# Request An Inspection

If you have entered your permit application through **Cloudpermit**, or if staff have advised you to follow this process, please login to **Cloudpermit** to make a request.

If you have an older permit, please continue to email building@get.on.ca or call 519-856-9596 ext.117 to book your inspection.

**\*\*Please Note\*\***

Inspections require 48-hour notice to guarantee the inspection. Staff and inspectors do their best to accommodate all time sensitive requests. Please leave pertinent information in the notes section of your request.

No inspections will be conducted on statutory holidays. You will need to request the next available day. Thank you for your continued cooperation with our inspection schedule.

Instructions for requesting an inspection in **Cloudpermit**:

1. Login to **Cloudpermit** and open the workspace for the permit that you are requesting an inspection for. It will take you to the WORK tab.
2. Under Inspections at the bottom of the page, click 'Show Upcoming Inspections'
3. Click 'Request Inspection' on the next inspection that is listed. A pop-up window will come up titled New Inspection Request. Inspection requests must be made by 3pm the previous business day.
4. Complete 'Requested date' and 'Requested time slot' and add additional information if required. This is a good spot to tell the inspection where the permit package will be if there will not be someone on site, or if there is a locked gate etc. Click 'Create Inspection Request'.
5. You will see the unconfirmed request listed. When staff have reviewed the request, you will receive an email confirmation for the inspection.
   Please note – If you need to change the date or time, or cancel your request, select 'Modify Request'