

OPC: How to Schedule a Building Inspections Online

Napa County's Online Permit Center allows register permit holders to schedule an inspection, reschedule and/or cancel for BUILDING permits. Please use the [PBES Department Contact Information](#) or [Fire Marshal's Office](#) to schedule inspections for the specific department.

Visit Napa County's Online Permit Center:

<https://citizen.countyofnapa.org/citizenaccess/Customization/NAPACO/launchpad.aspx>

For phone or text scheduling, please refer to the [Inspections and Select Text Scheduling Guide](#).

This guide will assist with the online ability to:

1. Schedule an inspection
2. Reschedule an inspection
3. Cancel an upcoming inspection
4. Review inspection comments/status

Step 1: Once Logged In > Go to Search Records – OR -- View All Records

Select Building > Search Records

The screenshot shows the Napa County Online Permit Center dashboard. The top navigation bar includes 'Home', 'Building', 'Engineering', 'Environmental Health', 'County Fire', 'Planning', and 'Public Works'. A red arrow points to 'Building', and a dropdown menu is open, showing 'Search Records', 'Create an Application', and 'Schedule Inspection'. The 'Search Records' option is highlighted with a red box. The user is logged in as 'Admin User'. A 'View All Records' button is also highlighted with a red box in the 'Work in progress' section.

Record Name	Record ID	Module	Creation Date	Action
Roof Replacement (Re-roofs)	21TMP-001133	Building	7/23/2021	Resume Application
Building Submittal - Express Residential	21TMP-001132	Building	7/22/2021	Resume Application
Building Submittal - Residential	21TMP-001121	Building	7/15/2021	Resume Application
Pre-App Office Meeting	21TMP-001113	Planning	6/30/2021	Resume Application

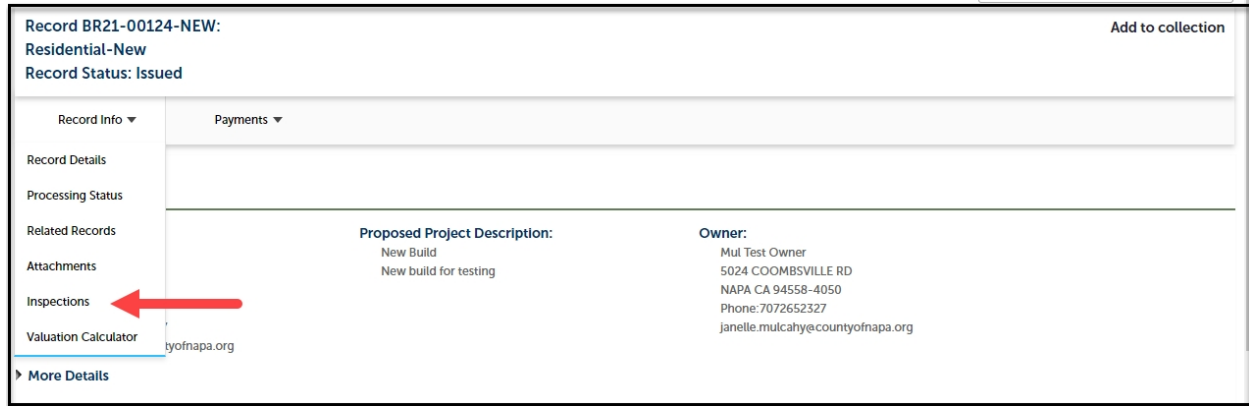
Step 2: Click Record Number

The screenshot shows the search results for 'Building' records. The user is logged in as 'Test'. The search results table is displayed, with the first record highlighted by a red box and a red arrow pointing to its record number.

Record Number	File Date	Project Name	Record Type	Sub Type	Status	Action
<input checked="" type="checkbox"/> BR21-00124-NEW	05/18/2021	New Build	Residential-New	R-3 Dwelling-Main	Issued	
<input type="checkbox"/> BR21-00114-NEW	05/13/2021		Residential-New		Review Process	
<input type="checkbox"/> BR21-00119-NEW	05/13/2021		Residential-New		Review Process	
<input type="checkbox"/> 521-00053-BES	05/18/2021	New Build	Building Submittal - Residential		Accepted	

Step 2: Select Inspections

From the Record Info dropdown > Select Inspections.



