## How to set up an inspection – Please Note: Inspections can only be scheduled Monday-Thursday.

• Click on the following link: <u>https://petalumaca-energovweb.tylerhost.net/apps/SelfService#/home</u> and then log in to your portal



• Click on the MyWork Tab and then change the display to "ALL"



• Click on the permit you want the inspection on

|   | 🤹 Tyler Hub - My EnerGov Home 🛛 🗙 🗍 🤹 Review Coord                     | dinator × 🛛 🍫 BLDR-20                       | 022-0494-Manage Permit 🗙   🐝 Bl | .SR-2022-0217-Manage Permit 🗙                    | My Work                           | × +                           |                                      | ✓ - ₫ >   | ×   |  |  |
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|   | $\leftrightarrow$ $\rightarrow$ C $($ petalumaca-energovweb.tylerhost. | .net/apps/selfservice#/myWork?tal           | b=MyBuildingPermits&groupInde   | x=5  |                                   |                               |                                      | 🖻 🛧 🛸 🗊 🔲 🥑                                     | :   |  |  |
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|   |  |   |                                 |  |                                   |                               |                                      | Jennifer Williams - 🛛 🍞 O                       |     |  |  |
| ŀ |  | Dashboard F<br>My Work<br>MY INVOICES M     | forme User Guides ▼ Appl        | y ✓ My Work Today's Insp<br>EXISTING INSPECTIONS | vections Map Fee Estima           | tor Pay Invoices Search       | <b>Q</b> Calendar <b>1</b>           |   |     |  |  |
|   |  | Search                                      |                                 |  |                                   |                               | ٩                                    |   |     |  |  |
| L |  | Display All                                 | *                               |  |                                   |                               | Export to Excel                      |   |     |  |  |
| L |  | Permit Number                               | Project                         | Address T  | Permit Type 🔻                     | Status T                      | Attention Reason                     |   |     |  |  |
| L |  | BLSR-2022-0217                              |                                 | 180 Grant Ct Petaluma, CA                        | Residential Solar                 | Active, Recent                |                                      |   |     |  |  |
| L |  | PDSP-2022-0021                              |                                 | 1273 Glenwood Dr Petalum                         | Special Event                     | Active, Attention, Recent     | On Hold                              |   |     |  |  |
|   |  | PDSP-2022-0020                              |                                 | 111 Kentucky St Petaluma,                        | Special Event                     | Active, Attention, Recent     | On Hold<br>Unpaid Fees               |   |     |  |  |
| L |  | POOLR-2022-0023                             |                                 | 1017 Carob Ct Petaluma, C                        | BL-Pool (Residential) - Pool      | Recent, Pending               |                                      |   |     |  |  |
| L |  | PDFP-2022-0005                              |                                 | 11 English St Petaluma, CA                       | Film                              | Recent                        |                                      |   |     |  |  |
|   |  | BLDG-21-1307                                |                                 | 110 HOWARD ST PETALU                             | Commercial - Tenant Improv        | Attention                     | Inspection Not Pass<br>Resubmit File |   |     |  |  |
| L |  | BLDR-2022-0436                              |                                 | 11 English St Petaluma, CA                       | Residential Alteration, Rem       | Recent                        |                                      |   |     |  |  |
|   |  | BLTI-2021-0013                              |                                 | 1435 TECHNOLOGY LN Un                            | Commercial - Tenant Improv        | Active, Attention             | Resubmit File                        |   |     |  |  |
| L |  | PWTR-2021-0066                              |                                 |  | Transportation - Annual Trip      |                               |                                      |   |     |  |  |
| L |  | FDFP-2022-0041                              |                                 |  | Fire Protection Permit            |                               |                                      |   |     |  |  |
|   |  | Showing 19 records. Limited to the last 200 |                                 |  |                                   |                               |                                      |   |     |  |  |
|   |  |   |                                 |  |                                   |                               |                                      |   |     |  |  |
| C | ity of Petaluma Home Page  | 🛆 📰 📭 🕶 🐲                                   |                                 |  |                                   |                               |                                      | 8-02-A  | м   |  |  |
| Γ |  | M M M M M M M M M M M M M M M M M           |                                 |  |                                   |                               |                                      | 7/7/20  | 022 |  |  |

• Then click on the Inspections Tab



- Scroll down to see what Inspections are available, **Please Note**, if you do not see the inspection you need scroll down until you come to **Optional Inspections**, find the inspection you need and click on it.
- Then click on **Request Inspection**.

