

How to Guide for Submitting Required Information for Virtual Inspections

If the 'Request Update' feature is selected on a record, the Edit action will be made available on the record in Citizen Access so that the public user can submit custom field data within Citizen Access.

If a you see an **Edit** option available under the **Action** column of a record, you will not be able to schedule an inspection, add an attachment, print a permit, or perform any other function available from the Record Details page.

Step 1: To complete and submit the custom field data, click the Edit link on the record.

The screenshot shows the EPermit Center website. At the top left is a logo with a stylized 'A' inside a circle. To its right is the text 'EPermit Center' in a large, bold, black font with a blue shadow. Below the logo and text is a navigation bar with links: Home, Search, New, Schedule, and Submittal Instructions. Below the navigation bar is a secondary navigation bar with links: Announcements, Logged in as: David Alvarado, Collections (1), Account Management, and Logout. Below the secondary navigation bar is a search box with the text 'Search...' and a green search button. Below the search box is a section titled 'Building Permits' with a dropdown arrow. Below the section title is a table with the following columns: Date, Record Number, Record Type, Address, Status, Action, and Short Notes. The table contains five rows of permit records. The third row has an 'Edit' button highlighted with a red box. The fourth row has an 'Edit' link. The fifth row has a 'Resume Application' link.

<input type="checkbox"/>	Date	Record Number	Record Type	Address	Status	Action	Short Notes
<input type="checkbox"/>	04/21/2020	BDP20-0036	Residential Furnace and A/C	7896 IDLEWILD ST, - CO 00000000	Permit Issued		
<input type="checkbox"/>	04/15/2020	BDP20-0035	Residential Water Heater	7896 CYD DR, - CO 00000000	Permit Issued		
<input type="checkbox"/>	04/14/2020	BDP20-0034	Residential Water Heater	15344 URAVAN ST, - CO 00000000	Permit Issued	Edit	
<input type="checkbox"/>	04/14/2020	BDP20-0032	Residential A/C	7896 IVYWOOD ST, - CO 00000000	Permit Issued	Edit	
<input type="checkbox"/>	04/13/2020	20TMP-000044	Residential Furnace	7896 HOLLYWOOD ST, - CO 00000000		Resume Application	

Step 2: You will be forwarded to the Review page of the application page flow which will contain Edit buttons in the Application Details section. Scroll down to the Application Details section to access the Edit buttons.



EPermit Center

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Search...

Residential Water Heater

1	2 Enter Application Details	3 Enter Applicant/Conta...	4 Review	5 Pay Fees	6 Record Issuance
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Step 4: Review

[Submit Updated Information](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Submit Updated Information" to submit.

Record Type

Residential Water Heater

Application Details

RESIDENTIAL WATER HEATER

[Edit](#)

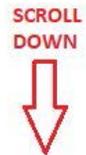
Class of Work: Replacement
Building Use: Single Family
Heating Fuel: Natural Gas
Size in Gallons: 50

VIRTUAL INSPECTIONS

[Edit](#)

I agree to the Virtual Inspection Legal Disclaimer above.:
Smart Phone Operating System:
4G Data:
Name of Person On-site:
Phone Number for Person On-site:
Email for Person On-site:

MISSING INFO



Step 3: Complete all the custom fields in the Virtual Inspections group in order to save any changes made.

Application Details

RESIDENTIAL WATER HEATER

Residential use only. Not to be used for new home construction, accessory buildings, or any commercial application. If the inspector will be using a lock box to enter the property, please leave instructions when scheduling the inspection.

* Class of Work:

* Building Use:

* Heating Fuel:

* Size in Gallons:

VIRTUAL INSPECTIONS

This form is for a virtual inspection of the improvements described and detailed above. By providing this information, you acknowledge that you have a video conferencing service available for your use for this inspection. The inspection is subject to the limitations of the virtual platform. By completing the information below, you affirm that you will show the inspector all work pertaining to the inspection requested. All virtual inspections are subject to the discretion of the inspector and may be rescheduled for an in person inspection at a later date.

* I agree to the Virtual Inspection Legal Disclaimer above.:

* Smart Phone Operating System:

* 4G Data:

* Name of Person On-site:

* Phone Number for Person On-site:

* Email for Person On-site:

REQUIRED SECTION

Step 4: Once you have completed the Virtual Inspections custom fields, click the Continue Application button. This is not the final step to submit the changes. There is one more button that must be clicked.

VIRTUAL INSPECTIONS

This form is for a virtual inspection of the improvements described and detailed above. By providing this information, you acknowledge that you have a video conferencing service available for your use for this inspection. The inspection is subject to the limitations of the virtual platform. By completing the information below, you affirm that you will show the inspector all work pertaining to the inspection requested. All virtual inspections are subject to the discretion of the inspector and may be rescheduled for an in person inspection at a later date.

* I agree to the Virtual Inspection Legal Disclaimer above.:

* Smart Phone Operating System:

* 4G Data:

* Name of Person On-site:

* Phone Number for Person On-site:

* Email for Person On-site:

[Continue Application »](#)

Step 5: Click the **Submit Updated Information** button located at the top of the Review page in order to submit the changes made to custom fields.



Home Search New Schedule Submittal Instructions

Announcements Logged in as: David Alvarado Collections (1) Account Management Logout

Search...

Residential Water Heater

1	2 Enter Application Details	3 Enter Applicant/Conta...	4 Review	5 Pay Fees	6 Record Issuance
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Step 4: Review

Submit Updated Information

Please review all information below. Click the "Edit" buttons to make changes to sections or "Submit Updated Information" to submit.

Record Type

Residential Water Heater

Step 6: Once the changes have been submitted, you will be forwarded to Building Module's Search page and be presented with a confirmation message stating that the updated information was successfully submitted for the record. You are now be able to click the Record Number to access the Record Details page.



Home Search New Schedule Submittal Instructions

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Search...

 **Updated Information for the record (BDP20-0034) has been successfully submitted.**

Records

If you see an **Edit** option available under the Actions column on your record, there is required data missing on the record. Please click the **Edit** link and progress to edit the Application Data to complete the missing required data. Once you have finished entering the missing data, make sure to click the Submit Updated Information button to save the changes.

You will not be able to schedule an inspection, print a copy of your permit, or add documents to the record until the missing data is completed.

Showing 1-10 of 49 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Address	Status	Action	Short Notes
<input type="checkbox"/>	04/21/2020	BDP20-0036	Residential Furnace and A/C	7896 IDLEWILD ST, - CO 00000000	Permit Issued		
<input type="checkbox"/>	04/15/2020	BDP20-0035	Residential Water Heater	7896 CYD DR, - CO 00000000	Permit Issued		
<input type="checkbox"/>	04/14/2020	BDP20-0034	Residential Water Heater	15344 URAVAN ST, - CO 00000000	Permit Issued		
<input type="checkbox"/>	04/14/2020	BDP20-0032	Residential A/C	7896 IVYWOOD ST, - CO 00000000	Permit Issued	Edit	
<input type="checkbox"/>	04/13/2020	20TMP-000044	Residential Furnace	7896 HOLLYWOOD ST, - CO 00000000		Resume Application	

Step 7: From the Record Details page, you will now be able to perform all functions necessary such as schedule an inspection, add an attachment, print a copy of the permit, etc.



Home Search New Schedule Submittal Instructions

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Search...

Record BDP20-0034:
Residential Water Heater
Record Status: Permit Issued

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Record Info ▾	Payments ▾	Custom Component
Record Details		
Processing Status		
Related Records		
Attachments		
Inspections		
Valuation Calculator		

Project Description: