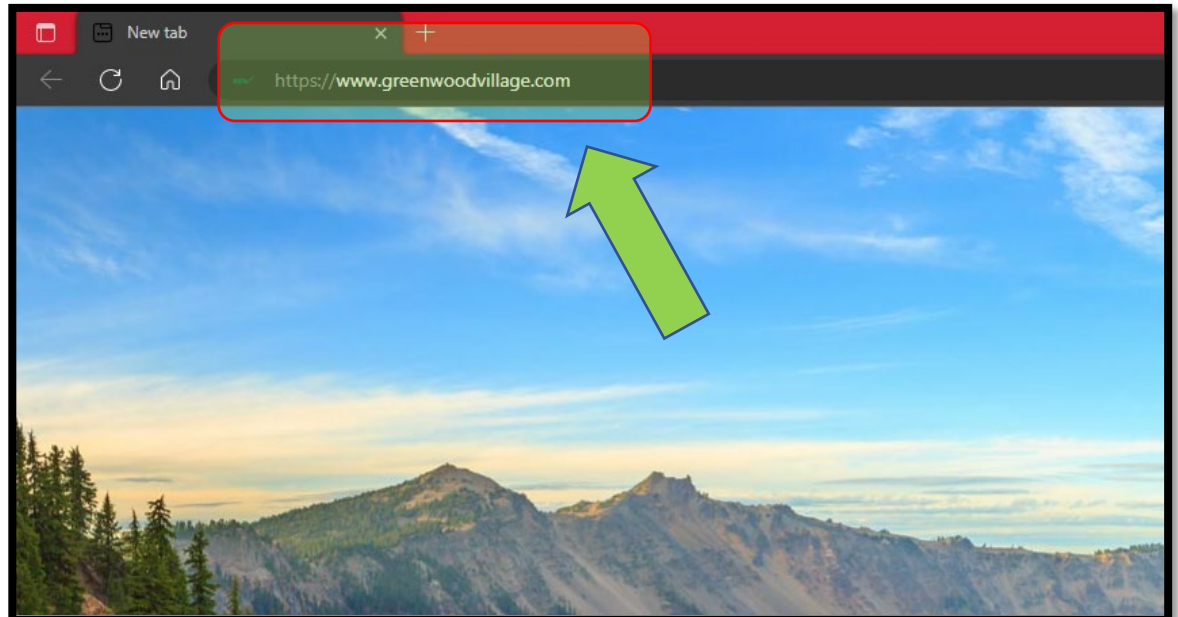


Greenwood Village

Inspection Scheduling How-To Guide

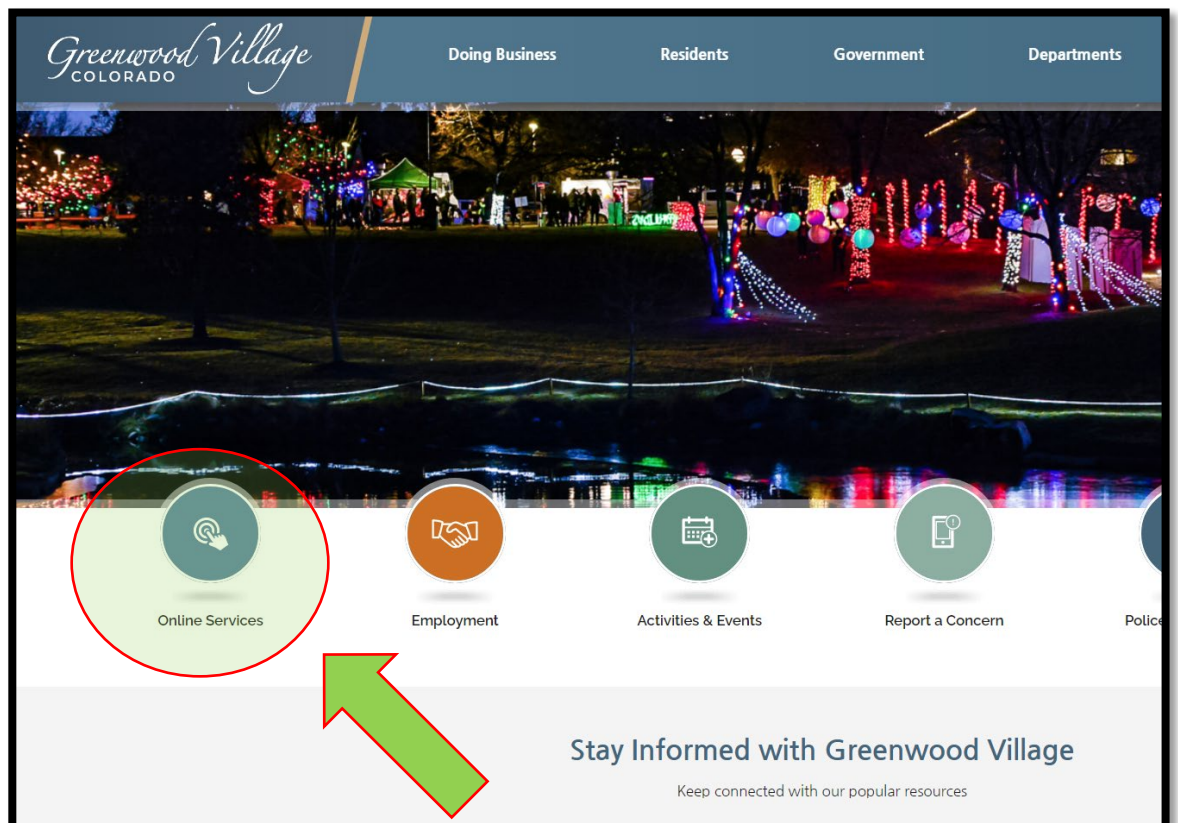
STEP 1:

