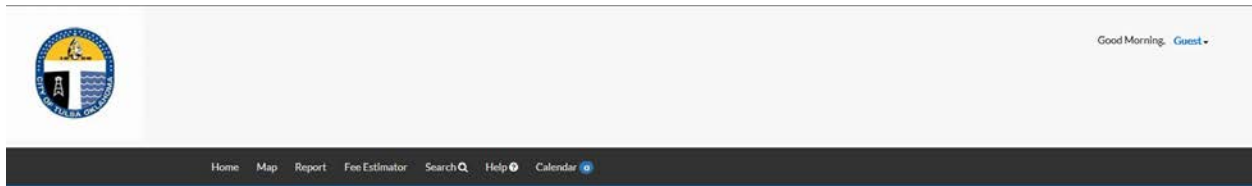
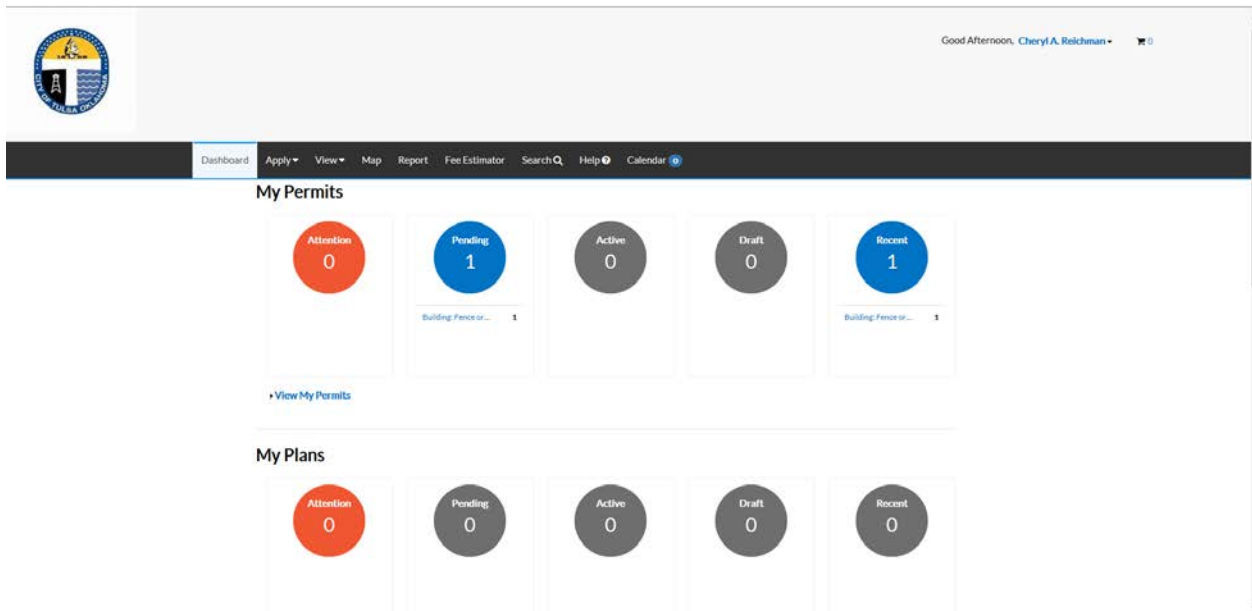


