

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 user dashboard for Nala Nelson. The header includes the Town of Bloomfield, CT logo and 'My Account Search' link. The left sidebar contains navigation links: Back Home, Dashboard, Messages, Profile, Your Records, Applications, Projects, Permits & Docs, Payments, and Inspections. A red annotation points to the 'Inspections' link with the text: 'From you account Dashboard select "Inspections"'. The main content area displays the user's profile (Nala Nelson, nananelson@mail.com) and a section titled 'Action Required' with two items: 'Request Foundation-Footings Building Permit Copy_1' and 'Request Building Inspection Building Permit Copy_1'. Below this is a 'Messages' section with a link to 'Print Card' and a note 'This is a copy of your permit'.

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

Inspections

Inspection	Record	Location	Status
Foundation-Footings	Building Permit Copy_1 122020	800 BLOOMFIELD AVE BLOOMFIELD, CT 06002	Active
Foundation-Walls	Building Permit Copy_1 122020	800 BLOOMFIELD AVE BLOOMFIELD, CT 06002	Active
Building Inspection	Building Permit Copy_1 122010	800 BLOOMFIELD AVE BLOOMFIELD, CT 06002	Active

Step 5: Click “New Appointment”

The screenshot shows the 'Foundation-Footings' page. At the top right, there is a blue button labeled '+ New Appointment' with a red arrow pointing to it and the text 'Click "New Appointment"'. Below this, the page is divided into two sections. The left section has a message 'No Appointments Scheduled' with a subtext 'We couldn't find any scheduled inspection appointments.' and a blue button '+ New Appointment'. The right section is titled 'Inspection Types' and lists five categories: Footings, Foundation, Foundation Waterproofing, OTHER, and Pre slab. Each category has a grey button labeled '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 in a multi-step process. On the left, there is a sidebar with four steps: 1. Add Inspection Types (active), 2. Request Dates, 3. Add Appointment Contact, and 4. Add Notes (Optional). The main area is titled 'Selected Types' and shows 'No Inspection Types added yet' with a subtext 'You may add multiple types to an Appointment.' Below this, there is a table titled 'Available Types' with four rows: Footings, Foundation, Foundation Waterproofing, and OTHER. Each row has a '+ Add' button. A red arrow points to the '+ Add' button for 'Footings' with the text 'Click "Add" to select the inspection type you want to schedule'. At the bottom right, there is a blue button labeled 'Next' with a red arrow pointing to it and the text 'After adding the inspection type, click "Next"'. A vertical scrollbar is visible on the right side of the main area.

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

< March 2025 >

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**”

The screenshot shows a 'New Appointment' form with a sidebar on the left containing four steps: 'Add Inspection Types', 'Request Dates', 'Add Appointment Contact', and 'Add Notes' (marked with a purple circle and 'Optional'). The main area has a red oval around the heading 'Add a note about this Appointment for your Community or Inspector.' and a text input field below it with a '0/500' character count. A red arrow points up to the input field with the text 'You may add a note/comment in this section'. At the bottom, a red arrow points down to the 'Request Appointment' button with the text 'Click "Request Appointment" to submit inspection request'. A 'Previous' button is also visible.

New Appointment ×

- ✓ Add Inspection Types
- ✓ Request Dates
- ✓ Add Appointment Contact
- 4 Add Notes
Optional

Add a note about this Appointment for your Community or Inspector.

0/500

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.