Visit <https://www.greenwoodvillage.com>



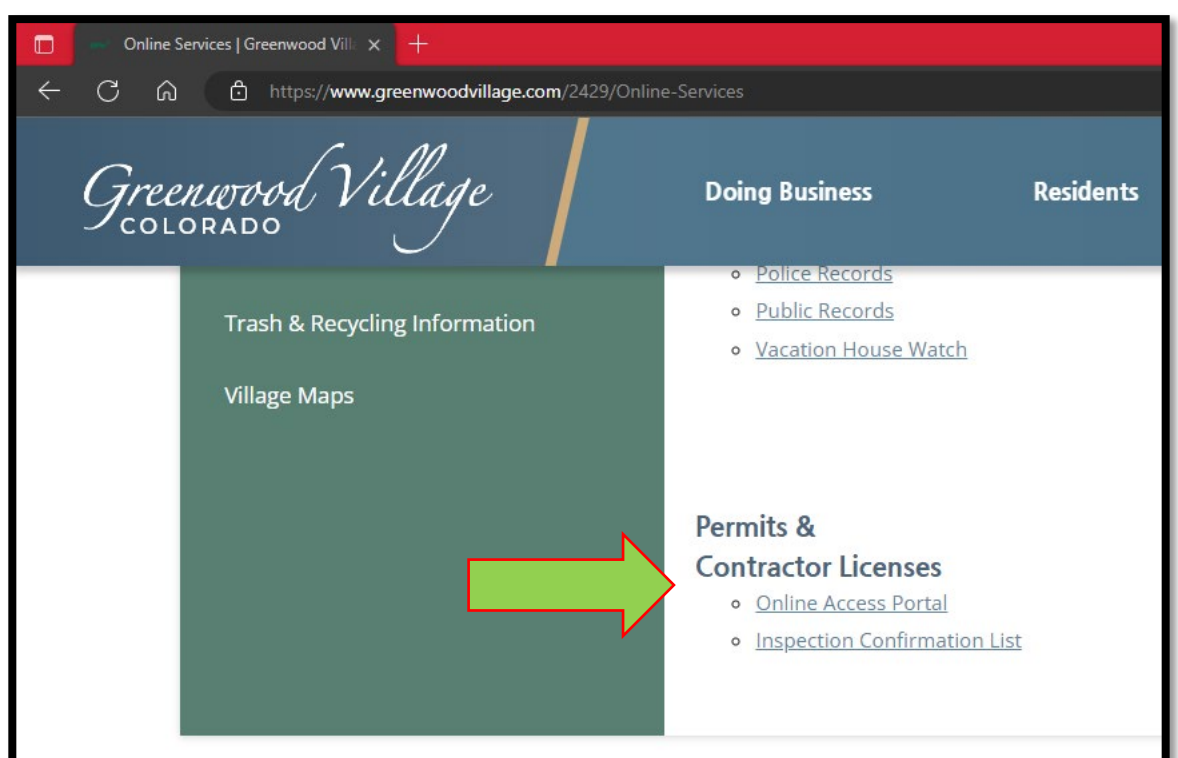
STEP 2:

Underneath the image, you will find six circular icons. Select the first blue icon named: "Online Services."



