

Schedule/View Permit Inspections on Civic Access

City Hall

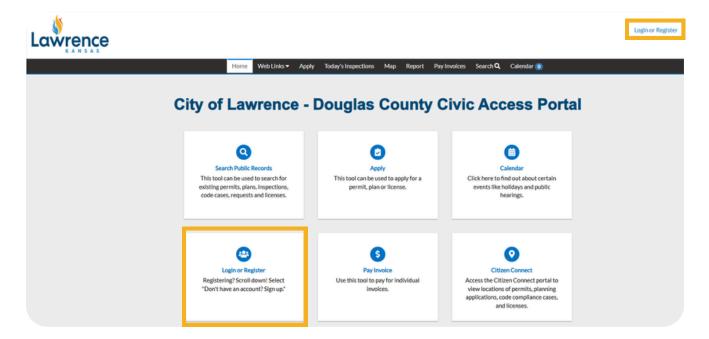
6 E 6th St PO Box 708 Lawrene, KS 66044

lawrenceks.gov/epl/



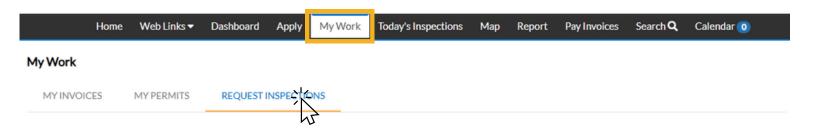
Additional information about Building Permits and Inspection Scheduling: https://lawrenceks.gov/pds/inspections/

Please log into the customer portal: https://lawrenceks-energovweb.tylerhost.net/apps/selfservice#/home



SCHEDULE AN INSPECTION

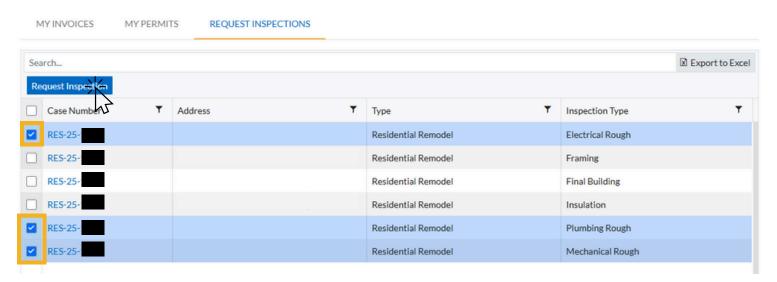
I. Select My Work on the header and then Request Inspections.





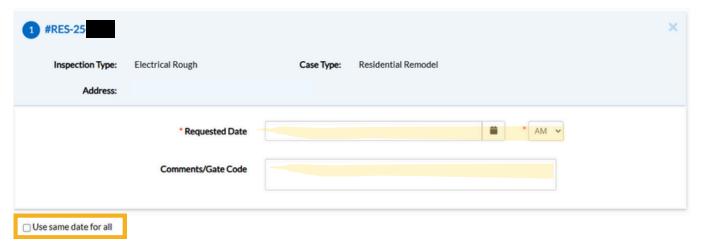
II. Select the inspection(s) using the check boxes and then 'Request Inspection.'

My Work



III. Please fill out the required information. Add a comment for the inspector if needed.





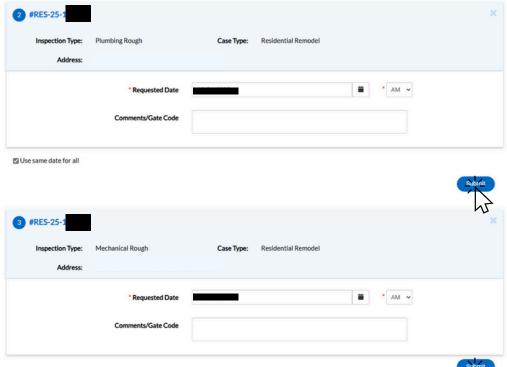




IV. Confirmation page.



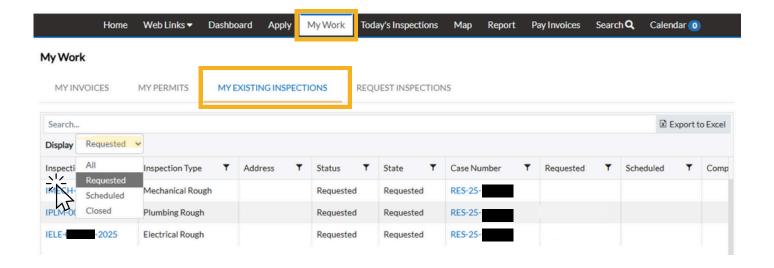
If requesting multiple inspections, please hit Submit for each inspection.



