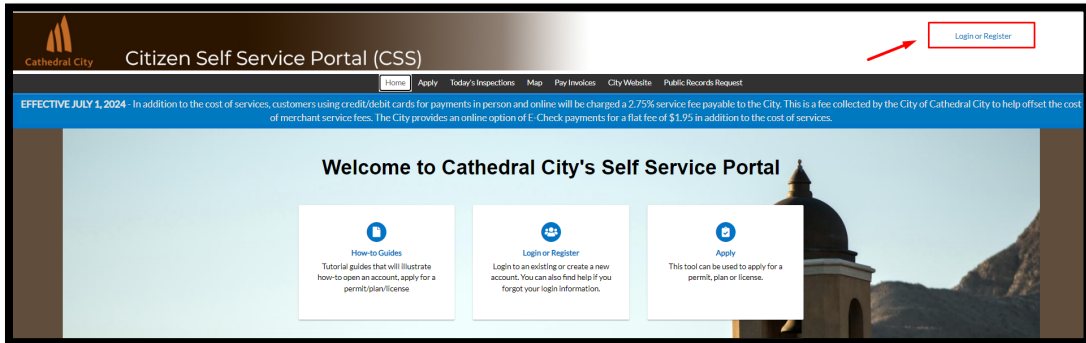
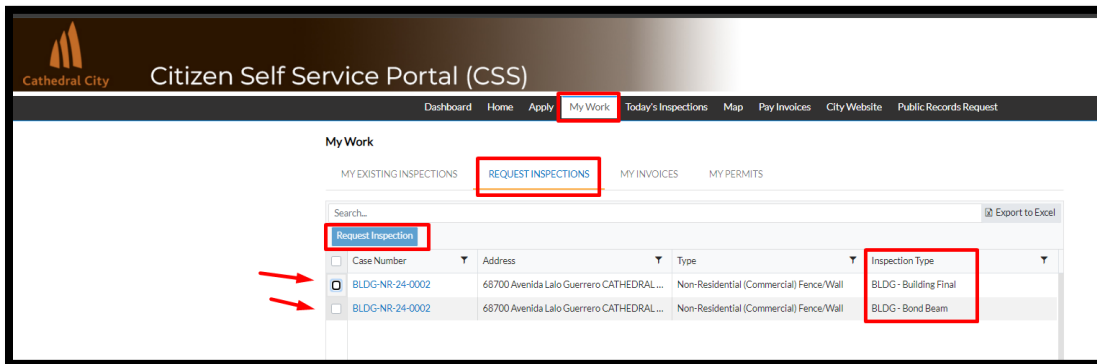


## How to Request an Inspection (Quick)

1. Login to your Cathedral City Citizen Self Service Account – Click “Login or Register” on the top right of your screen



2. Click “My Work > Request Inspections.” You can select the types of inspections you would like to request, then click “Request Inspection”



3. A page will load with request details. Select the “Requested Date” and let us know if there are any “Comments/Gate Codes” you would like us to know. You can also put any notes you believe would be important for our inspectors. Click “Submit.”

The screenshot shows the request details form. The form includes fields for 'Inspection Type', 'Case Type', and 'Address'. The 'Requested Date' field is highlighted with a red box. Below it, the 'Comments/Gate Code' field is highlighted with a red box, containing the text: 'Gate Code: 123456 - Onsite contact: John Doe - Cell: 760-111-1111 - Please call before you arrive. - Big dog behind gate.' A 'Submit' button is located at the bottom right.

\*\*\*We will do our best to accommodate the requested date, but the City of Cathedral City cannot guarantee that a requested date of inspection will actually be the date of scheduling. [Please visit our Online Inspection page for more information.](#)

