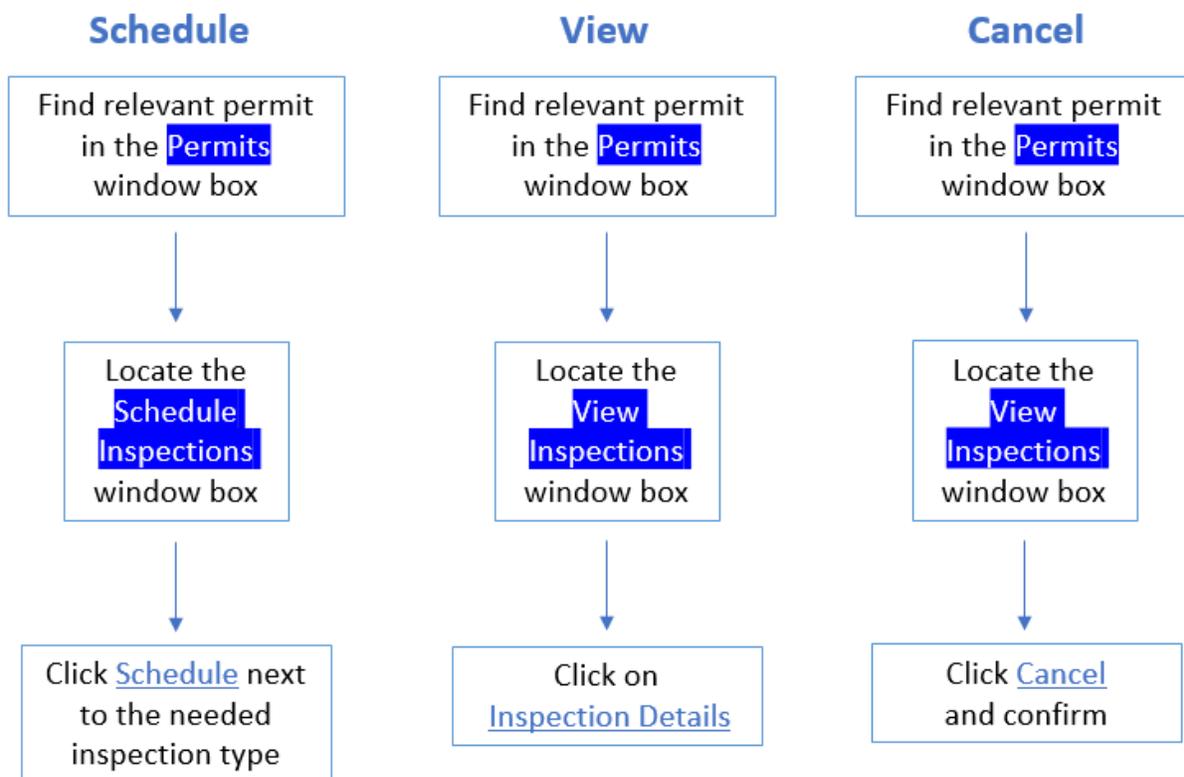




Development Management ePortal Inspections

This user guide describes scheduling, viewing, and cancelling inspections through the ePortal.

Process Overview



On the ePortal home page

- Click the **Log On** link located at the bottom right side of the banner picture. This will take you to your user dashboard.



The Development Management ePortal may be accessed from the following URL:
https://cap.cityofbastrop.org/EnerGov_Prod/CitizenAccess/Site/Public/Main

On the User Dashboard page:

- In the Permits window box, locate the permit for the property needing inspections
- Click on the Permit Number link – this opens the Permit page

A screenshot of a web application interface showing a table of permits for "David Estabrook". The table has columns for Permit Number, Type, Work Class, Status, ApplyDate, and Issued. The permit number "BLDR-000038-2017" is highlighted with a red box. A "Change Filter" button is visible in the top right corner of the table area. At the bottom, there is a pagination control showing "1" selected and "Displaying items 1 - 10 of 21".

Permit Number	Type	Work Class	Status	ApplyDate	Issued
BLDR-000063-2017	Building (Residential)	Modular Home	Issued	12/01/2017	12/01/2017
BLDR-000038-2017	Building (Residential)	Addition	Issued	07/01/2017	07/01/2017
DEMO-000042-2017	Demolition	Non-Residential	Issued	06/01/2017	06/01/2017
PLMR-000041-2017	Plumbing (Residential)	New Construction	Submitted	05/10/2017	
MECR-000040-2017	Mechanical (Residential)	New Construction	Submitted	05/10/2017	
ELER-000039-2017	Electrical (Residential)	New Construction	Complete	05/10/2017	05/12/2017
ROW-000037-2017	Right of Way	Right of Way Construction	Submitted	05/09/2017	

On the Permit page:

- Verify this is the permit and address you wish to schedule inspection for
 - Primary Address Details shows you the parcel and address

To Schedule an Inspection

- Locate the Schedule Inspections window box and click [Schedule](#) next to the needed inspection type