STEP 3:

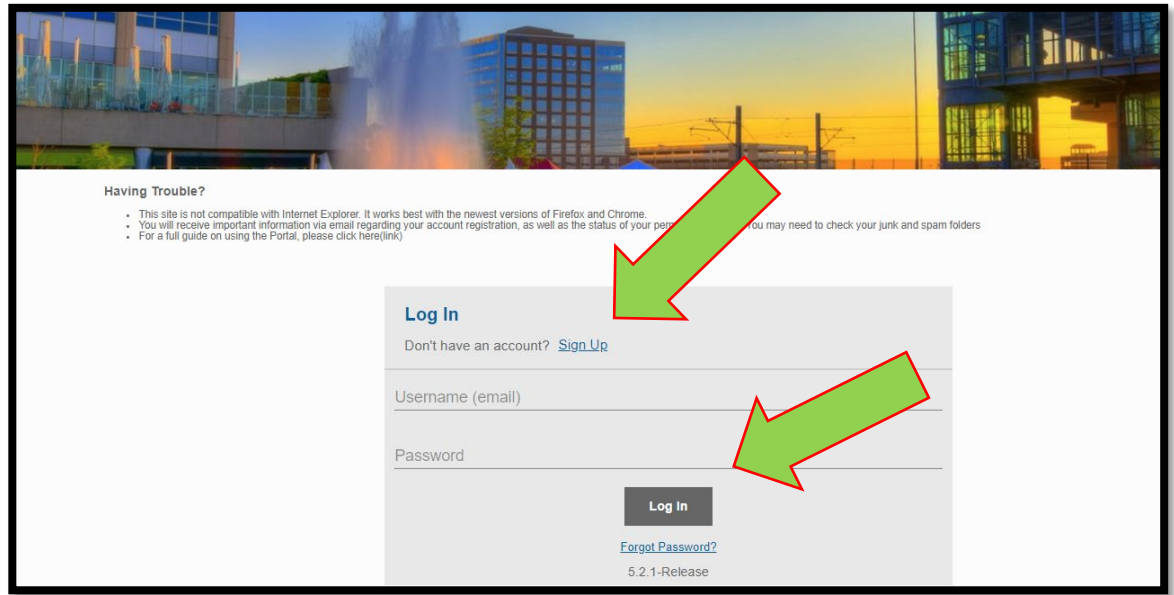
Next, scroll to the bottom and find the "Permits & Contractor Licenses" section, then select the hyperlink underneath "Online Access Portal."



STEP 4:

You've reached the Community Development Access Portal. You can "Log In" or "Sign Up" for a new account here.

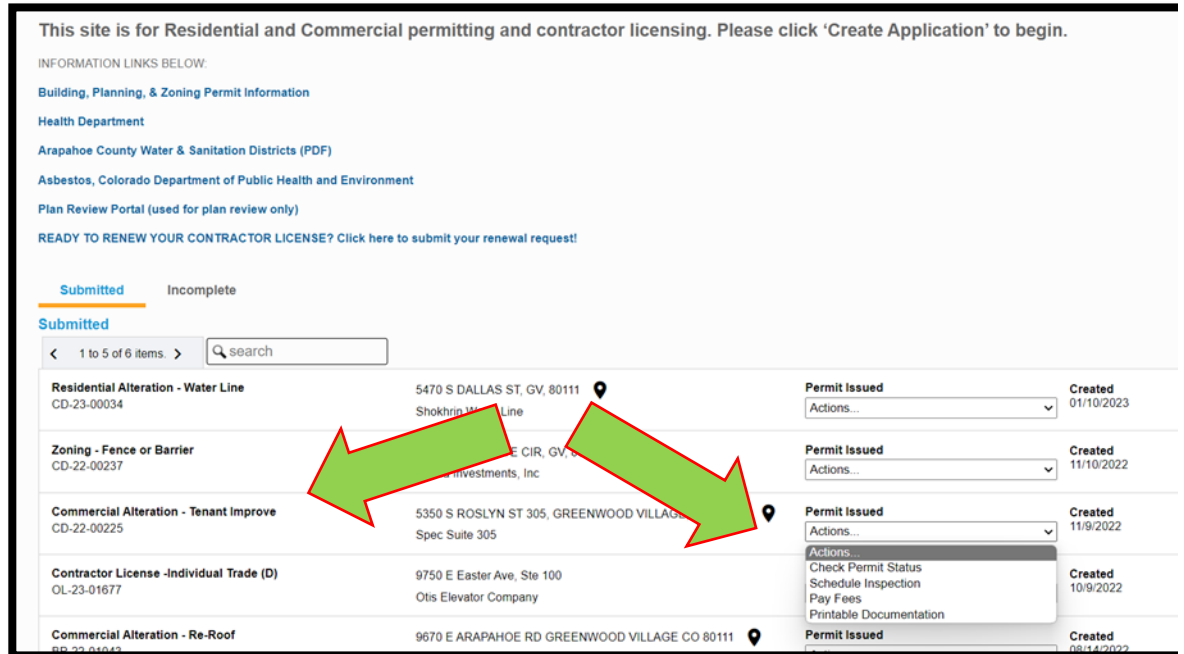
Your email will default be used to associate you with your application. Any applications associated with your email will appear once you've logged in.