INSPECTION SCHEDULING FROM THE CITIZEN SELF SERVICE (CSS) PORTAL

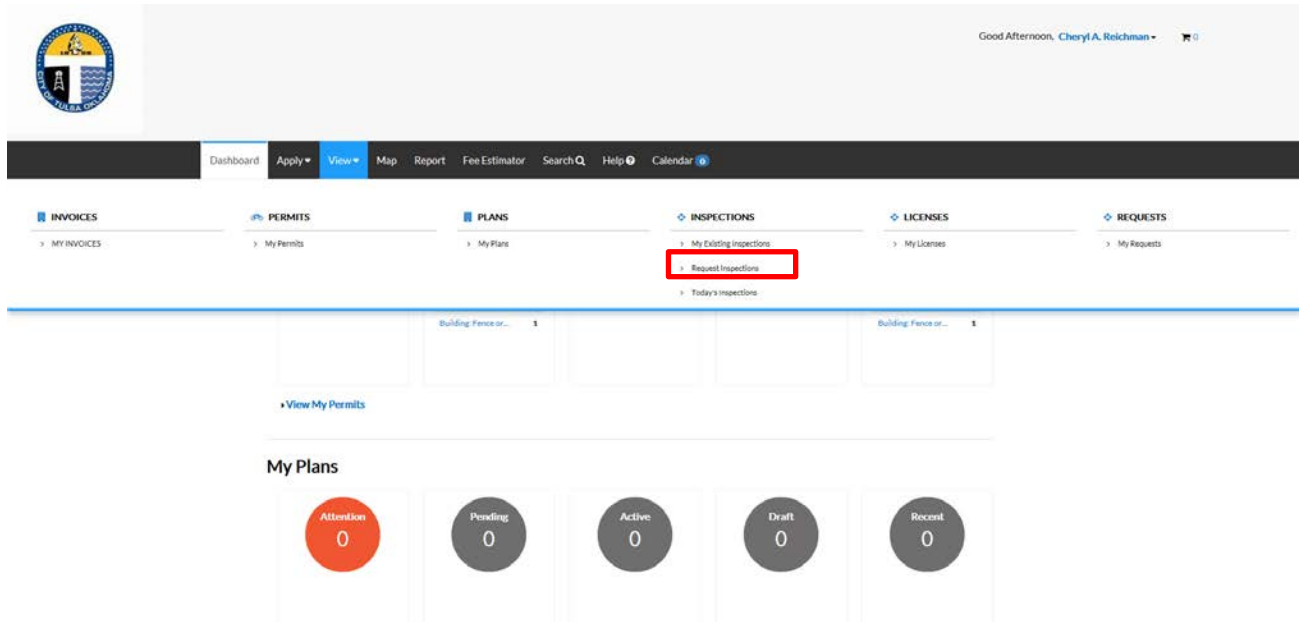
Log in to the City of Tulsa Citizen Self Service portal.



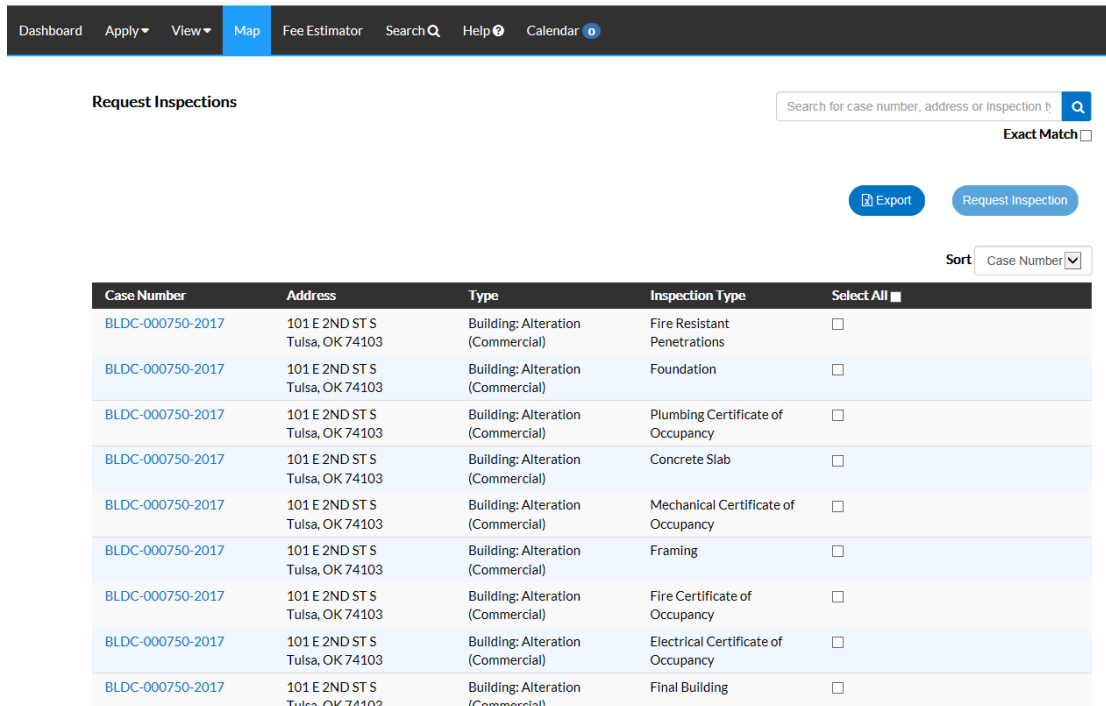
Once logged in, there are more than one way to schedule inspections from the CSS portal. Always start from the dashboard.



Click on View; a drop-down section will appear with information about invoices, permits, plans, inspections, licenses, and requests. Go to Inspections and select Request Inspections.