Record BR21-00124-NEW: Residential-New Record Status: Issued Add to collection

Record Info ▼ Payments ▼

Record Details

Processing Status

Related Records

Attachments

Inspections ←

Valuation Calculator tyofnapa.org

Proposed Project Description:
New Build
New build for testing

Owner:
Mul Test Owner
5024 COOMBSVILLE RD
NAPA CA 94558-4050
Phone:7072652327
janelle.mulcahy@countyofnapa.org

More Details

Step 3: Schedule or Request an Inspection



Record BR21-00124-NEW: Residential-New Record Status: Issued Add to collection

Record Info ▼ Payments ▼

Inspections

Upcoming

[Schedule or Request an Inspection](#) ←

You have not added any inspections.
Click the link above to schedule or request one.

Completed

There are no completed inspections on this record.

Step 4: Select type of inspection

Select type and sub category for the type of inspection needed > Continue

Schedule/Request an Inspection [X]

Available Inspection Types (3)

Bldg - Insulation Show optional inspections

- Bldg - Drywall
- Bldg - Final Approvals
- Bldg - Foundation
- Bldg - Frame
- Bldg - General
- Bldg - Insulation
- Ceiling Insulation (optional)

Continue **Cancel**

Step 5: Calendar Availability

The availability calendar will display > select date and time range > Continue

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Schedule/Request an Inspection

Inspection type: Wall Insulation

To continue, select an appointment date and time range by clicking a link on the calendar below:

Apr 2021							May 2021							Jun 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	3						1							
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		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	31											

« Prev Next »

08:00 AM - 03:00 PM

Continue Back Cancel

Step 6: Location & Contact

Confirm address and whom to be in contact for the day of the inspection.

Schedule/Request an Inspection

Inspection type: Wall Insulation

Location and Contact

Verify whether the location and contact person for the selected inspection are correct.

Location
1 Fake Street
Napa

Contact
Contractor Joe
555-555-5555

Change Contact ▾

Continue Back Cancel

If needed, provide the contact information for the inspector.

Change Contact ▼

Select an existing contact

Contractor Joe (555) 555-5555 ▼

Specify another person (for this inspection only)

* **First Name** **Middle Name** * **Last Name**

* **Phone Number**

Submit Cancel

Step 7: Confirmation Your Selection

Please review for accuracy > Finish

Add any additional notes if needed, for example: Gate number is 1234

Schedule/Request an Inspection ×

Confirm Your Selection

Please confirm the details below and click the Finish button to schedule the inspection.

Interior Drywall
6/2/2021 8:00 AM
1 Fake Street
Napa
Test Applicant 555-555-5555

Include Additional Notes

Optional Comments or Instructions for your Inspector:

Gate Code 1234

(Please include an alternate phone number if different from the contact information provided in your application.)

Finish Back Cancel

Reschedule or Cancel:

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Use the actions dropdown if looking to reschedule or cancel the inspection.

Reschedule allows you to select a new date and time > follow steps above.
Cancel will allow you to cancel out your current inspection.

Record BR21-00124-NEW: Residential-New
Record Status: Issued

Record Info ▾ Payments ▾

Inspections

Upcoming (1)
[Schedule or Request an Inspection](#)
Click the link above to schedule or request one.
06/02/2021 at 08:00 AM Interior Drywall: Scheduled

Completed
There are no completed inspections on this record.

Actions ▾
View Details
Reschedule
Cancel

View Details:

On a completed inspections, you can view status and comments by going to Actions > View Details > Expand the Status History & Comments for more information.

Rough Mechanical (441496, Required)

Napa [Print](#)

Status

Correction Notice
Last updated

[View Status History](#)

[View Result Comments](#)

Details

Record
BR21-00110-HVC
Heating Ventilation and Air Conditioning Replacement (HVAC)

Contact

Status History

Showing 0-0 of 0

Status	Status Date/Time	Inspector	Update Time	Updated By	Result Comments
No records found.					

Result Comments

Showing 1-1 of 1

6/1/2021 10:37 AM
HVAC did not pass due to regulation of something.