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| petalumaca-energovweb.tylernost.net/apps/se | eltservice#/permit/42622525-e3bt-410b-ade4-1600b8                       | 97/bbertab=inspections    |                                       |                               |                    |                    |             | <b>7</b> |
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| Existi                                      | ing inspections   |                           |                                       | Sort                          | Description 🗸      |                    |             |          |
| View  | w Inspection Description  | St                        | tatus Request Date                    | Scheduled Date I              | Inspector Action   |                    |             |          |
| No reco                                     | ords to display.  |                           |                                       |                               |                    |                    |             |          |
| Reque                                       | est Inspections   |                           |                                       | s                             | ort Order 🗸        |                    |             |          |
| Des   | scription   | Reinspection              | Action                                |                               |                    |                    |             |          |
| Fran  | me Rough  | No                        | ✓                                     |                               |                    |                    |             |          |
| Insu  | ulation inspection  | No                        |                                       |                               |                    |                    |             |          |
| Pro   | ogress inspection   | No                        |                                       |                               |                    |                    |             |          |
| ROO   | OF SHEAR INSPECTION INTERIOR  | No                        |                                       |                               |                    |                    |             |          |
| Scre  | ew inspection of the drywall  | No                        |                                       |                               |                    |                    |             |          |
| SUS   | SPENDED CEILING INSPECTION  | No                        |                                       |                               |                    |                    |             |          |
| Und   | derfloor  | No                        |                                       |                               |                    |                    |             |          |
| Wal   | II Framing  | No                        |                                       |                               |                    |                    |             |          |
| Fina  | al Building   | No                        | This inspection                       | n cannot be requested yet due | to prerequisites.  |                    |             |          |
| Resul                                       | lts per page 10 v 1-9 of 9 << < 1 >                                     | >>                        |                                       |                               | Request Inspection |                    |             |          |
| Des   | scription   | Action                    |                                       |                               |                    |                    |             |          |
| Con   | ncrete Slab   |                           |                                       |                               |                    |                    |             |          |
|   | ncrete Slab   |                           |                                       |                               |                    |                    |             |          |
| Con   | ctrical Meter Authorization   |                           |                                       |                               |                    |                    |             |          |
| Con   |   |                           |                                       |                               |                    |                    |             |          |
| Con<br>Elec<br>Elec                         | ctrical Permanent Service   |                           |                                       |                               |                    |                    |             |          |
| Con<br>Elec<br>Elec<br>Elec                 | ctrical Permanent Service<br>ctrical Rough                              |                           |                                       |                               |                    |                    |             |          |
| Con<br>Elec<br>Elec<br>Elec<br>Elec         | ctrical Permanent Service<br>ctrical Rough<br>ctrical Temporary Service |                           |                                       |                               |                    |                    |             |          |

• Request the date by clicking on the **calendar** icon, then choose the date, remember inspections are done Monday- Thursday only.

| 🤹 Tyler Hub - My EnerGov Home 🛛 🗙 Review Coordinato | r 🗙 🛛 🍫 BLDR-2022-0494-Manage Permit 🗙 🛛 🀝 BLSR-20.                | 22-0217-Manage Permit | 🗙 🔀 Request Insp            | ections × +                          |                                   | ~ - © ×   |
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| A THE A   |  |                       |                             |                                      |                                   | Jennifer Williams - È 0                         |
|   | Dashboard Home User Guides ▼ Apply ▼                               | My Work Toda          | y's Inspections N           | ap Fee Estimator Pay Invoices        | Search <b>Q</b> Calendar <b>1</b> |   |
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|   | 1 #BLTI-2021-0013  |                       |                             |                                      | ×                                 |   |
|   | Increation Type: Frame Pough                                       | Casa Tim              | Commorsial                  | anant Improvement                    |                                   |   |
|   | inspection type. Frame Rough                                       | Case Type             | e. Commerciar-              | enant improvement                    |                                   |   |
|   | Address: 1435 TECHNOLOGY LN Unit/Su                                | ite: B2 PETALUMA,     | CA 94954                    |                                      |                                   |   |
|   |  |                       |                             |                                      |                                   |   |
|   | Requested Date   |                       | 10.                         |                                      |                                   |   |
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| City of Petaluma Home Page                          |  | 31 01 02              | 03 04 05 06                 |                                      |                                   |   |
| , v   |  | Today Clear           | Close                       |                                      |                                   |   |