A list of permits associated with the user ID will appear. Depending on how much activity the user performs will depend on the length of the list.



Use Sort to sort the permits by Relevance, Case Number (which is the building permit number), or Address.

Dashboard Apply View Map Fee Estimator Search Help Calendar

Request Inspections Exact Match

Sort Address

Case Number	Address	Type	Inspection Type	Select All
BLDC-000750-2017	101 E 2ND ST S Tulsa, OK 74103	Building: Alteration (Commercial)	Framing	<input type="checkbox"/>
BLDC-000750-2017	101 E 2ND ST S Tulsa, OK 74103	Building: Alteration (Commercial)	Fire Certificate of Occupancy	<input type="checkbox"/>
BLDC-000750-2017	101 E 2ND ST S Tulsa, OK 74103	Building: Alteration (Commercial)	Electrical Certificate of Occupancy	<input type="checkbox"/>
BLDC-000750-2017	101 E 2ND ST S Tulsa, OK 74103	Building: Alteration (Commercial)	Final Building	<input type="checkbox"/>
BLDC-000750-2017	101 E 2ND ST S Tulsa, OK 74103	Building: Alteration (Commercial)	Placement of Erosion Control	<input type="checkbox"/>

Once you identify the inspection(s) you want to schedule, click the box to the right of the inspection; you may request one or more than one inspection at a time if all pre-requisites have been completed.

Dashboard Apply View Map Fee Estimator Search Help Calendar

Request Inspections Exact Match

Sort Case Number

Case Number	Address	Type	Inspection Type	Select All
BLDC-000750-2017	101 E 2ND ST S Tulsa, OK 74103	Building: Alteration (Commercial)	Fire Resistant Penetrations	<input type="checkbox"/>
BLDC-000750-2017	101 E 2ND ST S Tulsa, OK 74103	Building: Alteration (Commercial)	Foundation	<input checked="" type="checkbox"/>
BLDC-000750-2017	101 E 2ND ST S Tulsa, OK 74103	Building: Alteration (Commercial)	Plumbing Certificate of Occupancy	<input type="checkbox"/>
BLDC-000750-2017	101 E 2ND ST S Tulsa, OK 74103	Building: Alteration (Commercial)	Concrete Slab	<input checked="" type="checkbox"/>
BLDC-000750-2017	101 E 2ND ST S Tulsa, OK 74103	Building: Alteration (Commercial)	Mechanical Certificate of Occupancy	<input type="checkbox"/>
BLDC-000750-2017	101 E 2ND ST S Tulsa, OK 74103	Building: Alteration (Commercial)	Framing	<input type="checkbox"/>
BLDC-000750-2017	101 E 2ND ST S Tulsa, OK 74103	Building: Alteration (Commercial)	Fire Certificate of Occupancy	<input type="checkbox"/>
BLDC-000750-2017	101 E 2ND ST S Tulsa, OK 74103	Building: Alteration (Commercial)	Electrical Certificate of Occupancy	<input type="checkbox"/>
BLDC-000750-2017	101 E 2ND ST S Tulsa, OK 74103	Building: Alteration (Commercial)	Final Building	<input type="checkbox"/>

The system will display a message in red if the inspection cannot be requested.

BLDC-000752-2017	10 N 120TH AVE E Tulsa, OK 74116	Building: Shell Building (Commercial)	Concrete Slab	<input type="checkbox"/>	There are unpaid fees on this case. This record hasn't been issued.
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You may also Search by entering a case (permit) number, address, or inspection type.

Dashboard Apply View Map Fee Estimator Search Help Calendar

Request Inspections

1567 Exact Match

Export Request Inspection

Sort Case Number

Case Number	Address	Type	Inspection Type	Select All
BLDC-000750-2017	101 E 2ND ST S Tulsa, OK 74103	Building: Alteration (Commercial)	Fire Resistant Penetrations	<input type="checkbox"/>
BLDC-000750-2017	101 E 2ND ST S Tulsa, OK 74103	Building: Alteration (Commercial)	Foundation	<input type="checkbox"/>
BLDC-000750-2017	101 E 2ND ST S Tulsa, OK 74103	Building: Alteration (Commercial)	Plumbing Certificate of Occupancy	<input type="checkbox"/>
BLDC-000750-2017	101 E 2ND ST S Tulsa, OK 74103	Building: Alteration (Commercial)	Concrete Slab	<input type="checkbox"/>
BLDC-000750-2017	101 E 2ND ST S Tulsa, OK 74103	Building: Alteration (Commercial)	Mechanical Certificate of Occupancy	<input type="checkbox"/>

The system will search for the information you requested and display only the information associated with the request.

