	GENR 00
COMBO 199, 299, 399, 499	099	GENR 00
COMBO- 101, 220, 340	001	GENR 00

Click on the inspection you need to schedule

- 8) Click the day you would like to schedule from the list. You can only schedule a few days in advance.



File Edit View Favorites Tools Help

Address <https://c2g.navilneweb.com/elgrc2gbp/ScheduleSelectA.jsp?typeCode=122+&Description=RE-ROOF+SHEETING+++++++&structu>

Click2Gov Add Tab

Elk Grove
California

Online Service Center: Building Permits

Schedule an Inspection

Select from the list of available dates to schedule this inspection.

Parcel ID: 116-0000-555-0000 **Owner:** Any Elk Grove Citizen
Address: 555 Elk Grove Way **Application Type:** REROOF
Application #: 06-5555 **Application Date:** 09/15/06

Inspections for Permit Number: 000 000 GENR 00

Available Inspection Dates for: BUILDING PERMIT

Available Dates
[Tuesday 09/19/06](#)
[Wednesday 09/20/06](#)
[Thursday 09/21/06](#)
[Friday 09/22/06](#)
[Monday 09/25/06](#)

Click on the day you would like to select. You can only schedule 5 days in advance.

Done Internet

- 9) Fill in any comments that you have and click on “continue” at the bottom of the screen.

The screenshot shows a web browser window with the following content:

- Navigation Menu (Left):** Home, Select Permit, Status Detail, View Application Fees, Permit Status, Inspection Status, Plan Tracking Status, Schedule / Cancel Inspections, Email Us, Log Off.
- Section Header:** Schedule an Inspection
- Instructions:** To select a different date, choose "Change". To schedule this date for the inspection, choose "Schedule".
- Permit Details:**

Parcel ID:	116-0000-555-0000	Owner:	Any Elk Grove Citizen
Address:	555 Elk Grove Way	Application Type:	REROOF
Application #:	06-5555	Application Date:	09/15/06
- Inspection Information:**
 - Inspections for Permit Number: 000 000 GENR 00
 - Inspection for: GENR - BUILDING PERMIT
 - The inspection for the above permit will be scheduled for: Tuesday 09/19/06
- Comments for the inspector:**

There is a dog locked up in a dog run, please do not open the gate on the west side of house. You can reach the back room from the East side of the house.

- 10) You will see a summary screen that you should print out and retain for your records. **The system does not show fee calculations.** The screen will show \$0.00 dollars, but you will owe the fee for the inspection.

The screenshot shows a web browser window with the following content:

- Browser Address Bar:** `https://c2g.navilneweb.com/elgrc2gbp/ScheduleFinal.jsp?day=Tuesday++&date=091906&inspectorIDCode=TBA+++&structureNumber=000&s`
- Page Header:** ELK GROVE California Online Service Center: Building Permits
- Navigation Menu:** Home, Select Permit, Status Detail, View Application Fees, Permit Status, Inspection Status, Plan Tracking Status, Schedule / Cancel Inspections, Email Us, Log Off.
- Section Header:** Schedule an Inspection
- Text:** Please print out and retain the following information for your records.
- Permit Information:**
 - Parcel ID: 116-0000-555-0000
 - Address: 555 Elk Grove Way
 - Application #: 06-5555
 - Owner: Any Elk Grove Citizen
 - Application Type: REROOF
 - Application Date: 09/15/06
- Inspection Information:**
 - Inspections for Permit Number: 000 000 GENR 00
 - Inspection: RE-ROOF SHEETING
 - Scheduled for: 09/19/06
- Fee Information:** The standard fee for this inspection is: 0
- Instructions:** Click "Finish" to return to the home page or, you can schedule another inspection or reschedule this inspection by choosing "Schedule Inspection". To cancel this inspection, select "Cancel an Inspection". Once you cancel an inspection, you can reschedule by choosing "Schedule an Inspection" and choosing another available date.
- Links:** [Schedule Another Inspection](#) and [Finish](#)

11) To cancel an inspection, select “Cancel an Inspection” from the Schedule/Cancel Screen. Click on the link under the “Str / Seq / Permit” header. You will see this screen:

City of Elk Grove
California

Online Service Center: Building Permits

Cancel an Inspection

Select the inspection you want to cancel from the list below.