4. After the request is submitted, you will see a success page. You have successfully submitted your Inspection Request!

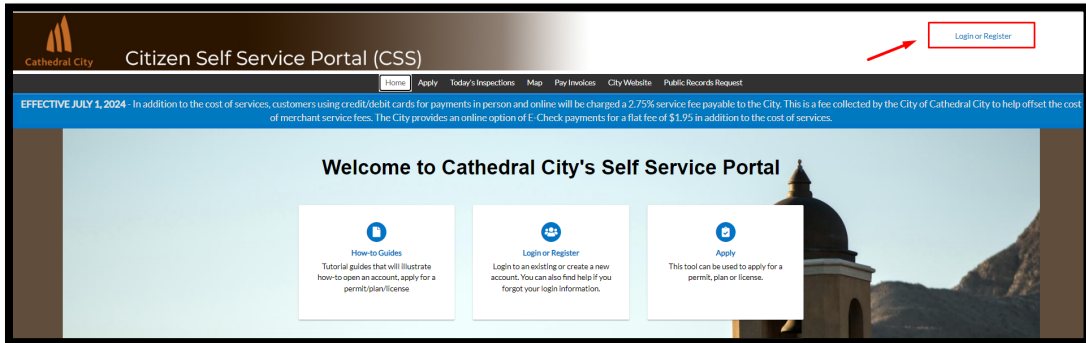
The screenshot displays the Cathedral City Citizen Self Service Portal (CSS) interface. At the top, the Cathedral City logo is on the left, and the title 'Citizen Self Service Portal (CSS)' is in the center. A navigation bar below the title contains links: Dashboard, Home, Apply, My Work, Today's Inspections, Map, Pay Invoices, City Website, and Public Records Request. The main content area shows a 'Request Inspections (1)' section with a 'Back' link. A pink box contains the details for Case #BLDG-NR-24-0002, including inspection type, case type, address, requested date, and comments/gate code. A green checkmark icon is at the bottom of the pink box. A '\*REQUIRED' label is visible on the right side of the page.

1 Case #BLDG-NR-24-0002	
Inspection Type:	BLDG - Building Final
Case Type:	Non-Residential (Commercial) Fence/Wall
Address:	68700 Avenida Lalo Guerrero CATHEDRAL CITY, CA 92234
Requested Date	07/31/2024
Comments/Gate Code	Gate Code: 123456 - Onsite contact: John doe - Cell: 760-111-1111 - Please call before you arrive. - Big dog behind gate.

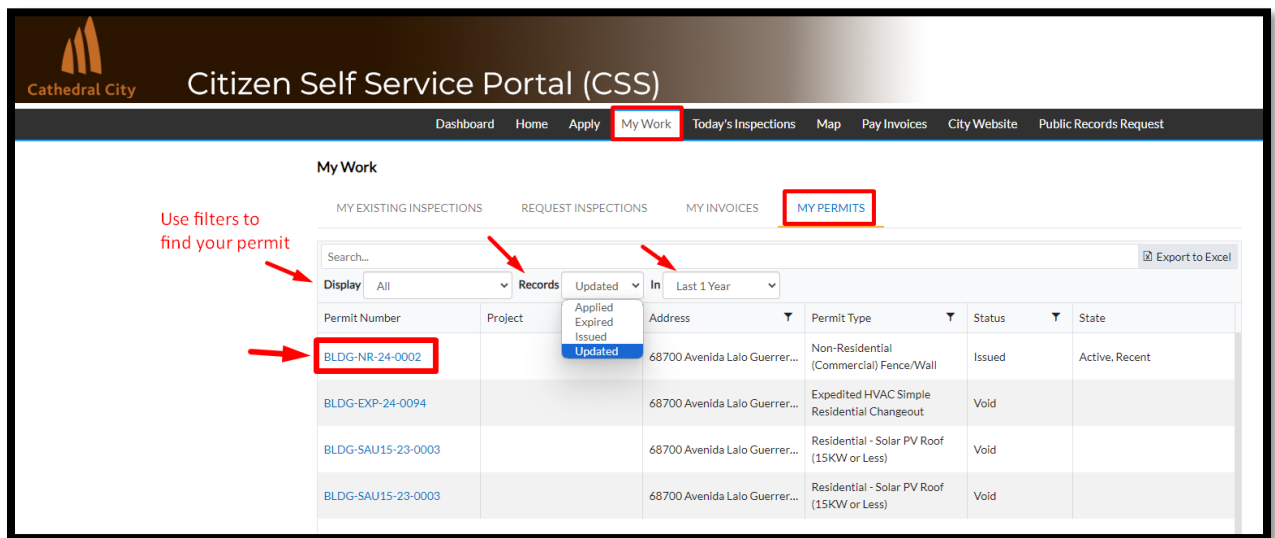
***Continue to Advanced Inspection Scheduling >>>>>>>>>>***

## How to Request an Inspection (Advanced)


1. Login to your Cathedral City Citizen Self Service Account – Click “Login or Register” on the top right of your screen



2. Click “My Work > My Permits.” You must use the filters to display the permit you are working with. Usually using the “**Display** > All – **Records** > Issued – **In** > Last 1 Year” will display your most current issued permits. Click the record link to request inspections.



