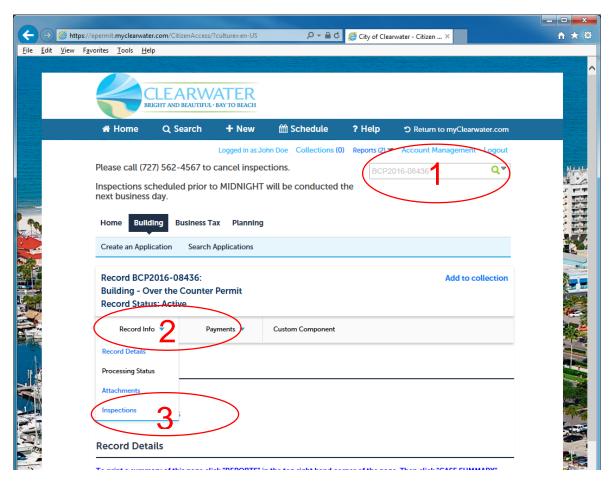# How to Schedule a Building Inspection Online

Go to https://epermit.myclearwater.com

1- Enter the full permit number into the Search box on the upper right corner of the page and press Enter
2- Click the "Record Info" menu
3- Select "Inspections" as shown below

4- Click on "Schedule or Request an Inspection" as shown below
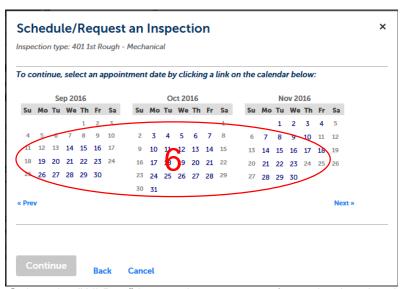

5- Select the desired inspection number from the list displayed. This list is in numerical order. Use the <Prev and Next> navigation links to flip through the pages until the desired inspection number appears.
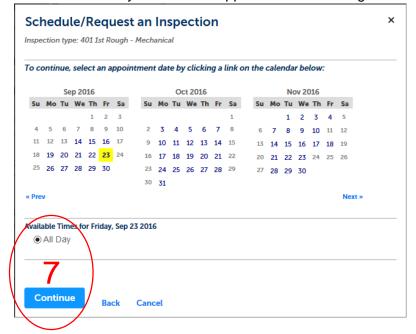
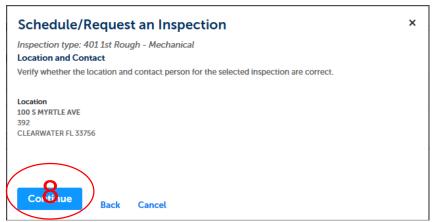Click "Continue" once the Inspection Type has been selected:

6- Select the date when you would like the inspection from the calendar displayed. Available dates are in in blue.

7- Select the "All Day" button that appears after selecting the date then click "Continue"

8- Details of the Inspection details will appear. Click "Continue" if this is correct (or Back or Cancel) if needed:

9- A Summary of the inspection is shown. Click "Finish" to proceed with the scheduling:

10- The inspection is now scheduled: