


Requesting Inspections



Log into the portal by using the email and password that was used to set up the account.

Please call 757-890-3755 during business hours for assistance.

[Login](#)

[Submit a Customer Service Request](#)[Customer Service Instructions](#)[Building Permit Instructions](#)

Bookmark this page for quick access.
Fill out [this form](#) and you will be contacted to complete your account setup. If you have already submitted the form and received a temporary password, please log in with that and the system will prompt you to change your password.



Login

Email Address *

Password *

☐ Remember Me

[Forgot Password?](#)

LOG IN

Welcome, IPSPortalTestUser!

[My Profile](#)

Username
ipsctrans@yorkcounty.gov

Address
P.O. Box 532
Yorktown, VA 23690

Contact
(757)890-3750
ipsctrans@yorkcounty.gov

MY FEES

0

Total Amount Due
\$0.00

[Make Payment](#)

[Go to my fees](#)
[Go to my payment history](#)

My Projects

Filter

1

[Clear All](#)

Map



Sort by

Added Date



Prev

1

Next



[View Details](#)

Residential Building Permit

100 TEST ST
YORKTOWN VA 23692

[RB2024-25598](#)

Fees

No Fees

Status

Issued
[1 Pending Task](#)

Current Milestone
Issue

Added Date
10/22/2024

Processed Date
10/22/2024

Issued Date
11/05/2024

Expire Date
05/05/2025

Details

Sub-type
OTHER

Occupancy Type
Shed


Declared
Valuation
\$5,000.00

Description
Test - Shed

Upon log in, the “My Dashboard” page will load. This page shows **all permits associated to a portal account.**

If a permit is not listed, please call 757-890-3522 to have a permit technician add the permit to an account.

Permits may be searched by name, number, street, type, and date via the filter option.

Filter  1 [Clear All](#)

Search

☒ Open Projects

☐ Closed Projects

Name

ID Number

Clear

Street Number

Street Name

Suffix

Area

City

Parcel ID Number

Clear

Type 0 ^

Search Type

Search

☐ Amusement Operation Permit

☐ Are you looking for mosquito information in your area?

☐ Building Safety Online Account Assistance

☐ BULK PICKUP REQUEST CANCELLED

☐ Business License Inspection

☐ Chesbay Issue

☐ Commercial Building Permit

Clear

Date ^

Added Date From



 MM/DD/YYYY

To

 MM/DD/YYYY

Select the desired permit by clicking the permit number or the [View Details](#) button.

My Projects

Filter  1 [Clear All](#) Map 


Sort by Added Date

Prev 1 Next

View Details

Residential Building Permit

100 TEST ST
YORKTOWN VA 23692

 [RB2024-25598](#)

Fees

Unpaid Balance
\$346.80
[Pay Balance](#)

Minimum Due
\$0.00

Status

PreIssue
1 Pending Task

Added Date
10/22/2024

Issued Date

Current Milestone
Application Fees

Processed Date
10/22/2024

Expire Date
04/22/2025

Details

Sub-type
OTHER

Declared Valuation
\$5,000.00


Description
Test - Shed

Occupancy Type
Shed

Prev 1 Next

“Pending Task” indicates there are inspections ready to request.

Once the [permit number](#) or [View Details](#) is clicked on, a summary of the permit information will appear on the upper half of the webpage.



[My Dashboard](#)[Submit a Customer Service Request](#)[Customer Service Instructions](#)[Building Permit Instructions](#)

Be aware of new inspection scheduling process beginning 12/10/2022: Previously if a weekend or holiday was selected, the inspection would be scheduled for the following business day. Now the system will prompt the user to select an available business day.

Residential Building Permit

RB2024-25598

Added Date ⓘ
10/22/2024

Status ⓘ
Issued

Current Milestone ⓘ
Issue

Primary Site ⓘ
100 TEST ST
YORKTOWN VA 23692

Primary Applicant ⓘ
IPSPortalTestUser
Property Owner

MY FEES

No Fees

Information ⓘ

Additional Applicants ⓘ 0

Additional Sites ⓘ 0

The lower half of the webpage will show the inspections, attachments, and related records related to the selected permit.

Click ALL to view all the inspections available to request

Needs Action

All

All Unresolved Inspections 1

Description	Request Date	Scheduled Date
Final Building ID 723054		

Request Inspection

Awaiting permit issuance.

Attachments ⓘ


Add Attachment 0

There are no attachments to display here.

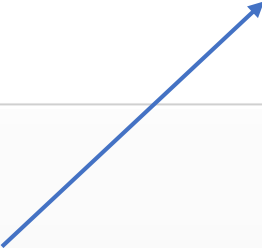
Related Records ⓘ

Description

There are no related records to display here.