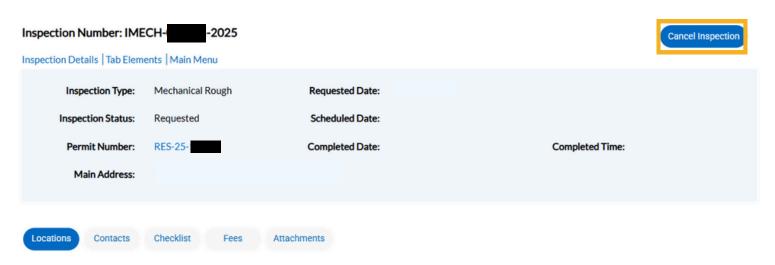


CANCEL AN INSPECTION

I. Go to My Work, My Existing Inspections, and change the <u>Display to 'Requested.'</u> Select on the Inspection Number to open up the inspection details.



II. Select 'Cancel Inspection.'

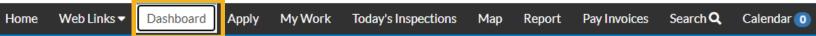


Please cancel all the way through until the successfully cancelled notification.



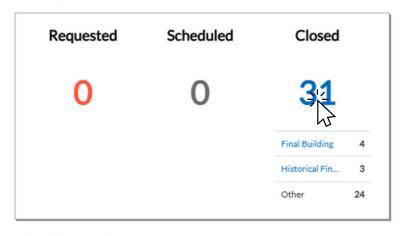
VIEW INSPECTION RESULTS

Your inspections can be found under Dashboard and My Inspections. Clicking on the inspection section allows you to view.



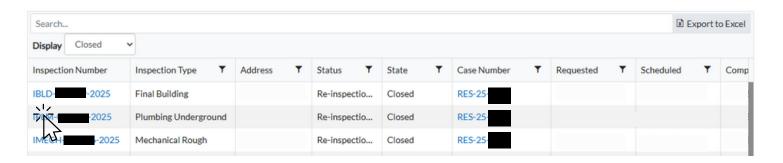
I. Please click on 'Closed' inspections on your Dashboard to look at results.

My Inspections



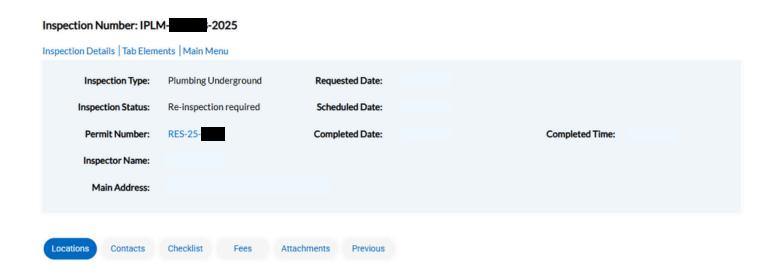
View My Inspections

II. Select the Inspection Number to open up inspection details.

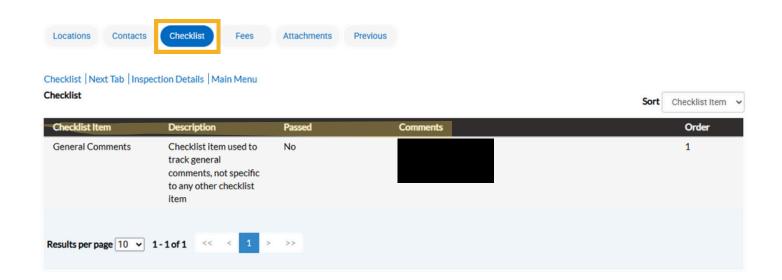




III. Select 'Checklist.'



IV. The Inspector comments can be found under 'General Comments.'



Please follow the previous steps of scheduling an inspection to re-schedule.