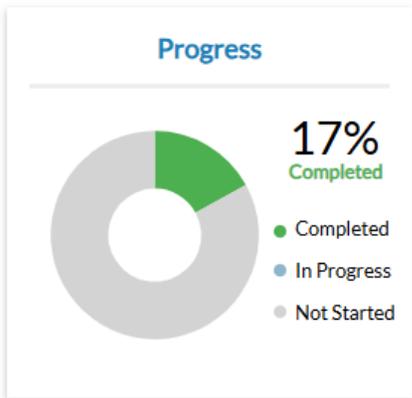


Understanding your permit detail screen:

Type: Land Development Application	Status: In Review	Project Name:
IVR Number: 100053	Applied Date: 10/24/2024	Issue Date:
District: Cashiers	Assigned To:	Expire Date:
Finalized Date:		
Description: NEW HOUSE W/ SEPTIC		

Anything showing in red requires your attention to move your application forward.

- Summary
- Locations
- Fees !
- Reviews !
- Inspections
- Attachments
- Contacts
- Sub-Records
- More Info



Fees

\$50.00

[View Details](#) [Add to Cart](#)

- ### Workflow
- ! **LDA Review** - Not Passed : 10/24/2024
 - ✓ **Application Completeness Check** - Passed : 10/24/2024
 - LDA Review
 - Assess Fees
 - Fees Paid
 - Issue Permit
 - Erosion Control Inspection -

Available Actions

- ! **Unpaid Fees** [Pay Now](#)
- \$50.00
- 11-23-2024

If you click on the header with the red mark it will show you what you're missing. Be sure to click the arrow to expand the review box:

Type:	Land Development Application	Status:	In Review	Project Name:	
IVR Number:	100053	Applied Date:	10/24/2024	Issue Date:	
District:	Cashiers	Assigned To:		Expire Date:	
Finalized Date:					
Description:	NEW HOUSE W/ SEPTIC				

- Summary
- Locations
- Fees !
- Reviews !**
- Inspections
- Attachments
- Contacts
- Sub-Records
- More Info

LDA Review

Submittal Status	Received Date	Due Date	Completed Date
Requires Re-submit	10/24/2024	11/04/2024	10/24/2024

! Erosion Control • Requires Re-submit • Qualls Tiffany • Completed : 10/24/2024

Due Date	Completed Date
11/04/2024	10/24/2024

Correction (1)

Correction Type	General	Category	General Correction
Corrective Action	N/A		
Comment	Submit site plan		

Once these are taken care of the red will go away. Any step that is complete on the first Summary tab will turn green.

If you have a permit that requires an LDA before it can be issued, you will see the related permits under the Sub-Records tab:

Type:	Land Development Application	Status:	Issued	Project Name:	
IVR Number:	100053	Applied Date:	10/24/2024	Issue Date:	10/24/2024
District:	Cashiers	Assigned To:		Expire Date:	
Finalized Date:					
Description:	NEW HOUSE W/ SEPTIC				

- Summary
- Locations
- Fees
- Reviews
- Inspections
- Attachments
- Contacts
- Sub-Records**
- More Info

[Existing Sub-Records](#) | [Remaining Sub-Records](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Existing Sub-Records

Sort

Record Number	Type	Status
---------------	------	--------

No records to display.

Remaining Sub-Records

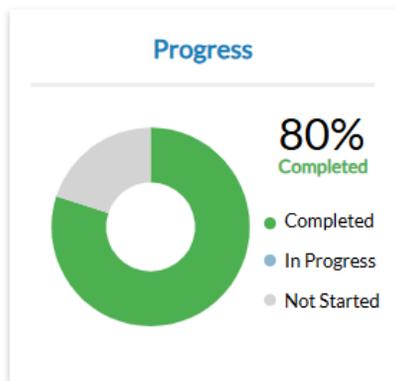
Type	Action
New Single Home Construction	<input type="button" value="Apply"/>

Results per page 1 - 1 of 1 << < 1 > >>

To request inspections, those have to be dropped into the permit by office staff. If your inspection isn't showing on the list, please contact the appropriate office and we can either pull the inspection or add it in the system so you can request it online. You can click the shortcut on the Summary tab, or you can request inspections from the list on the Inspections tab, either will work. You can request more than one inspection on the Inspections tab, however.

