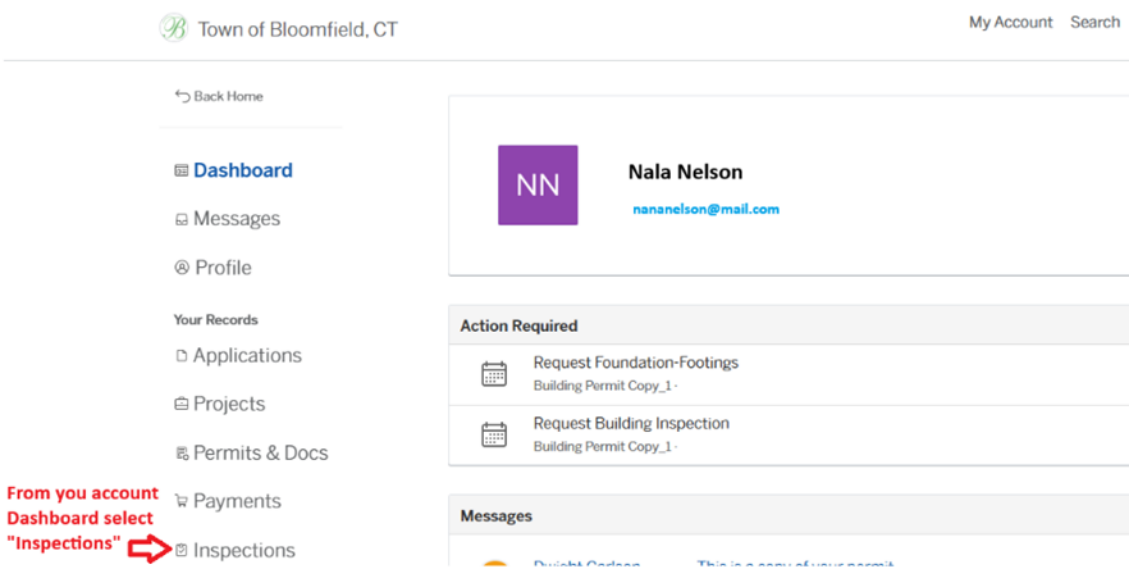
Inspection Scheduling Guide

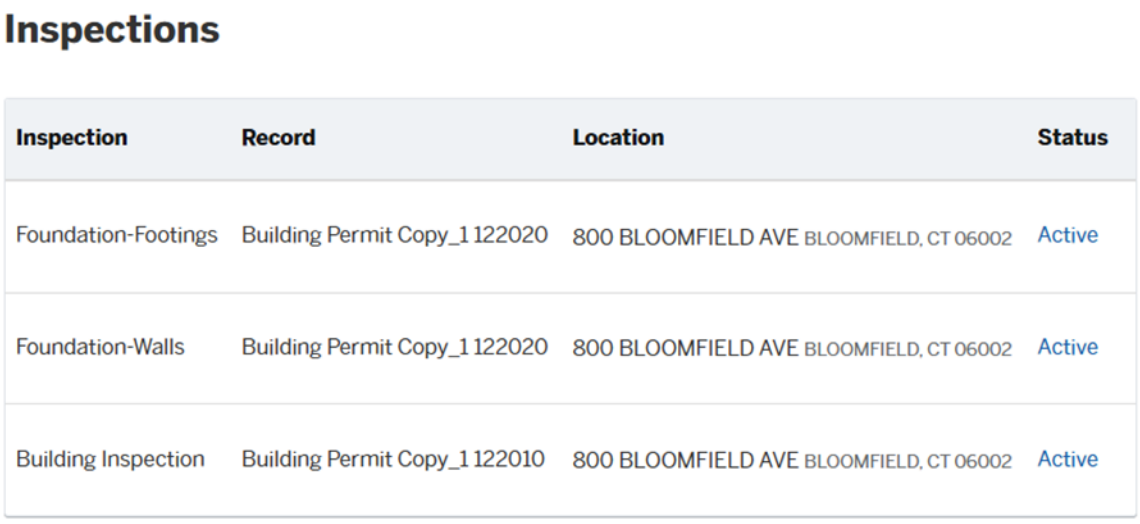
Step 1: Login into the OpenGov Public Portal (https://bloomfieldct.portal.opengov.com/)

