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

Step 2: Click Record Number
Step 2: Select Inspections
From the Record Info dropdown > Select Inspections.

Step 3: Schedule or Request an Inspection

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

Inspections
Upcoming
Schedule or Request an Inspection
You have not added any inspections.
Click the link above to schedule or request unit.

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

Step 5: Calendar Availability
The availability calendar will display > select date and time range > Continue
Step 6: Location & Contact
Confirm address and whom to be in contact for the day of the inspection.

If needed, provide the contact information for the inspector.
Step 7: Confirmation Your Selection
Please review for accuracy > Finish
Add any additional notes if needed, for example: Gate number is 1234

Reschedule or Cancel:
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.

**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.