



Scheduling An Inspection

1. Log in to your CSS account and click on the 'Dashboard' button.

My Permits

Attention	Pending	Active	Recent	Draft
0	0	1	1	0
		Trade Permit for RE... 1	Trade Permit for RE... 1	

[View My Permits](#)

2. Click on the permit number you want to schedule the inspection for.

My Work

MY PERMITS

Search... [Export to Excel](#)

Display: Active

Permit Number	Project	Address	Permit Type	Status	State
MEPR0000002023		505 S Vulcan Avenue	Trade Permit for RESIDENTIAL Water heater - MEP Plumbing	Issued	Active, Recent

Showing 1 records.

3. Click on the 'Inspections' button to navigate to the menu to request an inspection.

Permit Number: MEPR-000000-2023

Permit Details | Tab Elements | Main Menu

Type: Trade Permit for RESIDENTIAL Water heater - MEP Plumbing | Status: Issued | Project Name:

Applied Date: | Issue Date:

District: Old Encinitas | Assigned To: Hjalmarson, Sandy | Expire Date:

Description: REPLACE 50 GAL WATER HEATER | Valuation: | Finalized Date:

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

Progress: 75% Completed

Workflow:

- Issue Water Heater Permit - Passed
- Review MEP Trade Permit (eRoute) - Passed:
- Review MEP Trade Permit (eRoute) - Not Passed:
- Approved Ready To Issue - Passed:

Available Actions:

- Request Inspection (Inspection Residential and NonR) [Request]

4. Check the box on the inspection you would like to request and click 'Request Inspection.'

Permit Number: MEPR-000000-2023

Permit Details | Tab Elements | Main Menu

Type: Trade Permit for RESIDENTIAL Water heater - MEP Plumbing | Status: Issued | Project Name:

Applied Date: | Issue Date:

District: Old Encinitas | Assigned To: Hjalmarson, Sandy | Expire Date:

Description: REPLACE 50 GAL WATER HEATER | Valuation: | Finalized Date:

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

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

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
Inspection Residential and NonResidential Water Heater. Type: MEP Work Class: Water Heater	No	<input checked="" type="checkbox"/>

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

Optional Inspections

Request Inspection

5. Enter the contact information for the point of contact person for this inspection and select the desired date of inspection. List any comments or codes needed to access the property in the 'Comments' box and submit your request.

1 #MEPR- 000000 -2023

Inspection Type: Trade MEP Water Heater **Case Type:** Trade Permit for RESIDENTIAL Water heater - MEP Plumbing

Address: 505 S. Vulcan Avenue

Inspections must be requested before 3:00 PM, one workday before the inspection date, for next business day inspection.
Each state of work must be left exposed for inspection and must be approved before covering or closing.
Approved plans and permit are required onsite, and must be available for the inspector during the inspection.
Related certifications, energy forms, and manufacturer's specifications may also be required based on the type of inspection requested.
All work shall comply with the City of Encinitas and State of California Codes, Regulations, and Laws. Refusal to allow the Building Inspector to enter the premises to inspect work authorized by this permit, is basis for suspension of the permit.
If experiencing technical issues with the online Inspection Request feature, please call 760-633-2730 for assistance.

* **Contact Name**

* **Contact Phone**

* **Requested Date**

Comments/Gate Code

[Submit](#)

6. You will see a confirmation screen acknowledging your request.

[← Back](#)

Request Inspections (1)

1 Case #MEPR-000000-2023

Inspection Type: Trade MEP Water Heater

Case Type: Trade Permit for RESIDENTIAL Water heater - MEP Plumbing

Address: 505 S. Vulcan Avenue

Requested Date 11/09/2023

Comments/Gate Code

Contact Name City of Encinitas

Contact Phone (760) 633-2730

Canceling An Inspection

1. Repeat steps 1-3 from above to access your permit record. On the permit record, click the 'Inspections' button to see your scheduled inspection. Click on the 'Cancel Inspection' button.

Description: REPLACE 50 GAL WATER HEATER

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

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

Existing Inspections Sort: Description ▾

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
TRADE-000000-2023	Inspection Residential and NonResidential Water Heater. Type: MEP Work Class: Water Heater	Requested	11/09/2023			Cancel Inspection

Optional Inspections

Description

No records to display.