STEP 5:

Locate the permit and verify the correct information.

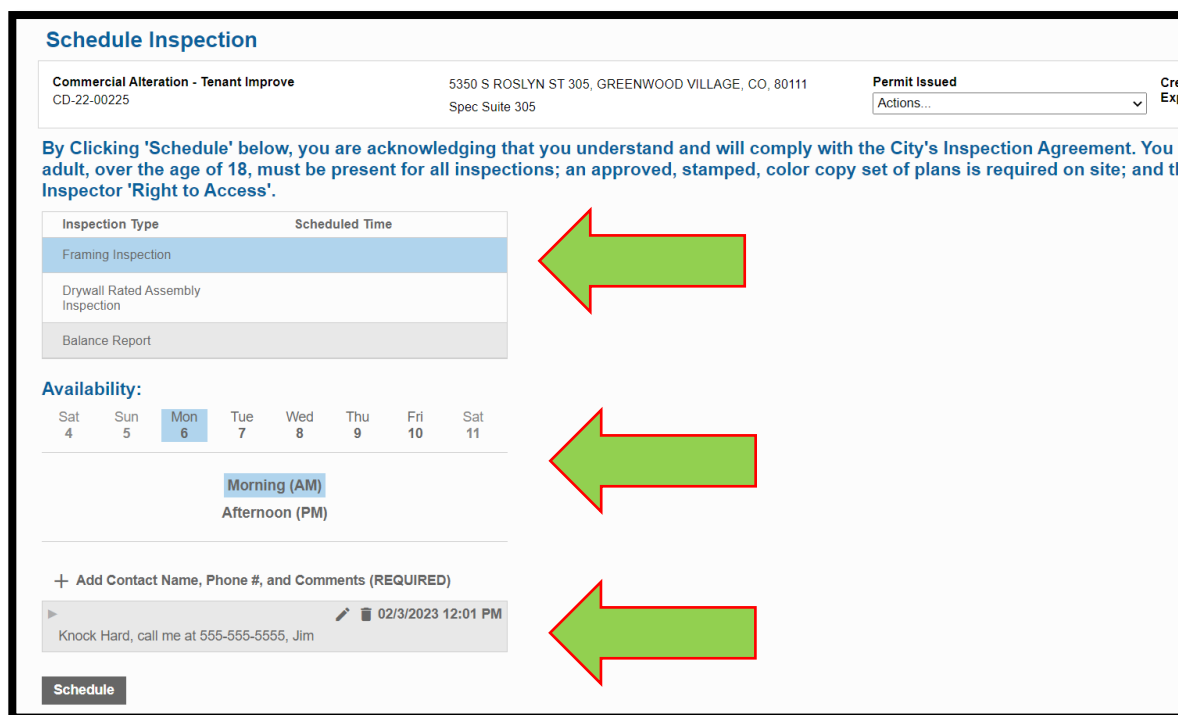
Select the "Actions" drop-down menu, and choose "Schedule Inspection."



STEP 6:

- Select the inspection type
- Choose an available day
- Select AM or PM
- Make sure to add your contact name, phone number, and any relevant comments that our inspectors need to know. For example, Gate Codes.

NOTE: You need to know that every listed inspection must be scheduled before closing out the permit. If you believe an inspection is irrelevant to your project, schedule it anyways – our inspectors will mark it "Not Applicable" during their visit.



STEP 7:

Select "Schedule" on the bottom left.

An inspector will not pick up your inspection request if you do not select the "Schedule" button.