3. A page will load with a permit “Summary.” You can either navigate to “Available Actions,” or the “Inspections” Tab to request an inspection. If you navigate to the “Inspections” Tab, scroll down and you will see the available inspections listed to request. You can select multiple inspections all at once, however, you will be prompted to select a day per inspection request.



Citizen Self Service Portal (CSS)

Matth

DashboardHomeApplyMy WorkToday's InspectionsMapPay InvoicesCity WebsitePublic Records Request

Permit Number: BLDG-NR-24-0002

Print

Permit Details | Tab Elements | Main Menu

Type: Non-Residential (Commercial) Fence/Wall

Status: Issued

Project Name:

Applied Date: 05/22/2024

Issue Date: 06/26/2024

District: DTC

Assigned To:

Expire Date: 12/26/2024

Square Feet: 0.00

Valuation: \$1.00

Finalized Date:

Description: TEST PER ML - Used for Fees, WF, ETC

SummaryLocationsFeesInspectionsAttachmentsContactsSub-RecordsMore Info

Progress

14% Completed

Completed

In Progress

Not Started

Workflow

Footings/Foundation - Passed : 06/26/2024

Application Completeness Check

Building Review

Invoice Additional Fees

Available Actions

Request Inspection Bond Beam

Request

Request Inspection Building Final

Request

(Commercial) Fence/Wall

Applied Date: 05/22/2024

Issue Date: 06/26/2024

District: DTC

Assigned To:

Expire Date: 12/26/2024

Square Feet: 0.00

Valuation: \$1.00

Finalized Date:

Description: TEST PER ML - Used for Fees, WF, ETC

SummaryLocationsFeesInspectionsAttachmentsContactsSub-RecordsMore Info

Existing Inspections | Request Inspections | Optional Inspections | Next Tab | Permit Details | Main Menu

