



## **How to Schedule a Building Inspection**

### **Interactive Voice Response (IVR) System (Phone)**

1. Call the Community & Economic Development Department main line 720-523-6800
2. Choose option 2
3. You will need to have your building permit number; the system will lead you through the process to schedule your inspection
4. You must wait for your confirmation number to ensure your inspection is scheduled.

### **Use your E – Permit Center account to schedule your inspection.**

1. Go to the E – Permit Center at [adcogov.org/epermitcenter](http://adcogov.org/epermitcenter) and log in to your account
2. Click on Schedule an Inspection in the Building Permits tile
3. Choose your permit or use the General Search function and click Search. Click on the Record Number for the applicable permit
4. Click on Schedule or Request an Inspection, choose the needed inspection and click Continue
5. Click on an available date and on the Available Times for that date.
6. Check the contact information for the permit, edit it if necessary and then click Continue
7. Review the inspection detail and click Finish to schedule the inspection.