Step 2: Click "**My Account**"

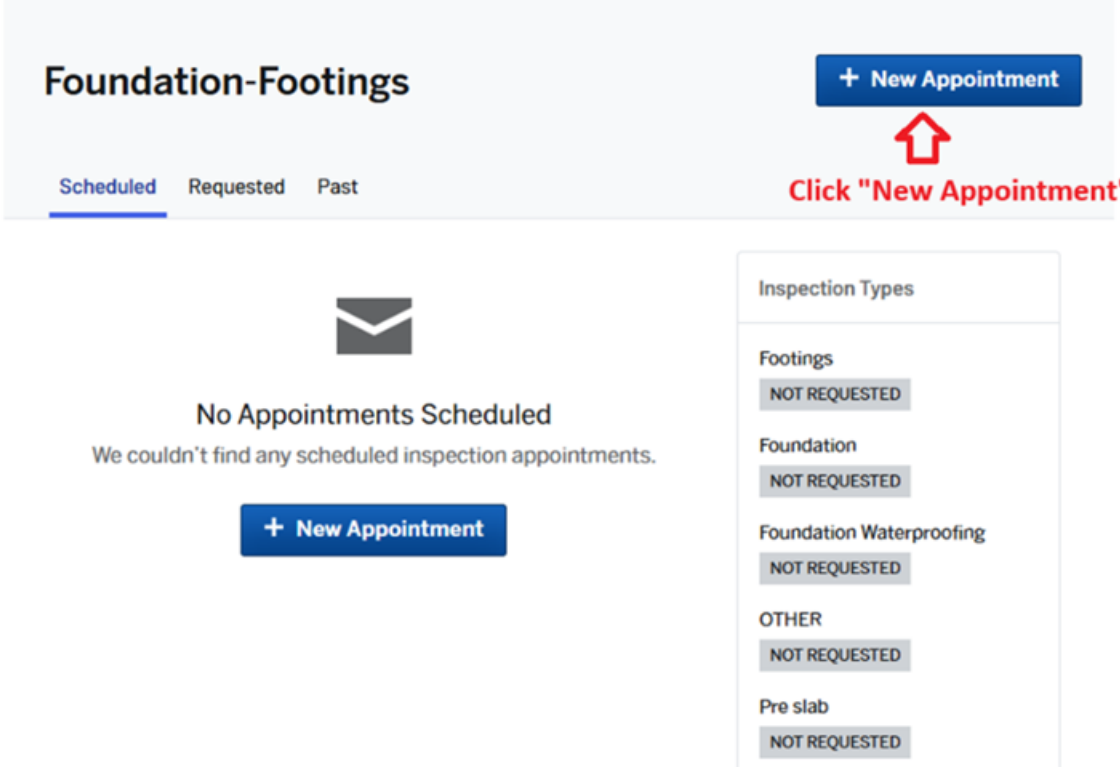
Step 3: Click "**Inspections**"



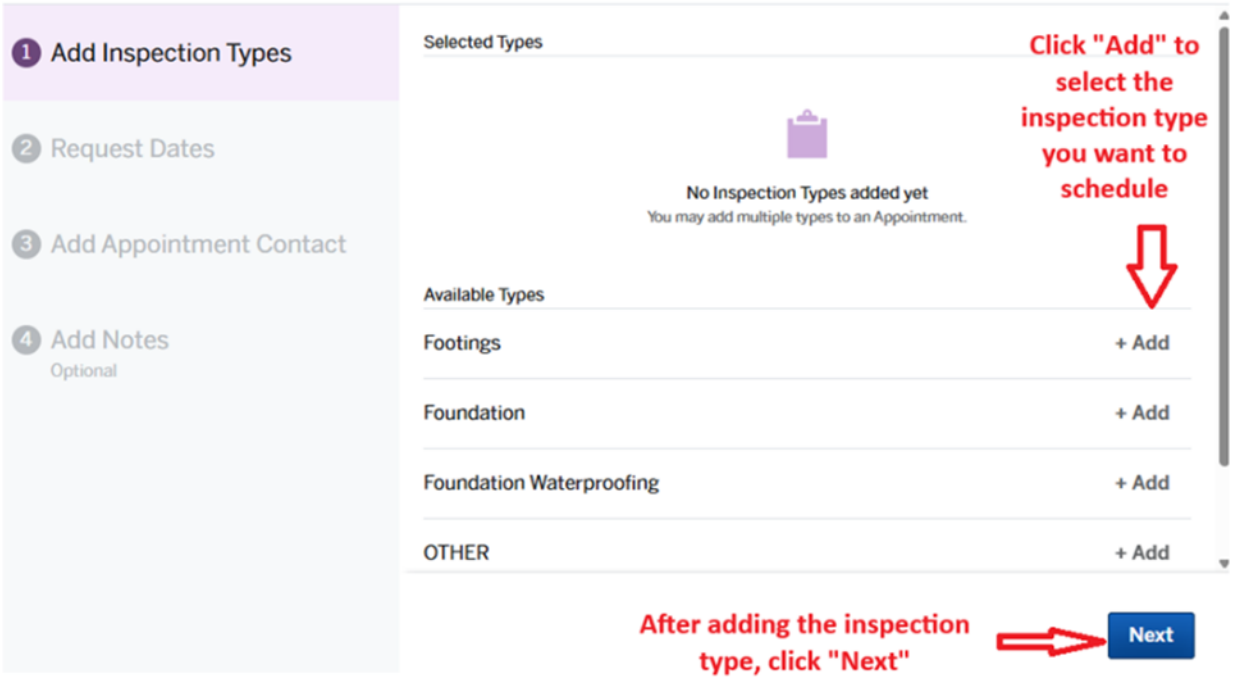
Step 4: Select the permit you want to schedule an inspection for