Type:	New Single Home Construction	Status:	Issued	Project Name:	
IVR Number:	100057	Applied Date:	10/24/2024	Issue Date:	10/24/2024
District:	Cashiers	Assigned To:		Expire Date:	
Finalized Date:					
Description:	NEW HOUSE W/ SEPTIC				

- Summary
- Locations
- Fees
- Reviews
- Inspections**
- Attachments
- Contacts
- Sub-Records
- More Info



Fees

\$0.00

[View Details](#)

- ### Workflow
- ✓ Issue Permit - Passed
 - ✓ Building Plan Review - Passed : 10/24/2024
 - ✓ Sub-Contractor Confirmation - Passed : 10/24/2024
 - ✓ Application Completeness Check - Passed : 10/24/2024
 - ✓ 911 Address Application - Passed : 10/24/2024
 - ✓ Approved Method of Sewage Disposal - Passed : 10/24/2024
 - ✓ Assess Fees - Passed : 10/24/2024
 - ✓ Fees Paid - Passed : 10/24/2024
 - Erosion First Inspection -

Available Actions

- [Request Inspection](#)
Erosion First Inspection [Request](#)

To request multiple inspections, check the box next to the ones that you want and click Request Inspection at the bottom of the screen:

- Summary
- Locations
- Fees
- Inspections**
- Attachments
- Contacts
- Sub-Records
- More Info

[Existing Inspections](#) | [Request Inspections](#) | [Optional Inspections](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Existing Inspections

Sort

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
No records to display.						

Request Inspections

Sort

Description	Reinspection	Action
Above Ceiling	No	<input type="checkbox"/>
Building - Final	No	<input type="checkbox"/>
Building - Sewer	No	<input type="checkbox"/>
Consultation	No	<input type="checkbox"/>
Deck - Final	No	<input checked="" type="checkbox"/>
Deck Footing	No	<input type="checkbox"/>
DWV Inspection	No	<input type="checkbox"/>
Electric - Final	No	<input checked="" type="checkbox"/>
Electric - Rough	No	<input type="checkbox"/>
Electrical Service Change	No	<input type="checkbox"/>

Results per page 1 - 10 of 47 << < 1 2 3 4 5 > >>

Request Inspection

When you go to this next screen you need to be sure that you enter the requested date and hit Submit on each:

Request Inspections (2)

***REQUIRED**

1 #BLDR-2024-0007 ✕

Inspection Type: Deck - Final **Case Type:** Manufactured Home

Address: 357 FRANK ALLEN RD CASHIERS, NC 28717

*** Requested Date** 11/05/2024  *** AM** 

Comments/Gate Code

Use same date for all

Submit

2 #BLDR-2024-0007 ✕

Inspection Type: Building - Sewer **Case Type:** Manufactured Home

Address: 357 FRANK ALLEN RD CASHIERS, NC 28717

*** Requested Date** 11/05/2024  *** AM** 

Comments/Gate Code

Submit

When you click Submit, you'll notice that one has a green check and the other is unchanged, this means only one has been requested:

1 Case #BLDR-2024-0007

Inspection Type: Deck - Final
Case Type: Manufactured Home
Address: 357 FRANK ALLEN RD CASHIERS, NC 28717

Requested Date 11/05/2024

Comments/Gate Code



2 #BLDR-2024-0007 ✕

Inspection Type: Building - Sewer **Case Type:** Manufactured Home
Address: 357 FRANK ALLEN RD CASHIERS, NC 28717

Requested Date  **AM**

Comments/Gate Code

Just be sure all inspections have that green check before you get out of this screen:

1	Case #BLDR-2024-0007
Inspection Type:	Deck - Final
Case Type:	Manufactured Home
Address:	357 FRANK ALLEN RD CASHIERS, NC 28717
<hr/>	
Requested Date	11/05/2024
Comments/Gate Code	
	

2	Case #BLDR-2024-0007
Inspection Type:	Building - Sewer
Case Type:	Manufactured Home
Address:	357 FRANK ALLEN RD CASHIERS, NC 28717
<hr/>	
Requested Date	11/05/2024
Comments/Gate Code	
	

If you click on the Calendar link on your customer portal, it will show you all of the inspections that you have scheduled for the day. They will not show on this calendar until we have them scheduled in the office. For best accuracy, wait until after 8:30 am on the day of the inspection to check this. If you click on the inspection it will tell you the permit number, inspection type, and who has the inspection:

The screenshot shows a web application interface for a calendar. At the top, there is a navigation bar with links for Home, Apply, Map, Report, Search, and Calendar (with a notification badge). The main content area displays a calendar for January 2025. The calendar is in a monthly view, with days of the week labeled from Sunday to Saturday. The dates are arranged in a grid. On January 14th, 15th, and 24th, there are red bars representing scheduled inspections. The bar on the 14th is labeled with a blue '1' and the permit number '000018-2025'. The bar on the 15th is labeled with a blue '2' and the permit number '000019-2025'. The bar on the 24th is labeled with a blue '1' and the permit number '000023-2025'. The date 24th is highlighted in light green. On the right side of the calendar, there is a sidebar titled 'Inspection Details' for the selected date (January 24th). The details include: Inspection Type: Mechanical - Final; Inspection Number: 000023-2025; Linked Case Number: MISC-2025-0005 (highlighted with a red box); Scheduled Date: 01/24/2025; Inspector Name: Tony Elders. A 'Close' button is located at the bottom of the sidebar.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14 000018-2025	15 000019-2025 000020-2025	16	17	18
19	20	21	22	23	24 000023-2025	25

If you have multiple inspections and you're not sure which job this is, you can click the blue permit number and it will open up the permit so that you can see which job this is.