Select	Type	Status	Date	Reinspection
Schedule	Electrical Permanent Service			No
Schedule	Electrical Underground			No
Schedule	Electrical			No

Displaying items 1 - 3 of 3

- Select a date you would like the inspection to occur
- Optional: add comments

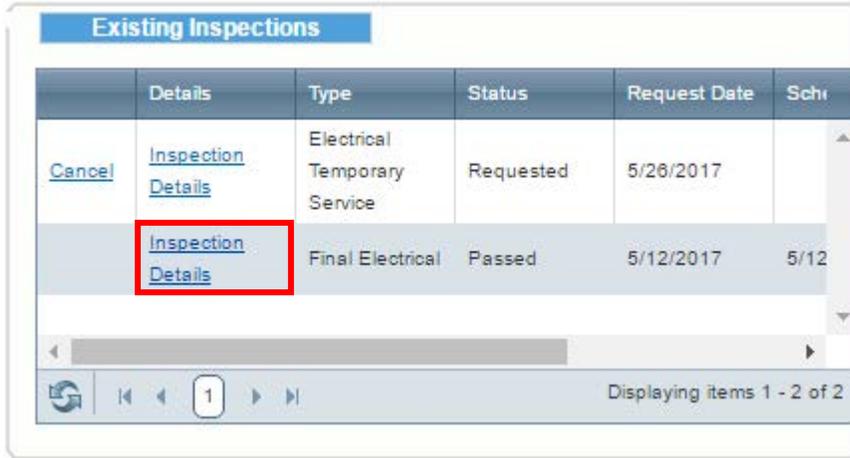
Schedule Info	
Requested Date	<input type="text"/>  *
Comments	<input type="text"/>

- Click Submit

<input type="button" value="Submit"/>

To View Inspection Details

- Locate the View Inspections window box
- Click on [Inspection Details](#)

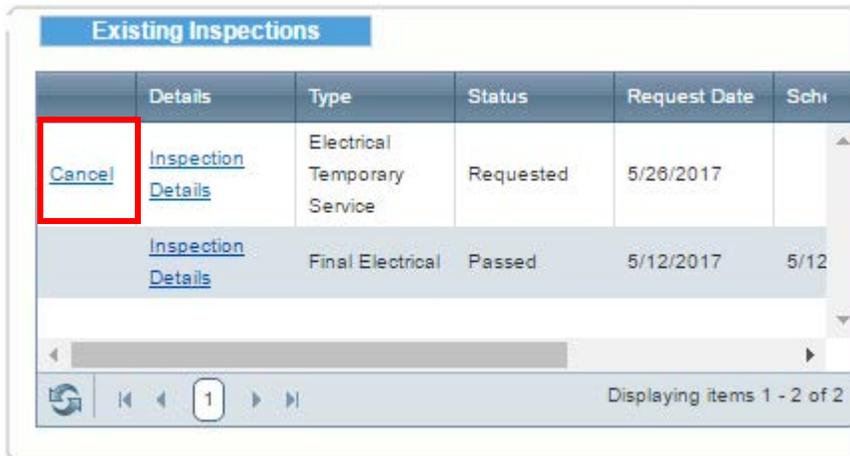


	Details	Type	Status	Request Date	Sch
Cancel	Inspection Details	Electrical Temporary Service	Requested	5/26/2017	
	Inspection Details	Final Electrical	Passed	5/12/2017	5/12

Displaying items 1 - 2 of 2

To Cancel an Inspection

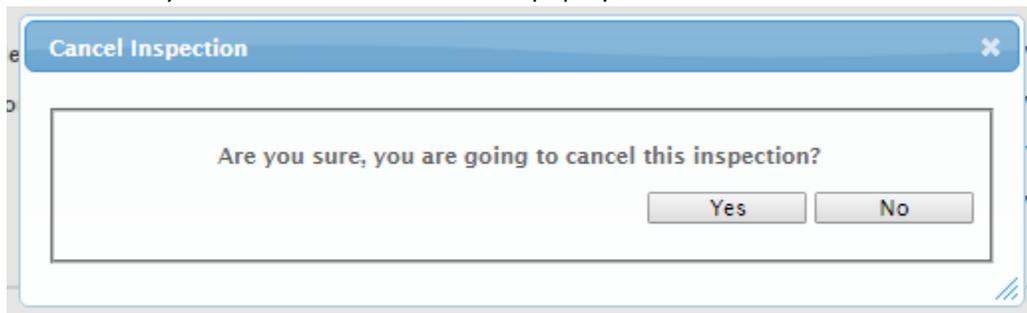
- Locate the View Inspections window box
- Click on [Cancel](#)



	Details	Type	Status	Request Date	Sch
Cancel	Inspection Details	Electrical Temporary Service	Requested	5/26/2017	
	Inspection Details	Final Electrical	Passed	5/12/2017	5/12

Displaying items 1 - 2 of 2

- Confirm that you would like to cancel in the pop-up box



Cancel Inspection [X]

Are you sure, you are going to cancel this inspection?