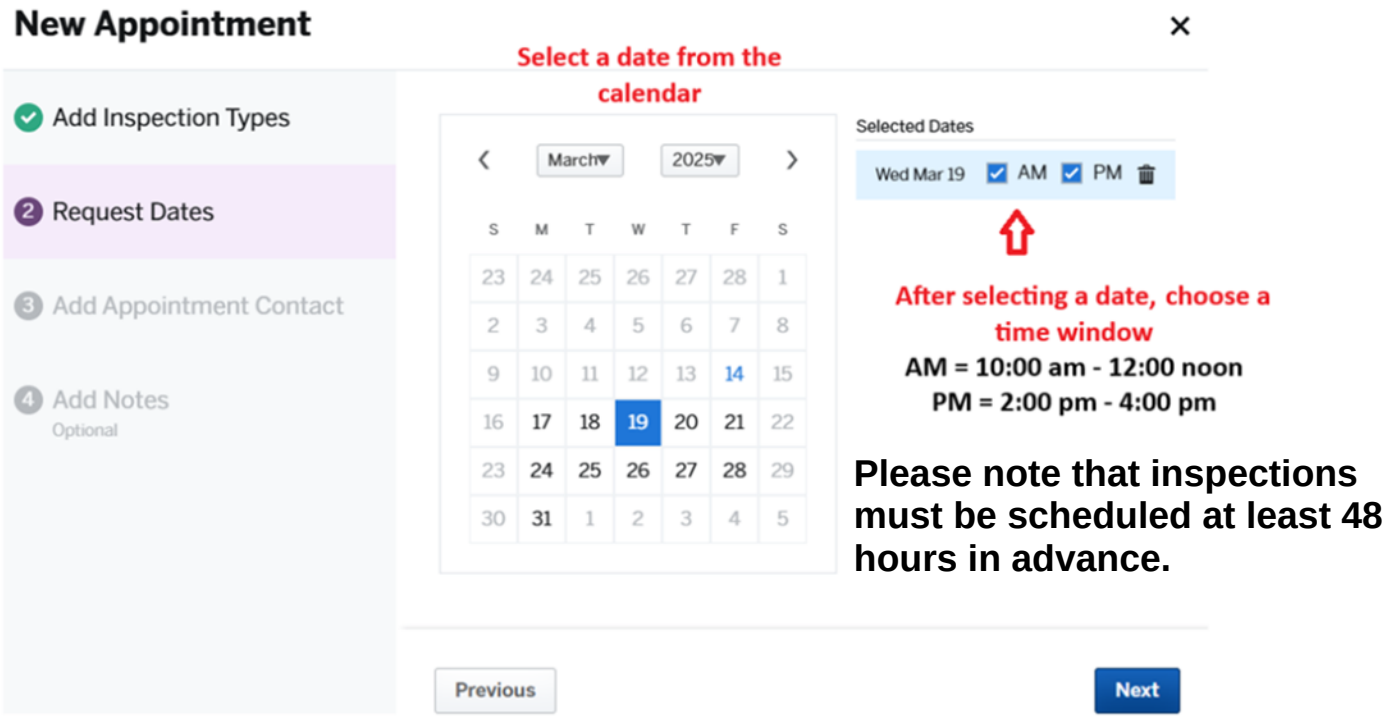
Step 5: Click "**New Appointment**"



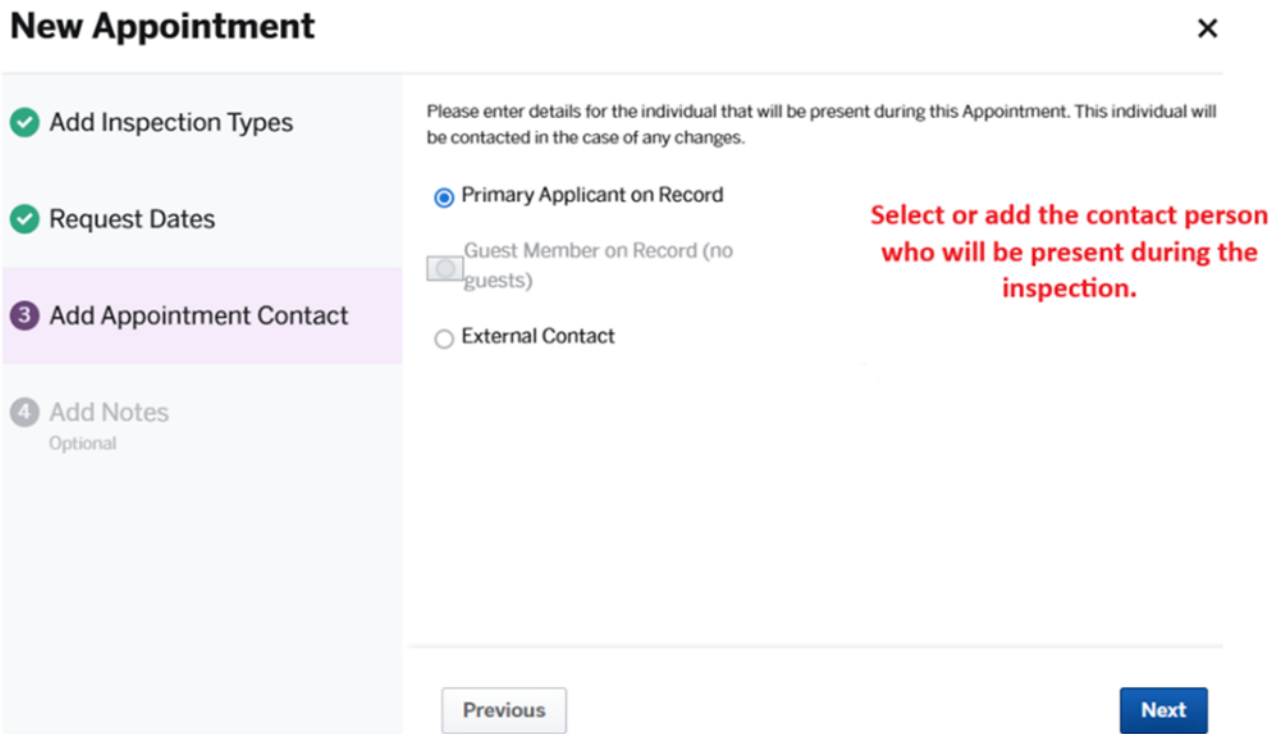
Step 6: Click "**Add**" to select the inspection type(s). After selecting the inspection type, click "**Next**"



