



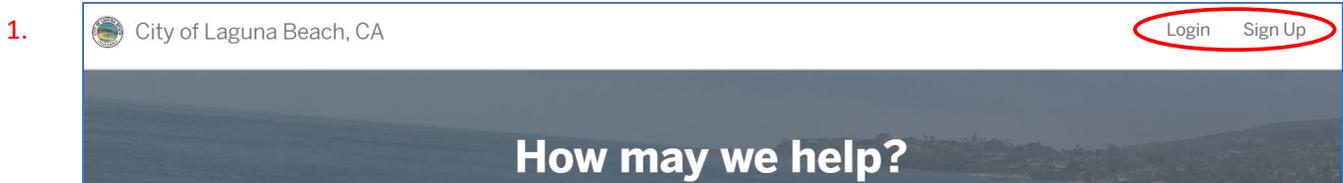
# City of Laguna Beach

## New Permit Software (OpenGov PLC)

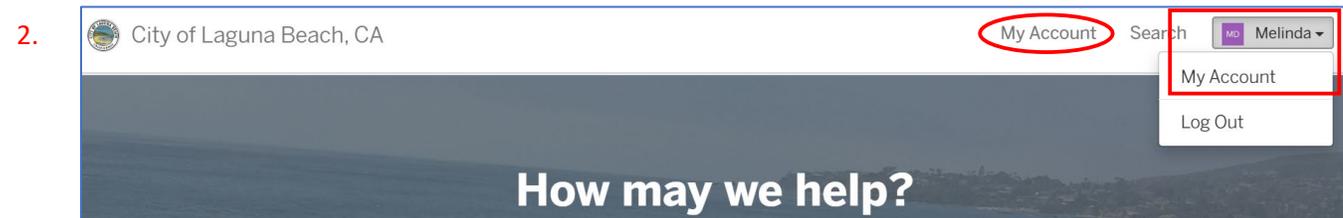
### How to request inspections.

To start, visit the following webpage: [lagunabeachca.viewpointcloud.com](http://lagunabeachca.viewpointcloud.com)

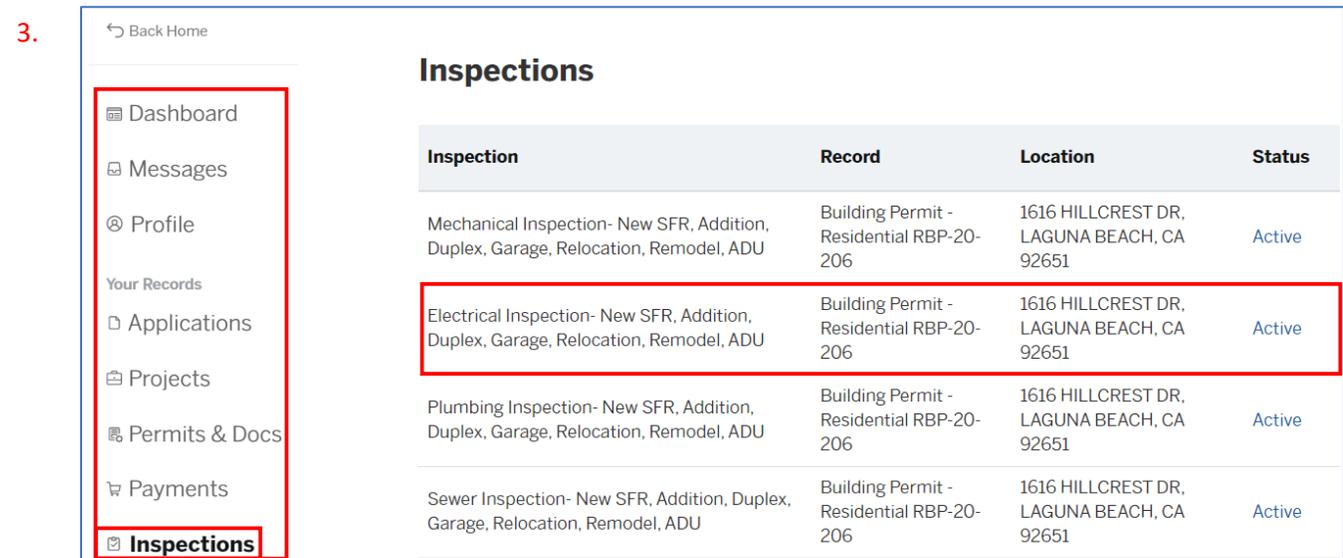
You will need to "Sign Up" if you are a new user, or click "Login" if you have already registered for the public portal. *Please note to use Google Chrome as your browser for the best access to this portal.*



Next, click the "My Account" button, or utilize the drop down menu and then click "My Account."



Next you will click "Inspections" at the menu on the left-hand side of the browser. Inspections that are available to be requested show up as "Active." Next, look for the inspection type and click the appropriate row. ***Please note that if the application you are looking for was active within the City prior to June 29, 2020, then it will not show up in the public portal. You will need to contact City staff at [OpenGov@lagunabeachcity.net](mailto:OpenGov@lagunabeachcity.net) to resolve this. Please include your full name, email address, project address, and permit number to assist staff with locating the record to link to your account.***



Clicking on the inspection type will redirect the page to the application where you can see the status timeline of the permit. Next, scroll down to find the appropriate inspection and click on it. Carefully read the instructions provided in the inspection window. These describe how the inspections will be processed depending on the day of week and the time when the request is made.

4.  Building Inspection- New SFR, Addition, Duplex, Garage, Relocation, Remodel, ADU

**Electrical Inspection- New SFR, Addition, Duplex, Garage, Relocation, Remodel, ADU**

Mechanical Inspection- New SFR, Addition, Duplex, Garage, Relocation,

**Request an Inspection**

When you're ready for an inspection, you can request one by clicking the button below.

**Request Inspection...**

Select the date that you would like to request for the inspection. Comment on the type the inspection(s) you are requesting (i.e. "Footing" or "Mechanical and Plumbing Roughs"). You may also comment any special instructions into the comment box. For example: a preferred time (morning or afternoon, ***specific times cannot be guaranteed***); if the request is for a re-inspection; the homeowner will only be available in the afternoon; or where the job card and plans are located. Once this is done, click on the "Submit Request" button.

5. **Request Inspection**

Please choose an inspection date from the available dates.

June 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	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				

Date Selected: -

Comment

Cancel Request **Submit Request**

Finally, you will be able to see that the inspection has been requested. You may easily cancel the request before it is scheduled by clicking "Cancel Request." Once processed by the City, the scheduled inspection date and time (if specified) will be visible. *Please note that once the inspection is scheduled, you will need send a message to the City via the portal to cancel the inspection, or request the inspection to be rescheduled to a later date.* Scroll down to the bottom of the browser to send a message.

6. **Inspection Requested**

Your request is under review. We'll notify you via email when an inspection has been scheduled.

**Requested Date:** Monday, June 15th, 2020

**Note:** Ready for Rough Mechanical

**Cancel Request**

**Inspection Scheduled**

An inspection has been scheduled.

**Inspection Date:** Tuesday, Jun 30

**Inspector:** Liz from OpenGov