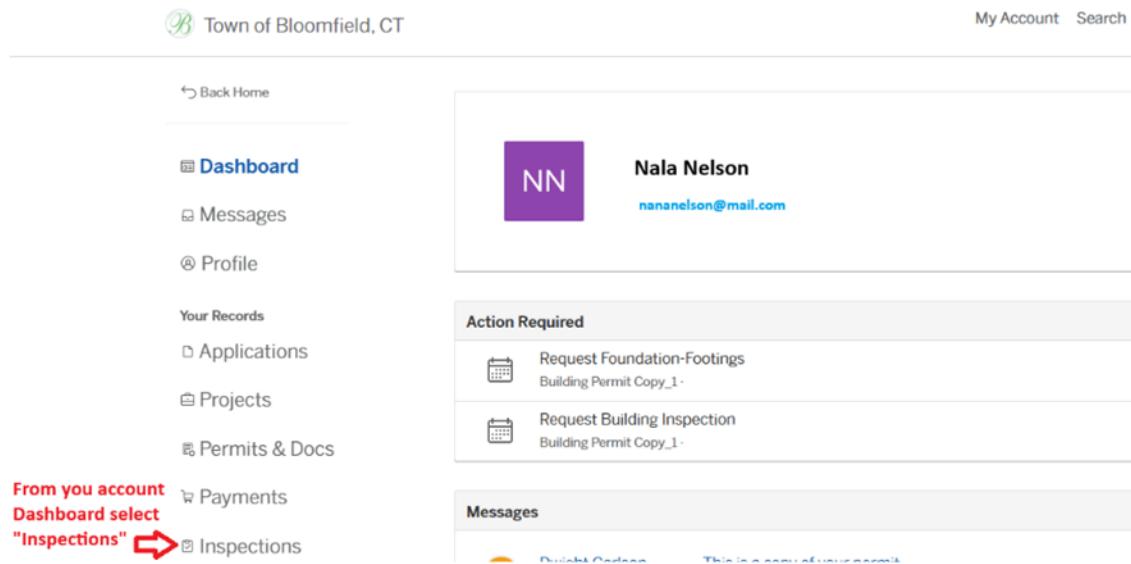


Inspection Scheduling Guide

Step 1: Login into the OpenGov Public Portal (<https://bloomfieldct.portal.opengov.com/>)

Step 2: Click “My Account”

Step 3: Click “Inspections”