Existing Inspections

Sort: Description

View Inspection

Description

Status

Request Date

Scheduled Date

Inspector

Action

IBLDG-003032-2024

Footings/Foundation

Passed

06/26/2024

06/26/2024

Support Tyler

Results per page 10 1 - 1 of 1 << < 1 > >>

Request Inspections

Sort: Order

Description

Reinspection

Action

Bond Beam

No

☐

Building Final

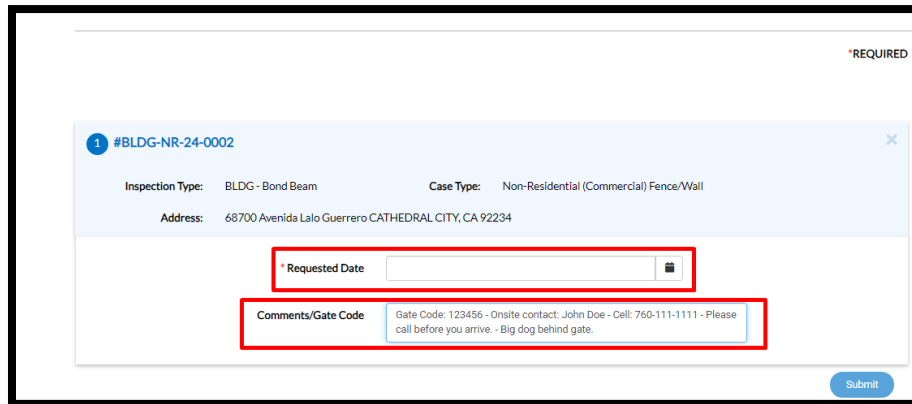
No

☐

Results per page 10 1 - 2 of 2 << < 1 > >>

Request Inspection

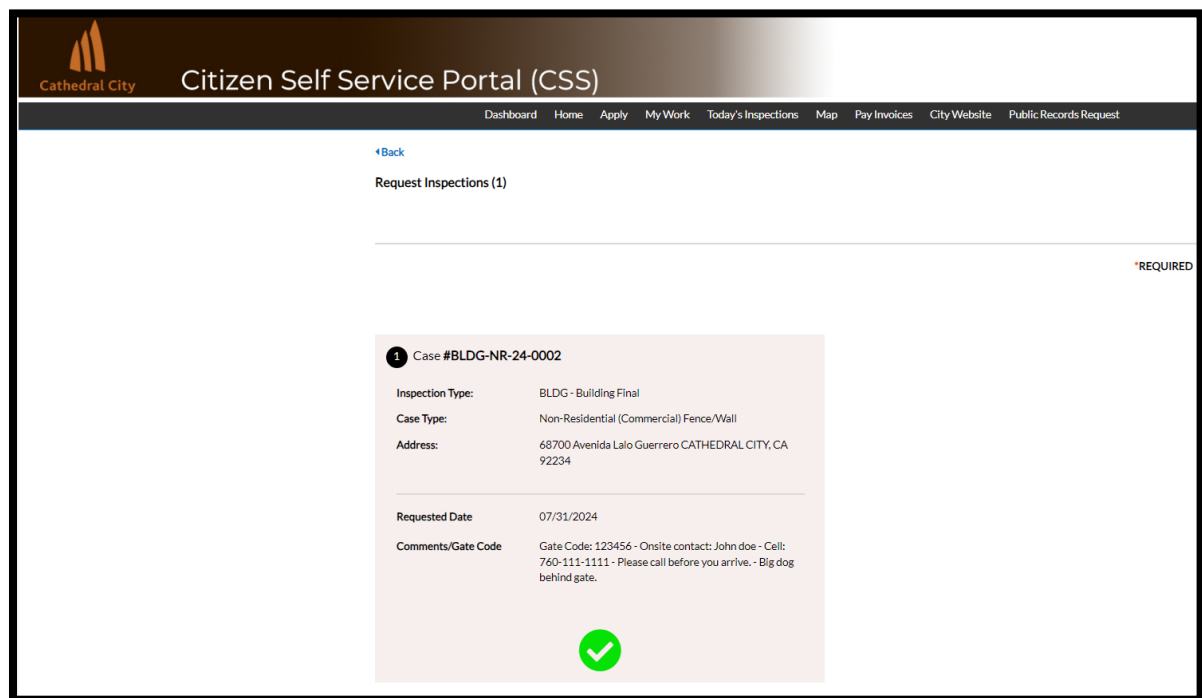
4. Select the “Requested Date” and let us know if there are any “Comments/Gate Codes” you would like us to know. You can also put any notes you believe would be important for our inspectors. Click “Submit.”



The screenshot shows a web form for submitting an inspection request. At the top right, there is a red asterisk and the word "REQUIRED". Below this, a light blue box contains the case information: Case #BLDG-NR-24-0002, Inspection Type: BLDG - Bond Beam, Case Type: Non-Residential (Commercial) Fence/Wall, and Address: 68700 Avenida Lalo Guerrero CATHEDRAL CITY, CA 92234. Below the case information, there are two red-bordered boxes. The first box is labeled "Requested Date" and contains a date input field. The second box is labeled "Comments/Gate Code" and contains the text: "Gate Code: 123456 - Onsite contact: John Doe - Cell: 760-111-1111 - Please call before you arrive. - Big dog behind gate." At the bottom right of the form, there is a blue "Submit" button.

\*\*\*We will do our best to accommodate the requested date, but the City of Cathedral City cannot guarantee that a requested date of inspection will actually be the date of scheduling. [Please visit our Online Inspection page for more information.](#)

5. After the request is submitted, you will see a success page. You have successfully submitted your Inspection Request!



The screenshot shows the success page of the Citizen Self Service Portal (CSS). The header includes the Cathedral City logo and the title "Citizen Self Service Portal (CSS)". Below the header, there is a navigation bar with links: Dashboard, Home, Apply, My Work, Today's Inspections, Map, Pay Invoices, City Website, and Public Records Request. The main content area shows a "Back" link and "Request Inspections (1)". Below this, there is a light pink box containing the case information: Case #BLDG-NR-24-0002, Inspection Type: BLDG - Building Final, Case Type: Non-Residential (Commercial) Fence/Wall, Address: 68700 Avenida Lalo Guerrero CATHEDRAL CITY, CA 92234, Requested Date: 07/31/2024, and Comments/Gate Code: Gate Code: 123456 - Onsite contact: John doe - Cell: 760-111-1111 - Please call before you arrive. - Big dog behind gate. At the bottom of the box, there is a green checkmark icon. At the top right of the page, there is a red asterisk and the word "REQUIRED".