

# Requesting Inspections

Requesting inspections through CSS is very convenient. The following steps walk through the process.

1. On the top menu bar select **My Work**.
2. Select **My Permits**.
3. Choose **All** for Display.
4. Click on the **Permit Number**.

The screenshot shows the CSS application interface. The top navigation bar includes 'Dashboard', 'Home', 'Apply', 'My Work', 'Today's Inspections', 'Map', 'Report', 'Search', and 'Informational Links'. The 'My Work' section is active, showing sub-menus: 'MY INVOICES', 'MY PERMITS', 'MY EXISTING INSPECTIONS', 'REQUEST INSPECTIONS', and 'MY LICENSES'. A search bar and a 'Display All' dropdown are visible. Below is a table of permits with columns: Permit Number, Project, Address, Permit Type, Status, and Attention Reason. The first row is highlighted with a red box and the number 4.

Permit Number	Project	Address	Permit Type	Status	Attention Reason
ROW2021-0004		201 E 5th St Gillette, WY	Right of Way Cut - Approach	Active, Recent	
BPC2021-0016		201 E 5th St Gillette, WY	Change of Use	Active, Recent	
BPSR2021-0015		201 E 5th St Gillette, WY	Water & Sewer (Residential)	Active, Recent	
BPSR2021-0016		201 E 5th St Gillette, WY	Temp Electrical (Residential)	Active, Recent	
PLBGC20210001		201 E 5th St Gillette, WY	Trade BI Plumbing Commercial - Change of Use	Active, Recent	
MECC2021-0001		201 E 5th St Gillette, WY	Trade BI Mechanical Commercial - Change of Use	Active, Recent	
GPFC2021-0001		201 E 5th St Gillette, WY	Trade BI Gas Pipe Fitting Commercial - Change of Use	Active, Recent	
ELC2021-0001		201 E 5th St Gillette, WY	Trade BI Electrical Commercial - Change of Use	Active, Recent	

Showing 8 records. Limited to the last 2000 records

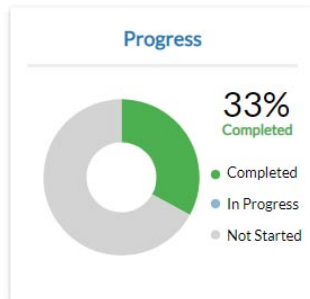
Permit Number: ROW2021-0004



Permit Details | Tab Elements | Main Menu

Type:	Right of Way Cut - Approach	Status:	Issued	Project Name:	
IVR Number:	100130	Applied Date:	09/16/2021	Issue Date:	09/20/2021
District:	M-H	Assigned To:	Burton, Kerwin	Expire Date:	09/20/2022
Finalized Date:					
Description:	New Driveway Installation				

- Summary
- Locations
- Fees
- Inspections
- Attachments
- Contacts
- Sub-Records
- More Info



### Fees

\$0.00

[View Details](#)

- ### Workflow
- Confirm application complete - Passed : 09/20/2021
  - Issue Permit - Passed : 09/20/2021
  - Final Inspection -
  - Final Acceptance Letter
  - Warranty Walkthrough -
  - Warranty Approval Letter

### 5 Available Actions

- Request Inspection  
Final Walkthrough [Request](#)

5. Select **Request** under Available Actions.

[Back](#)


Request Inspections (1)

\*REQUIRED

1 #ROW2021-0004

Inspection Type: Final Walkthrough      Case Type: Right of Way Cut - Approach

Address: 201 E 5th ST GILLETTE, WY

6 \*Requested Date   \*

Comments/Gate Code

Submit

6. Enter the date you would prefer the inspection to take place on, as well as whether you would prefer it in

1 Case #ROW2021-0004

Inspection Type: Final Walkthrough


Case Type: Right of Way Cut - Approach

Address: 201 E 5th ST GILLETTE, WY

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Requested Date 09/23/2021

Comments/Gate Code



the AM or PM. Enter additional comments as necessary then click **Submit** to finalize your request.