Dashboard Apply View Map Fee Estimator Search Help Calendar

Request Inspections

1567 Exact Match

Export Request Inspection

Sort Relevance

Case Number	Address	Type	Inspection Type	Select All
PLBGR-001567-2018	3669 N QUAKER AVE E Tulsa, OK 74106	Plumbing: Alteration/Repair (Residential)	Final Plumbing	<input type="checkbox"/>

Results per page: 10 1 - 1 of 1 << < 1 > >>

Request Inspection

If the information returned is the inspection to be requested, click the box to the right of the inspection; then click Request Inspection.

Dashboard Apply View Map Fee Estimator Search Help Calendar

Request Inspections

1567 Exact Match

[Export](#) [Request Inspection](#)

Sort: Relevance

Case Number	Address	Type	Inspection Type	Select All
PLBGR-001567-2018	3669 N QUAKER AVE E Tulsa, OK 74106	Plumbing: Alteration/Repair (Residential)	Final Plumbing	<input checked="" type="checkbox"/>

Results per page: 10 1 - 1 of 1 << < 1 > >>

[Request Inspection](#)

The system will return permit information, inspection type, and address. Review this information carefully to ensure you are requesting the correct inspection at the correct address.

Dashboard Apply View Map Fee Estimator Search Help Calendar

[Back](#)

Request Inspections (1)

1 #PLBGR-001567-2018 *REQUIRED

Inspection Type: Final Plumbing

Case Type: Plumbing: Alteration/Repair (Residential)

Address: 3669 N QUAKER AVE E Tulsa, OK 74106

* Requested Date AM

Comments/Gate Code

[Submit](#)

Select the requested date by using the calendar to the right of the Requested Date field. Only the available dates will be able to be selected. Select AM or PM.

Dashboard Apply View Map Fee Estimator Search Help Calendar

[Back](#)

Request Inspections (1)

1 #PLBGR-001567-2018 ✕ REQUIRED

Inspection Type: Final Plumbing
Case Type: Plumbing: Alteration/Repair (Residential)
Address: 3669 N QUAKER AVE E Tulsa, OK 74106

* Requested Date AM

Comments/Gate Code

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
01	02	03	04	05	06	07

Today Clear Close

Enter any comments or special instructions in the Comments field. Click on Submit.

Dashboard Apply View Map Fee Estimator Search Help Calendar

[Back](#)

Request Inspections (1)

1 #PLBGR-001567-2018 ✕

Inspection Type: Final Plumbing
Case Type: Plumbing: Alteration/Repair (Residential)
Address: 3669 N QUAKER AVE E Tulsa, OK 74106

* Requested Date AM

Comments/Gate Code

Submit

If you are requesting more than one inspection on a permit, you have the option to use the same date for all requested inspections.

[Back](#)

Request Inspections (2)

1 #BLDC-000750-2017

Inspection Type: Foundation

Case Type: Building: Alteration (Commercial)

Address: 101 E 2ND ST S Tulsa, OK 74103

* Requested Date

03/27/2018



AM

Comments/Gate Code

Enter comments or special instructions here. A phone number where you can be reached is always helpful.

Use same date for all

Submit

Request All

There will be a successful confirmation screen which is indicated by the pink background and the large green check mark.


[← Back](#)

Request Inspections (1)

1 Case #PLBGR-001567-2018

Inspection Type:	Final Plumbing
Case Type	Plumbing: Alteration/Repair (Residential)
Address:	3669 N QUAKER AVE E Tulsa, OK 74106

Requested Date	03/27/2018
Comments/Gate Code	Enter comments or special instructions here. A phone number where you can be reached is always helpful.



Another way to schedule inspections on CSS is to select View My Permits from the Dashboard page.

The dashboard shows the following permit counts by status:

- Attention (9):** Film: Private Prope... (2), Special Event: Athle... (2), Other (5)
- Pending (12):** Film: Private Prope... (2), Special Event: Athle... (2), Other (8)
- Active (10):** Fire: Tent (2), Plumbing: Alteratio... (1), Other (7)
- Draft (1):** Special Event: Athle... (1)
- Recent (11):** Oversize/Overweig... (2), Plumbing: Alteratio... (1), Other (8)

A red box highlights the [View My Permits](#) button.


A list of permits associated with your user ID will display; click on the Permit number on the left.

