

STEP 1:

Find and select the permit you wish to schedule an inspection for.

Step 1: Select a Permit

Enter a Permit Number, including any dashes or spaces.

☆ Permit Number: ex. PB14-0013

Permit Number	Permit Type	Property Address
PD15-0004	Demolition	822 SCHUSTER AVE
PE14-0139	Electrical	
PBC15-0009	Building Commercial	3717 LOVERS LN

STEP 2:

Select the desired inspection type and choose from the available days on the calendar.

Step 2: Select Inspection Type and Date

Inspection Details

☆ Inspection Type: Final

Select the type of inspection you wish to request.

Inspection Date

Using the calendar below, select an available date for your inspection request.

September 2013

Su	Mo	Tu	We	Th	Fr	Sa
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					

☆ Requested Date: 09/25/2013

Back Next

STEP 3:

Verify Contact Information.

Step 3: Contact Information

Enter your contact information to be included with the request.

☆ Name: BSA Contractor

☆ Phone: (999) 123-4567

Notes:

Select Parties to Notify

Select one or more email addresses to include in notifications regarding inspection request updates.

Name	Email Address	
BSA Contractor	bsacontractor@bsa.com	<input checked="" type="checkbox"/>
John Smith	jsmith@abc.com	<input type="checkbox"/>
Chris Jones	cjones@abc.com	<input checked="" type="checkbox"/>

STEP 4:

Add attachments (if applicable)

Step 4: Add Attachments

If you have any files or attachments that will be required for the approval of your Inspection Request click the button below to browse your computer and attach them. **Please note: If you fail to submit required documents, your request may be delayed or denied.**

Select..

Desert.jpg Remove

Upload successful!

Back Finish



Visit the “Contractor Learning Center” for more AMG information and detailed walkthroughs

<http://bsasoftware.com/Learning-Center/Community-Development/Contractor-Learning-Center>

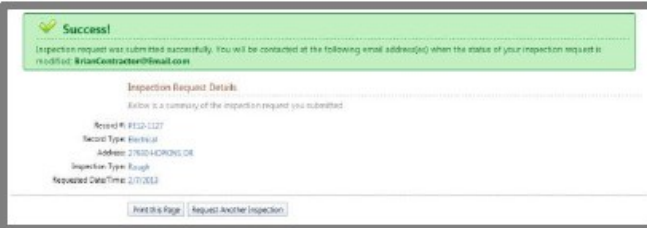
Developed by



SCHEDULING CONFIRMATION:

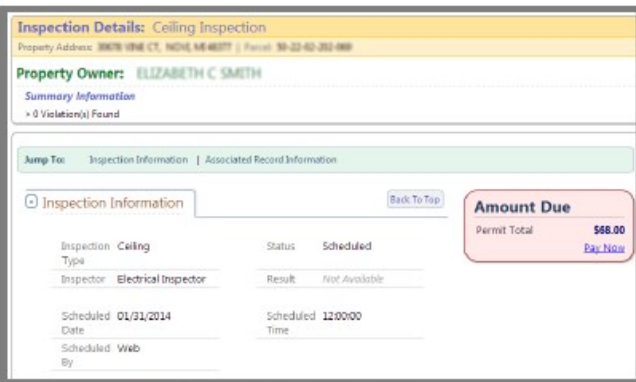
You will receive a confirmation message that the inspection has been scheduled successfully.

Email notifications will be sent regarding any status changes or if the inspection must be rescheduled



VIEW INSPECTIONS:

In the "View My Activity" section you can view, cancel or reschedule pending inspections, or review completed inspections



REGISTER AS A CONTRACTOR

To register as a contractor, go to www.AccessMygov.com/Contractors and sign up.

Fill out the information, including any licensees and email addresses that will be saved for later use when completing online inspection requests and permit applications.

REQUESTING AN INSPECTION

You will need your permit number to request an inspection.

If you are trying to schedule an inspection for the following business day, it must be scheduled by 3:30 p.m.



Online Inspection Hotline

FOR CONTRACTORS



City of Battle Creek
 Inspections Department
 10 N. Division St.
 Battle Creek, MI 49014
 269.966.3355
www.battlecreekmi.gov