All Unresolved Inspections			1 ^
Description	Request Date	Scheduled Date	
Final Building  ID 723054			Request Inspection

Inspections that have been resulted will have a result code filled in and a gray [View Details](#) button. Click [View Details](#) to view the inspector's comments.

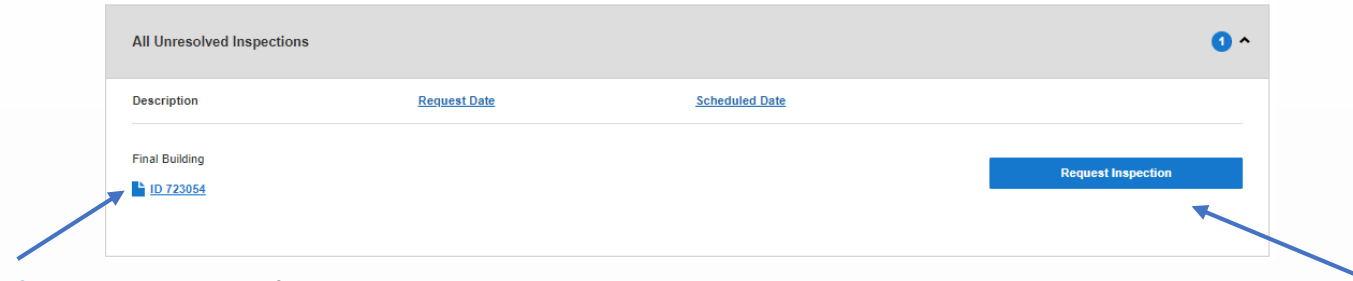


Inspections will appear with a blue [Request Inspection](#) button if they are available to be requested.

If the desired inspection is not listed, there may be other inspections that must be completed before the desired inspections will be loaded.

Call 757-890-3522 to speak with a permit technician.

There are two ways to request an inspection...



1. Click on the **inspection number** to open the inspection. Once in the selected inspection, the inspection can be requested. This page also shows results and attachments concerning the inspection that is open.

[View Application](#)

Final Building

ID 723054 | Series #1

Scheduled Date
TBD

Request Inspection

Details for the Request

Request Date *

MM/DD/YYYY

Request Time (optional)

Select ▼

Location Details (optional)