Display Select Case Type [Export](#) Sort

Permit Number	Project	Address	Permit Type	Status	Attention Reason
BLDC-000750-2017		101 E 2ND ST S Tulsa, OK 74103	Building: Alteration (Commercial)	Active, Attention	Failed Inspections
BLDC-000752-2017		10 N 120TH AVE E Tulsa, OK 74116	Building: Shell Building (Commercial)	Attention, Pending	Unpaid Fees
BLDC-000957-2018		116 N GREENWOOD AVE E Tulsa, OK 74120	Building: Fence or Wall Fence (Commercial)	Recent	
BLDC-000959-2018		110 S HARTFORD AVE E Tulsa, OK 74120	Building: Retaining Wall (Commercial)	Recent	
BLDR-000624-2017		8306 E 106TH ST S OK 74133	Building: Townhouse (Residential)	Pending	
BLDR-000632-2017		3208 W 69TH CT S Tulsa, OK 74132	Building: New Single Family (Residential)	Active	
BLDR-000791-2017		4689 N BOSTON AVE E Tulsa, OK 74126	Building: New Single Family (Residential)	Pending	
COO-000882-2017		3208 W 69TH CT S Tulsa, OK 74132	Certificate of Occupancy - Temporary Certificate of Occupancy (Residential)		
COO-001018-2018		175 E 2ND ST S Tulsa, OK 74103	Certificate of Occupancy - Temporary Certificate of Occupancy (Commercial)	Active, Recent	
ELECC-000831-2017		175 E 2ND ST S Tulsa, OK 74103	Electrical: New Construction (Commercial)	Active	

A page with some permit details will appear; click on the Inspections tab at the bottom of the page.

Dashboard Apply View Map Fee Estimator Search Help Calendar

Permit Number: 

Permit Details | Tab Elements | Main Menu

Type:	Electrical: New Construction (Commercial)	IVR Number:	100865	Applied Date:	12/13/2017
Status:	Issued	Project Name:		Issue Date:	12/13/2017
District:	Council District 4	Assigned To:		Expire Date:	06/11/2018
Square Feet:	20,000.00	Finalized Date:			
Description:					

Locations Fees Reviews **Inspections** eReviews Attachments Contacts Sub-Records Holds Meetings More Info

Existing Inspections | Request Inspections | Optional Inspections | Next Tab | Permit Details | Main Menu

The Existing Inspections, Request Inspections, and Optional Inspections will display.

Existing Inspections Sort Description

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

Request Inspections Sort Order

Description	Reinspection	Action
Electrical Temporary Pole	No	<input type="checkbox"/>
Electrical Rough	No	<input type="checkbox"/>
Electrical Temporary Building Service	No	<input type="checkbox"/>
Final Electrical	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.

Results per page: 10 1 - 4 of 4 << < 1 > >>

[Request Inspection](#)

Optional Inspections

Description	Action
Electrical Ceiling	<input type="checkbox"/>
Electrical Ditch	<input type="checkbox"/>
Electrical Rough	<input type="checkbox"/>
Electrical Slab	<input type="checkbox"/>
Electrical Temporary Building Service	<input type="checkbox"/>
Electrical Temporary Pole	<input type="checkbox"/>
Electrical Wall	<input type="checkbox"/>

Results per page: 10 1 - 7 of 7 << < 1 > >>

Click on the box to the right of the inspection to be requested; click Request Inspection.

Request Inspections Sort Order

Description	Reinspection	Action
Electrical Temporary Pole	No	<input checked="" type="checkbox"/>
Electrical Rough	No	<input type="checkbox"/>
Electrical Temporary Building Service	No	<input type="checkbox"/>
Final Electrical	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.

Results per page: 1 - 4 of 4 << < 1 > >>

[Request Inspection](#)

Optional Inspections

Select the requested date for the inspection; enter any comments. Click on Submit.

Request Inspections (1)

1 #ELECC-000831-2017 ✕

Inspection Type: Electrical Temporary Pole

Case Type: Electrical (Commercial)

Address: 175 E 2ND ST S Tulsa, OK 74103

* Requested Date

Comments/Gate Code

[Submit](#)

There will be a successful confirmation screen which is indicated by the pink background and the large green check mark.

Request Inspections (1)

1 Case #ELECC-000831-2017

Inspection Type:	Electrical Temporary Pole
Case Type	Electrical (Commercial)
Address:	175 E 2ND ST S Tulsa, OK 74103

Requested Date	03/27/2018
Comments/Gate Code	

