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

**Process Overview**

**Schedule**

Find relevant permit in the Permits window box

Locate the Schedule Inspections window box

Click **Schedule** next to the needed inspection type

**View**

Find relevant permit in the Permits window box

Locate the View Inspections window box

Click on **Inspection Details**

**Cancel**

Find relevant permit in the Permits window box

Locate the View Inspections window box

Click **Cancel** and confirm
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
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
  
  ![Schedule Inspections](image)

- Select a date you would like the inspection to occur
- Optional: add comments
  
  ![Schedule Info](image)

- Click Submit
To View Inspection Details

- Locate the View Inspections window box
- Click on Inspection Details

To Cancel an Inspection

- Locate the View Inspections window box
- Click on Cancel

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