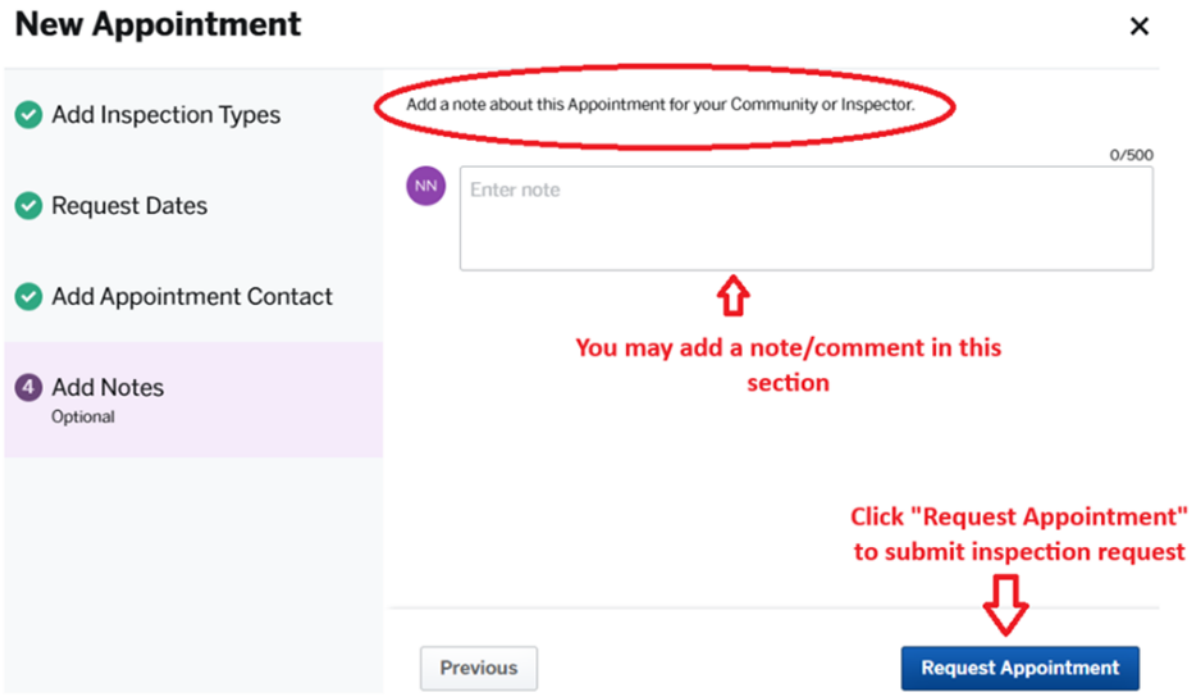
Step 7: Select the inspection date and time window



Step 8: Select the contact person for the inspection



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



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