Location Details

300 characters left

Special Instructions for the Request

Contact Person ⓘ

Contact Information ⓘ

Instructions ⓘ
Instructions
300 characters left

Submit Request

2. Click on the **Request Inspection** button.

Inspection Request

Details for the Request

Fields with * are Required

Request Date *

MM/DD/YYYY

Location Details

Location Details

300 characters left

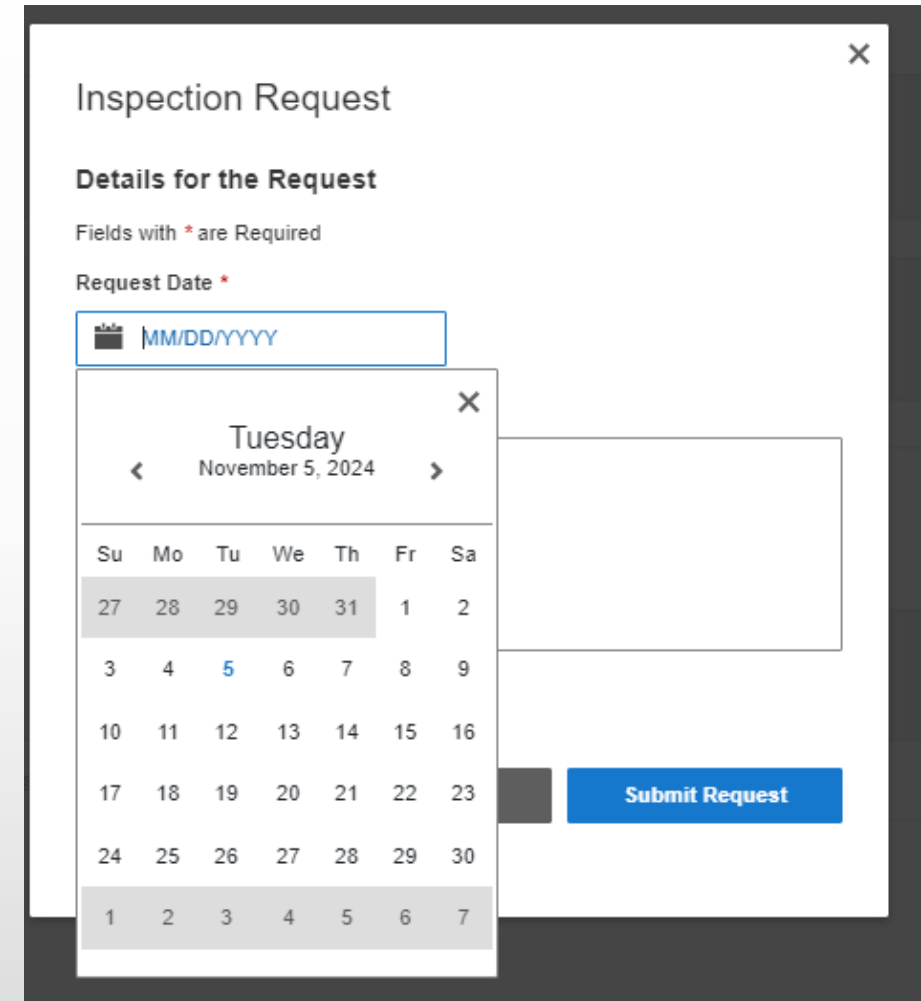
Cancel Submit Request

1. Click the **Request Date** field to view the calendar.
2. Select the desired inspection date.

PLEASE NOTE:

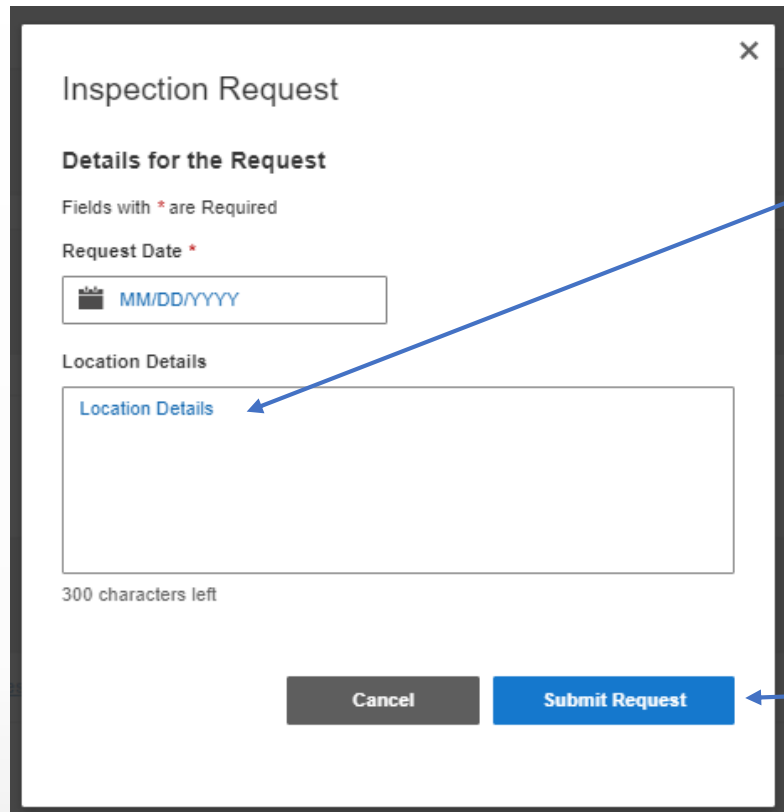
Same-day inspections must be requested prior to 7 AM EST. The system will prompt input of an alternate date if the requested date is a weekend or a holiday.

Inspections cannot be scheduled if there are any unpaid fees. PAY FEES FIRST before requesting inspections.



The screenshot shows a web form titled "Inspection Request" with a close button (X) in the top right corner. Below the title is the section "Details for the Request" with a note: "Fields with * are Required". The "Request Date *" field is highlighted with a blue border and contains a calendar icon and the placeholder text "MM/DD/YYYY". A date picker calendar is open, showing "Tuesday November 5, 2024". The calendar grid shows the month of November 2024, with the 5th highlighted in blue. To the right of the calendar is a large empty rectangular box. At the bottom right of the form is a blue "Submit Request" button.

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	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
1	2	3	4	5	6	7



Inspection Request

Details for the Request

Fields with * are Required

Request Date *

MM/DD/YYYY

Location Details

Location Details

300 characters left

Cancel Submit Request

3. The [Location Details](#) field is used for additional information to help the inspector, request a specific time of day, or to request a phone call prior to the inspection.

PLEASE NOTE: Inspectors will attempt to honor these requests if possible. Please do not request additional inspections by typing requests in this field. Please complete the process to request the inspections individually.

4. Once the date and optional location details are filled in, click [Submit Request](#) to submit.

All Unresolved Inspections			1 ^
Description	Request Date	Scheduled Date	
Final Building ID 723054	12/02/2024	12/02/2024	<div>Reschedule</div> <div>Cancel Request</div>

After the inspection is scheduled you can [Reschedule](#) or [Cancel](#) the request.

PLEASE NOTE: Inspections may not be cancelled after 7 AM EST on the day of the scheduled date.