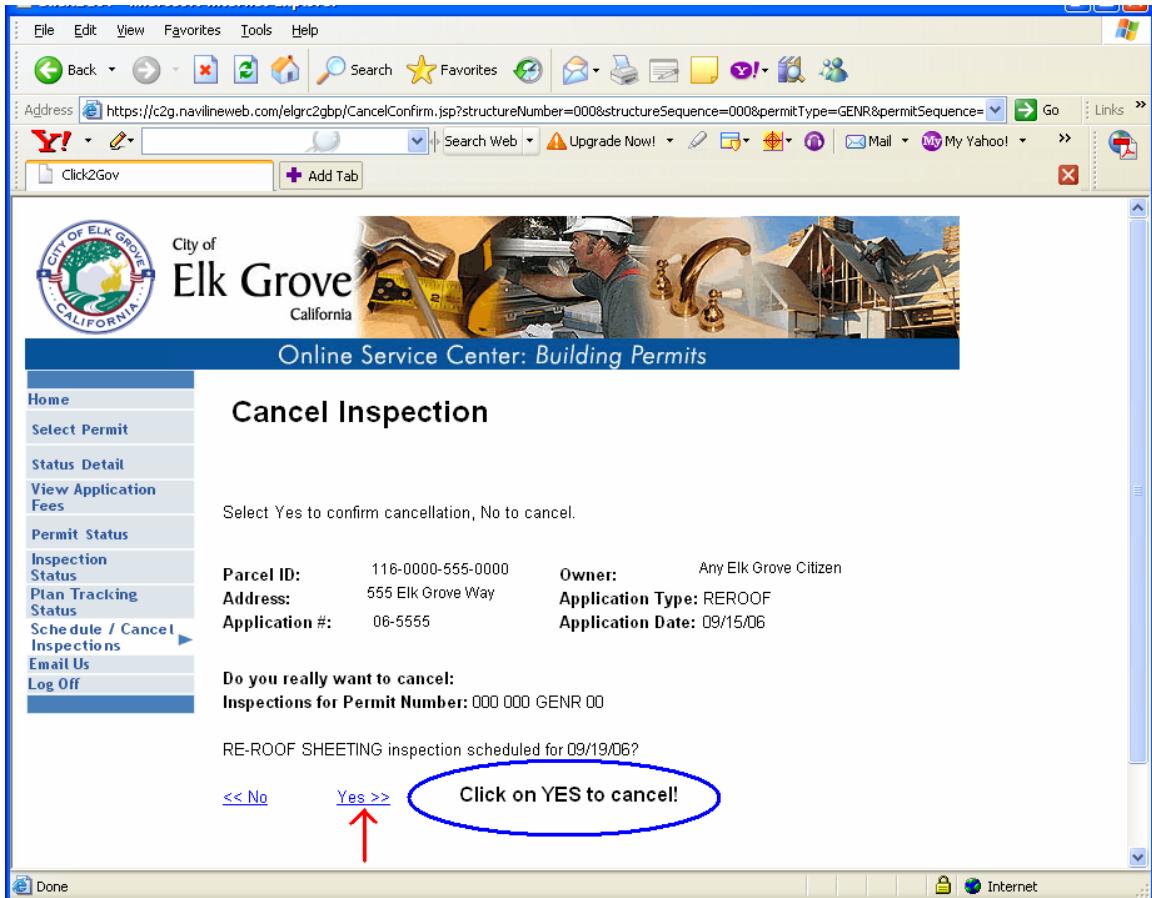
Parcel ID: 116-0000-555-0000 **Owner:** Any Elk Grove Citizen
Address: 555 Elk Grove Way **Application Type:** REROOF
Application #: 06-5555 **Application Date:** 09/15/06

Inspections for Permit Number: 000 000 GENR 00 - BUILDING PERMIT

Inspection Description	Type	PMT/Seq	Schedule Date
RE-ROOF SHEETING	122	GENR 00	09/19/06

12) Click on the link under the “Inspection Description”

13) You must click on YES to cancel the inspection.



17) A confirmation will screen will show and you can print it for your records. To reschedule, you must cancel the inspection and start over to schedule an inspection.