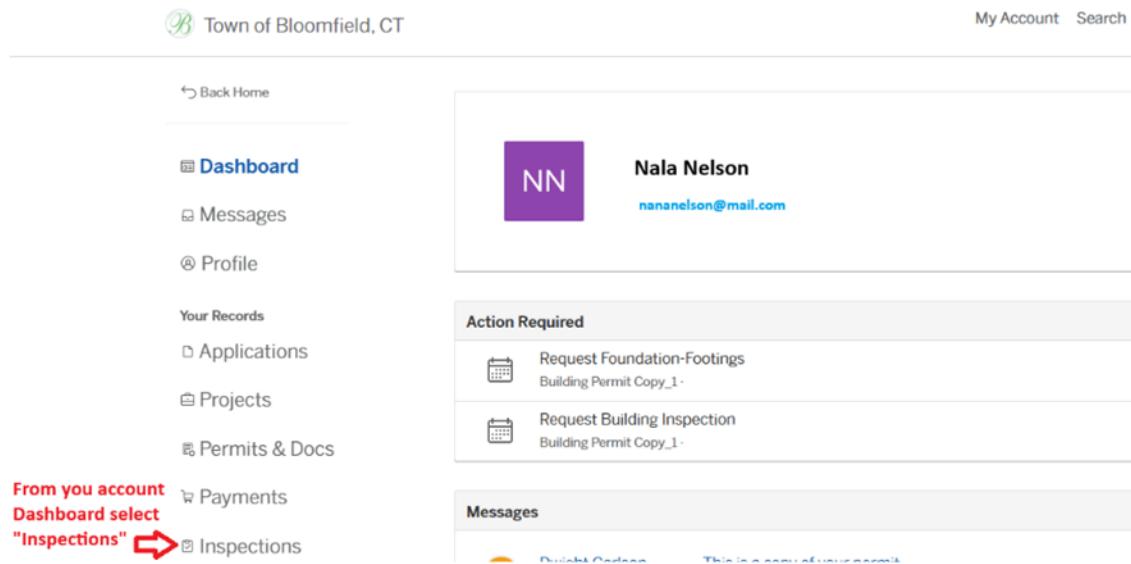


Inspection Scheduling Guide

Step 1: Login into the OpenGov Public Portal (<https://bloomfieldct.portal.opengov.com/>)

Step 2: Click “My Account”

Step 3: Click “Inspections”



From you account
Dashboard select
"Inspections" 

Step 4: Select the permit you want to schedule an inspection for

Inspections

Inspection	Record	Location	Status
Foundation-Footings	Building Permit Copy_1122020	800 BLOOMFIELD AVE BLOOMFIELD, CT 06002	Active
Foundation-Walls	Building Permit Copy_1122020	800 BLOOMFIELD AVE BLOOMFIELD, CT 06002	Active
Building Inspection	Building Permit Copy_1122010	800 BLOOMFIELD AVE BLOOMFIELD, CT 06002	Active

Step 5: Click “New Appointment”

The screenshot shows the 'Foundation-Footings' appointment page. At the top right is a blue button with a white plus sign and the text 'New Appointment'. Below it is a red house icon with a red arrow pointing to the text 'Click "New Appointment"'. The page has tabs for 'Scheduled' (which is underlined in blue), 'Requested', and 'Past'. On the left, there's a large envelope icon and the text 'No Appointments Scheduled' followed by 'We couldn't find any scheduled inspection appointments.' A blue 'New Appointment' button is located below this text. On the right, there's a sidebar titled 'Inspection Types' with a list of categories: 'Footings' (NOT REQUESTED), 'Foundation' (NOT REQUESTED), 'Foundation Waterproofing' (NOT REQUESTED), 'OTHER' (NOT REQUESTED), and 'Pre slab' (NOT REQUESTED).

Step 6: Click “Add” to select the inspection type(s). After selecting the inspection type, click “Next”

The screenshot shows the 'Add Inspection Types' step of the appointment process. On the left, a vertical list of steps is shown: 1. Add Inspection Types (which is highlighted in pink), 2. Request Dates, 3. Add Appointment Contact, and 4. Add Notes (Optional). The main area shows 'Selected Types' with a purple clipboard icon and the text 'No Inspection Types added yet. You may add multiple types to an Appointment.' Below this is a table titled 'Available Types' with four rows: 'Footings', 'Foundation', 'Foundation Waterproofing', and 'OTHER', each with a '+ Add' button to its right. A red arrow points to the 'Foundation' row. To the right of the table, a red box contains the text 'Click "Add" to select the inspection type you want to schedule' with a red arrow pointing to the '+ Add' button. At the bottom right is a blue 'Next' button. A red arrow points to the 'Next' button with the text 'After adding the inspection type, click "Next"'.

Step 7: Select the inspection date and time window

New Appointment

Add Inspection Types

2 Request Dates

3 Add Appointment Contact

4 Add Notes
Optional

Select a date from the calendar

<		March 2025					>	
S	M	T	W	T	F	S		
23	24	25	26	27	28	1		
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30	31	1	2	3	4	5		

Selected Dates

Wed Mar 19 AM PM



After selecting a date, choose a time window

AM = 10:00 am - 12:00 noon

PM = 2:00 pm - 4:00 pm

Please note that inspections must be scheduled at least 48 hours in advance.

Previous

Next

Step 8: Select the contact person for the inspection

New Appointment

Add Inspection Types

Request Dates

3 Add Appointment Contact

4 Add Notes
Optional

Please enter details for the individual that will be present during this Appointment. This individual will be contacted in the case of any changes.

Primary Applicant on Record

Guest Member on Record (no guests)

External Contact

Select or add the contact person who will be present during the inspection.

Previous

Next

Step 9: Add a comment for the inspector. Submit the request by clicking “**Request Appointment**”

New Appointment X

Add Inspection Types Add a note about this Appointment for your Community or Inspector. 0/500

Request Dates

Add Appointment Contact

4 Add Notes Optional

NN Enter note

↑ You may add a note/comment in this section

Click "Request Appointment" to submit inspection request

Previous Request Appointment ↓

Once the request has been submitted it will be reviewed and scheduled by the Building Department.