

REQUESTING INSPECTIONS ONLINE

1. Sign into the [Online Permit Portal](http://www.danville.ca.gov/css) at www.danville.ca.gov/css (You must have an online account and be a contact on the permit in order to schedule inspections for the permit using the Permit Portal.)
2. Select your permit number

The screenshot shows the 'Online Permit Portal Citizen Self Service' interface. The user is logged in as 'Joy Pellizzari'. The 'My Work' section is active, displaying a table of permits. The first row is highlighted with a red box, showing permit number B23-017482.

Permit Number	Project	Address	Permit Type	Status	State
B23-017482		1005 EL CAJON DR DANVILLE, CA 94526	Residential Accessory Dwelling Units (ADU)	Issued	Active, Attention (Inspection Not Passed)
W24-000790		500 LA GONDA WAY DANVILLE, CA 94526	Solar - Residential - Solar App Plus	Voided	
B24-017852		208 SCOTTS MILL CT DANVILLE, CA 94526	Residential Additions	Issued	Active, Recent
W24-000790		145 EDINBURGH CIR DANVILLE, CA 94526	Residential Retaining Wall	Issued	Active, Attention (Inspection Not Passed)

3. Select Inspections

Permit Number: B23-017482

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

The permit details page displays the following information:

- Type: Residential Accessory Dwelling Units (ADU)
- Status: Issued
- IVR Number: 128881
- Applied Date: 10/27/2023
- Issue Date: 01/08/2024
- District: [Blank]
- Expire Date: 10/15/2024
- Square Feet: 480.00
- Valuation: \$215,000.00
- Finalized Date: [Blank]
- Description: ADU 480 SF HUD/FOUNDATION ONLY

The navigation tabs are: Summary, Locations, Fees, **Inspections** (with a red notification icon), Attachments, Contacts, Sub-Records, and More Info.

The 'Inspections' section includes:

- Progress:** 15% Completed. Legend: Completed (green), In Progress (blue), Not Started (grey).
- Workflow:**
 - Building Permit Review - Not Passed : 12/01/2023
 - Building Permit Review - Not Passed : 12/15/2023
 - Building Permit Review - Passed : 12/19/2023
 - Underfloor - Passed : 01/29/2024
- Available Actions:**
 - Canceled Inspection (Info / Misc Inspection) - Reschedule
 - Request Inspection (Piers) - Request

REQUESTING INSPECTIONS ONLINE

4. Select Request Inspections

Existing Inspections | Request Inspections | Optional Inspections | Next Tab | Permit Details | Main Menu

Existing Inspections Sort Description ▾

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
079646-2024	Elec - Undergrd. Inspection	Passed	02/13/2024	02/13/2024	Flanders Chris	
079521-2024	Frame Inspection	Passed	02/07/2024	02/07/2024	Flanders Chris	
080741-2024	Info / Misc Inspection	Canceled	03/21/2024	03/21/2024	Flanders Chris	
079421-2024	Plum - Rough Plumbing Inspection	Passed	02/08/2024	02/08/2024	Flanders Chris	

5. Select the Inspection(s) you want from the list

6. (Note: You can change the results per page to 100 to see all available inspections.)

Pre-Gunite Pool/Spa	No	<input type="checkbox"/>
Pre-Deck Pool/Spa	No	<input type="checkbox"/>
Pre-Plaster Pool/Spa	No	<input type="checkbox"/>
Fence Latch Alarm	No	<input type="checkbox"/>
Pool - Electrical	No	<input type="checkbox"/>
Pool Plumbing	No	<input type="checkbox"/>
Pool - Gas Test	No	<input type="checkbox"/>
Encroachment Inspection	No	<input type="checkbox"/>
Engineering - Optional Inspection	No	<input type="checkbox"/>
Fire Final	No	<input type="checkbox"/>
Health Inspection	No	<input type="checkbox"/>
Sanitary District	No	<input checked="" type="checkbox"/>
C&D - Optional Inspection	No	<input type="checkbox"/>
Planning	No	<input type="checkbox"/> Inspection type doesn't allow public request.
Building Final	No	<input checked="" type="checkbox"/>
Final	No	<input type="checkbox"/> Inspection type doesn't allow public request.

6. Results per page 100 ▾ 1 - 65 of 65 << < 1 > >>

7. Request Inspection

7. Select Request Inspections

REQUESTING INSPECTIONS ONLINE

8. Fill out the requested information

If requesting more than 1 inspection:

9. Select Use same date for all

10. Use same field contact for all

1 #B23-017482

Inspection Type: Building Final Case Type: Residential Accessory Dwelling Units (ADU)
Address: 1005 EL CAJON DR DANVILLE, CA 94526

Please note that Request for next business day inspections must be scheduled before 3:00 pm. Requested date and time window for inspection cannot be guaranteed. Final scheduled date and time can be viewed on Today's Inspections by 4:00pm the day before.

8. * Contact Name
Contact name is required.

* Contact Phone

* Requested Date *

Comments/Gate Code

9. Use same date for all
10. Use same field contact for all

11.

2 #B23-017482

Inspection Type: Sanitary District Case Type: Residential Accessory Dwelling Units (ADU)
Address: 1005 EL CAJON DR DANVILLE, CA 94526

Please note that Request for next business day inspections must be scheduled before 3:00 pm. Requested date and time window for inspection cannot be guaranteed. Final scheduled date and time can be viewed on Today's Inspections by 4:00pm the day before.

* Contact Name

11. Select Submit if only 1 inspection or if more than 1 select Request All.

REQUESTING INSPECTIONS ONLINE

12. Your confirmation page will look similar to this:

1 Case #B23-017482

Inspection Type:	Building Final
Case Type:	Residential Accessory Dwelling Units (ADU)
Address:	1005 EL CAJON DR DANVILLE, CA 94526

Requested Date	07/18/2024
Comments/Gate Code	
Contact Name	Joe Contractor
Contact Phone	9253143330