- Then make any comments in the comment section, **i.e**. if you prefer am or pm, phone number and or any thing else that will help our inspectors.
- Click submit

|      | 🎄 Tyler Hub - My EnerGov Home 🛛 🗙 🛛 😒 | 🗴 Review Coordinator 🛛 🗙 🖌 BLDR  | 2022-0494-Manage Permit 🗙   🐝 BLSR-20  | 22-0217-Manage Permit 🗙 | Request Inspections         | × +                        |                                    |                                | ~ -        | ٥            | ×             |
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| CITY | PETAL<br>A                            |  |  |                         |                             |                            |                                    | Jennifer Williams <del>-</del> | <b>F</b> 0 |              |               |
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|      |                                       |  |  |                         |                             |                            |                                    |                                |            |              |               |
|      |                                       | 1 #BLTI-2021-0   | 013                                    |                         |                             |                            | ×                                  |                                |            |              |               |
|      |                                       | Inspection Typ   | e: Frame Rough                         | Case Type:              | Commercial - Tenant Im      | provement                  |                                    |                                |            |              |               |
|      |                                       | Addres   | s: 1435 TECHNOLOGY LN Unit/S           | uite: B2 PETALUMA. C    | A 94954                     |                            |                                    |                                |            |              |               |
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|      |                                       |  | * Requested Date                       | 07/12/2022              |                             | =                          |                                    |                                |            |              |               |
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• You will receive this page when you are successful.

| 🤹 Tyler Hub - My EnerGov Home 🛛 🗙 Review Coordinat                        | or 🗙 😽 BLDR-2022-0                 | 494-Manage Permit 🗙   🤹 BLSR-2022-0217-Manage Permit 🗙 🛃 R   | lequest Inspections        | × +                             |                       | ~ - ¤ ×                                    |
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|   | Request Inspections (1)            |  |                            |                                 |                       |  |
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|   |                                    |  |                            |                                 |                       |  |
|   | 1 Case #BLTI-2021-0                | 013  |                            |                                 |                       |  |
|   | Inspection Type:                   | Frame Rough  |                            |                                 |                       |  |
|   | Case Type:                         | Commercial - Tenant Improvement                              |                            |                                 |                       |  |
|   | Address:                           | 1435 TECHNOLOGY LN Unit/Suite: B2 PETALUMA, CA               |                            |                                 |                       |  |
|   |                                    | 94954  |                            |                                 |                       |  |
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|   | Requested Date                     | 07/12/2022   |                            |                                 |                       |  |
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• You can make changes to your inspection by clicking on the **Inspections** Tab again.