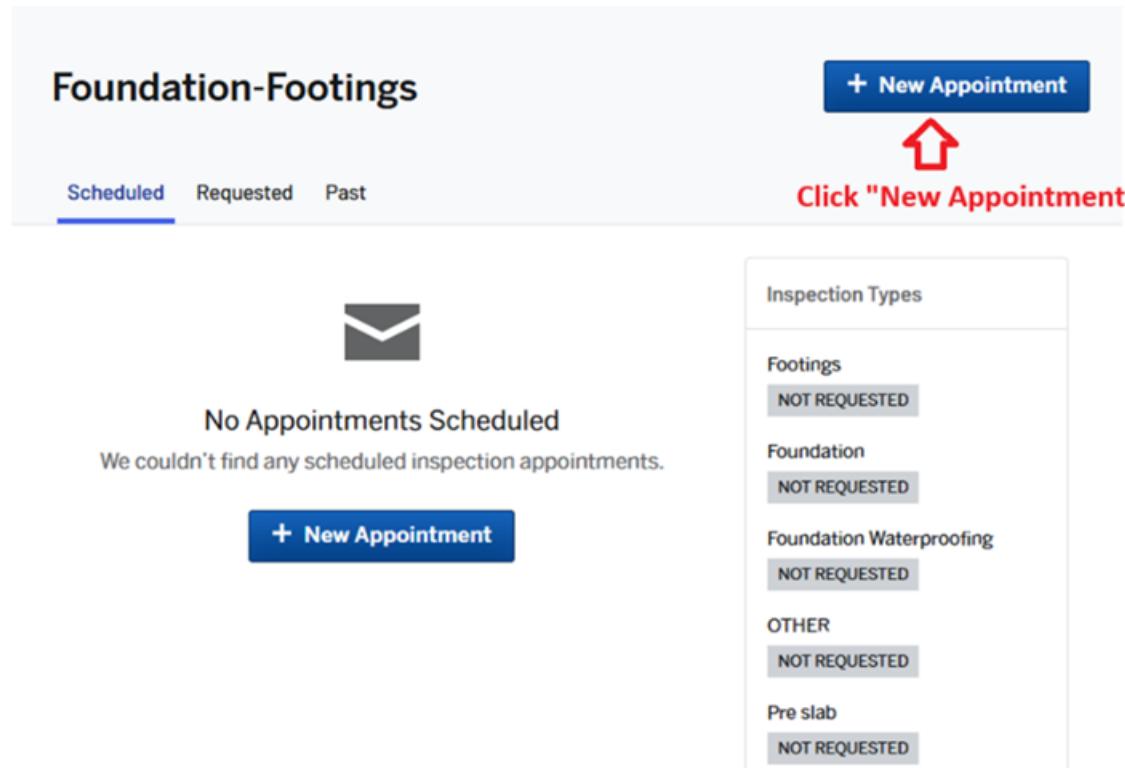
The screenshot shows the 'My Account' page of the OpenGov Public Portal. The top navigation bar includes 'My Account' and 'Search'. On the left, a sidebar menu lists: 'Dashboard', 'Messages', 'Profile', 'Your Records', 'Applications', 'Projects', 'Permits & Docs', 'Payments', and 'Inspections'. A red arrow points to the 'Inspections' link. The main content area shows a profile for 'Nala Nelson' with the email 'nananelson@mail.com'. Below the profile is a 'Action Required' section containing two items: 'Request Foundation-Footings' and 'Request Building Inspection', each with a calendar icon and a link to 'Building Permit Copy_1'. At the bottom of the main content area, there is a 'Messages' section with a red arrow pointing to the 'Inbox' link. A small note at the bottom right says 'This is a sample message.'

Step 4: Select the permit you want to schedule an inspection for

Inspections

Inspection	Record	Location	Status
Foundation-Footings	Building Permit Copy_1122020	800 BLOOMFIELD AVE BLOOMFIELD, CT 06002	Active
Foundation-Walls	Building Permit Copy_1122020	800 BLOOMFIELD AVE BLOOMFIELD, CT 06002	Active
Building Inspection	Building Permit Copy_1122010	800 BLOOMFIELD AVE BLOOMFIELD, CT 06002	Active

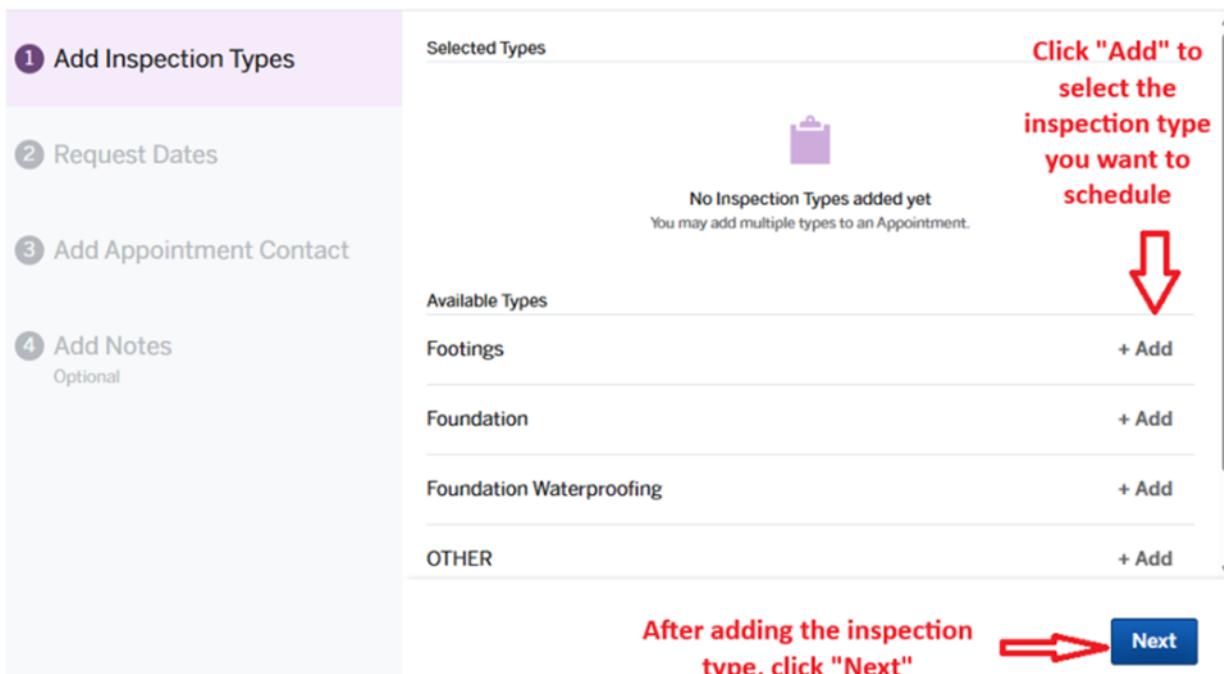
Step 5: Click “New Appointment”



