

# OPC:How to Schedule Inspections Online

Napa County's Online Permit Center allows register permit holders to schedule an inspection, reschedule and/or cancel.

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 'Building' menu item is highlighted with a red arrow. A dropdown menu is open, showing 'Search Records', 'Create an Application', and 'Schedule Inspection'. The 'View All Records' button is also highlighted with a red box. The dashboard includes a navigation bar with 'Home', 'Building', 'Engineering', 'Environmental Health', 'County Fire', 'Planning', and 'Public Works'. The user is logged in as 'Admin User'.

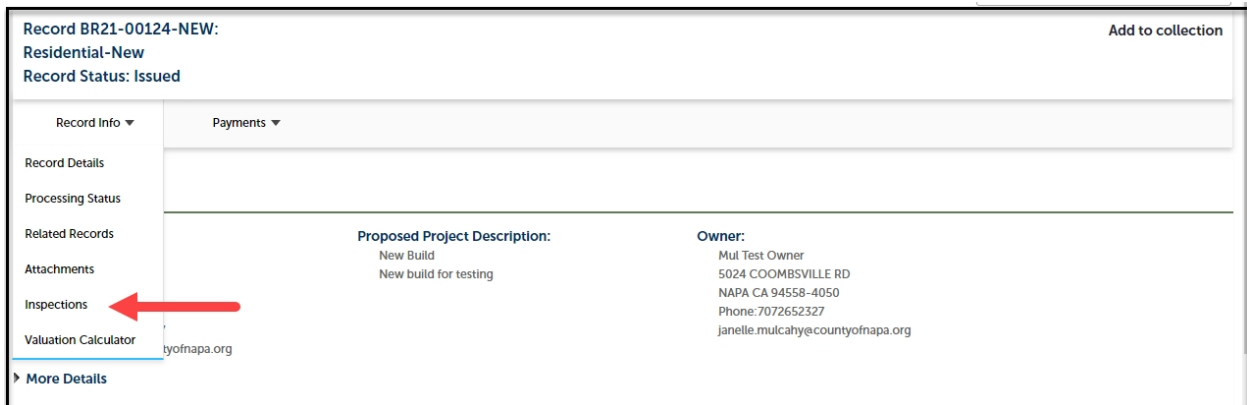
## Step 2: Click Record Number

The screenshot shows the search results page for 'Building'. The first record is highlighted with a red box and a red arrow pointing to its record number. The record details are as follows:

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"/> S21-00053-RES	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** ✕

Available Inspection Types (3)

Bldg - Insulation  Show optional inspections

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

## Step 5: Calendar Availability

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

### 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		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.*

## 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** **Details**

Correction Notice **Record** **Contact**  
*Last updated*  
BR21-00110-HVC  
Heating Ventilation and Air Conditioning  
Replacement (HVAC)

[View Status History](#)  
[View Result Comments](#)

**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.