| ×      | 🀝 Tyler Hub - My EnerGov Home 🛛 🗙 Review Coordinate | or 🗙   🤹 BLDR-2022-0494-Manage Permit 🗙   🐒              | & BLSR-2022-0217-Manage Permit 🗙 🛃 BLTI-     | 2021-0013 × +  | ~ - Ø ×  |
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|        |   | Existing Inspections   Request Inspections   Optional In | spections   Next Tab   Permit Details   Mair | n Menu   |  |
|        |   | Existing Inspections                                     |  | Sort Description   | ~  |
|        |   |  |  |  |  |
|        |   | View Inspection Description                              | Status Reques                                | t Date Scheduled Date Inspector Action                               |  |
|        |   | IBLD-008305-2022 Frame Rough                             | Scheduled 07/12/                             | 2022 Cancel Inspec   | lion   |
|        |   |  |  |  |  |
|        |   | Results per page 10 v 1-1 of 1 << < 1                    | > >>   |  |  |
|        |   |  |  |  |  |
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|        |   | Request Inspections                                      |  | Sort Order   | ~  |
|        |   | Description  | Reinspection                                 | Action   |  |
|        |   | Insulation inspection                                    | No   | 0  |  |
|        |   | Progress inspection                                      | No   |  |  |
|        |   | ROOF SHEAR INSPECTION INTERIOR                           | No   | 0  |  |
|        |   | Screw inspection of the drywall                          | No   |  |  |
|        |   | SUSPENDED CEILING INSPECTION                             | No   |  |  |
|        |   | Underfloor   | No   |  |  |
|        |   | Wall Framing   | No   | 0  |  |
|        |   | Final Building   | No   | This inspection cannot be requested yet due to prerequisites.        |  |
|        |   |  |  |  |  |
|        |   | Perultanar nage 10 x 1-9 of 9 << < 1                     | > >>   |  |  |
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 The day of your Inspection you can click on the following link: <u>https://petalumaca-energovweb.tylerhost.net/apps/selfservice#/inspection/todaysinspections</u> or by clicking on the **Today's Inspections** tab at the top of your portal page, to see where your inspection falls on the inspectors list.

| 🤹 Tyler Hub - My EnerGov Home 🛛 🗙 🗍 🍫 Review Coordinato | r X                      | 🍫 BLDR-2022-         | 0494-Manage    | Permit 🗙   🤸 BLSI       | R-2022-0217-Manage Pe                               | Today's              | Inspections             | × +                   |                              |                    |                      |                    |               | <   –    |                     |
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|   | Today's Insp             | ections              |                |                         |   |                      |                         | Search for C          | ase Number, Ins              | spection Type, Ad  | ddre Q<br>ct Match 🗌 |                    |               |          |                     |
|   | *Date                    | 07/07/2022           |                |                         | Exclude Completed                                   | Expor                |                         |                       | Sort                         | Case Number        | r 👻                  |                    |               |          |                     |
|   | View<br>Inspection       | Case<br>Number       | Case<br>Type   | Inspection<br>Type      | Address   | Primary<br>Inspector | Estimated<br>Start Time | Estimated<br>End Time | Inspector<br>Phone<br>Number | Status             | Order                |                    |               |          |                     |
|   | IBLD-<br>008223-<br>2022 | BLDG-<br>18-<br>2143 | Permit         | Building<br>Progress    | 368 PETALUMA<br>BLVD N<br>PETALUMA CA<br>94952      | Scheumann,<br>Kevin  |                         |                       | 707-753-<br>1281             | Scheduled          | 40                   |                    |               |          |                     |
|   | IBLD-<br>008230-<br>2022 | BLDG-<br>18-<br>2144 | Permit         | Building<br>Progress    | 402 PETALUMA<br>BLVD N<br>PETALUMA CA<br>94952-2844 | Scheumann,<br>Kevin  |                         |                       | 707-753-<br>1281             | Scheduled          | 30                   |                    |               |          |                     |
|   | IBLD-<br>008295-<br>2022 | BLDG-<br>19-<br>1737 | Permit         | Insulation              | 1205<br>REDWOOD<br>WAY<br>PETALUMA CA<br>94954      | Scheumann,<br>Kevin  |                         |                       | 707-753-<br>1281             | Scheduled          | 70                   |                    |               |          |                     |
|   | IPLM-<br>008235-<br>2022 | BLDG-<br>20-<br>1509 | Permit         | Plumbing<br>Rough       | 78<br>WILMINGTON<br>DR PETALUMA<br>CA 94952-2214    | Scheumann,<br>Kevin  |                         |                       | 707-753-<br>1281             | Scheduled          | 16                   |                    |               |          |                     |
|   | IPLM-<br>008236-<br>2022 | BLDG-<br>20-<br>1509 | Permit         | Plumbing<br>Underground | 78<br>WILMINGTON<br>DR PETALUMA<br>CA 94952-2214    | Scheumann,<br>Kevin  |                         |                       | 707-753-<br>1281             | Scheduled          | 16                   |                    |               |          |                     |
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If you have any questions please don't hesitate to contact us at <u>building@cityofpetaluma.org</u> or 707-778-4479.