The screenshot shows a list of inspection types on the right. The 'Footings' type is selected, indicated by a red box around the 'NOT REQUESTED' button. Other types listed are 'Foundation', 'Foundation Waterproofing', 'OTHER', and 'Pre slab', each with a 'NOT REQUESTED' button.

Inspection Types
Footings NOT REQUESTED
Foundation NOT REQUESTED
Foundation Waterproofing NOT REQUESTED
OTHER NOT REQUESTED
Pre slab NOT REQUESTED

Step 6: Click “Add” to select the inspection type(s). After selecting the inspection type, click “Next”



The screenshot shows the 'Add Inspection Types' step. On the left, a sidebar lists steps 1 through 4. Step 1 is highlighted in pink. Step 2 is 'Request Dates', Step 3 is 'Add Appointment Contact', and Step 4 is 'Add Notes' (Optional). The main area shows 'Selected Types' (empty) and 'Available Types' (Footings, Foundation, Foundation Waterproofing, OTHER). Each type has a '+ Add' button to the right. A red box highlights the 'Footings' type. A red arrow points to the '+ Add' button next to 'Footings'. Another red arrow points to the 'Next' button at the bottom right.

1 Add Inspection Types

2 Request Dates

3 Add Appointment Contact

4 Add Notes
Optional

Selected Types

No Inspection Types added yet
You may add multiple types to an Appointment.

Available Types

Available Types	+ Add
Footings	+ Add
Foundation	+ Add
Foundation Waterproofing	+ Add
OTHER	+ Add

Click "Add" to select the inspection type you want to schedule

After adding the inspection type, click "Next"

Next

Step 7: Select the inspection date and time window

New Appointment

Add Inspection Types

2 Request Dates

3 Add Appointment Contact

4 Add Notes
Optional

Select a date from the calendar

S	M	T	W	T	F	S
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Selected Dates

Wed Mar 19 AM PM



After selecting a date, choose a time window

AM = 10:00 am - 12:00 noon

PM = 2:00 pm - 4:00 pm

Please note that inspections must be scheduled at least 48 hours in advance.

Previous

Next

Step 8: Select the contact person for the inspection

New Appointment

Add Inspection Types

Request Dates

3 Add Appointment Contact

4 Add Notes
Optional

Please enter details for the individual that will be present during this Appointment. This individual will be contacted in the case of any changes.

Primary Applicant on Record

Guest Member on Record (no guests)

External Contact

Select or add the contact person who will be present during the inspection.

Previous

Next

Step 9: Add a comment for the inspector. Submit the request by clicking “**Request Appointment**”

New Appointment X

Add Inspection Types Add a note about this Appointment for your Community or Inspector. 0/500

Request Dates

Add Appointment Contact

4 Add Notes Optional

NN Enter note

↑ You may add a note/comment in this section

Click "Request Appointment" to submit inspection request

Previous Request Appointment ↓

Once the request has been submitted it will be reviewed and scheduled by the Building Department.