# **View Inspection Results**

Prior to viewing your inspection results, please note:
The correction notice information shown on your Citizen Self Service
account may be hard to read.

The best use of viewing inspections in CSS is for a complete list of required inspections for your project and to see the history of inspections.

If you have a correction on an inspection, please refer to the email you received after the inspection was conducted.

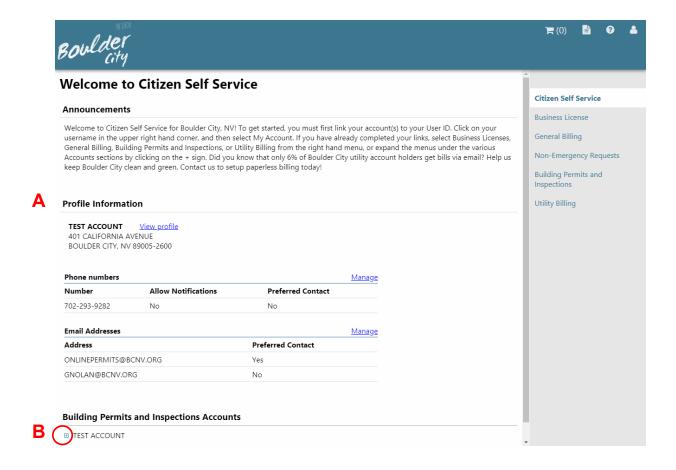
#### Step 1: Log In to Your Account

- A) Navigate to https://bouldercity.munisselfservice.com/login.aspx
- B) Enter your username and password (created when you registered for Citizen Self Service)
- C) Click "Log in"



#### Step 2: Access Your Building Permits and Inspections Account

- A) On the main Citizen Self Service screen, you will see your Profile Information and a list of linked accounts.
- B) Scroll down to "Building Permits and Inspections Accounts" and click the plus sign
- C) The menu will expand, allowing you to see the link for "Applications & Inspections." Click this link.

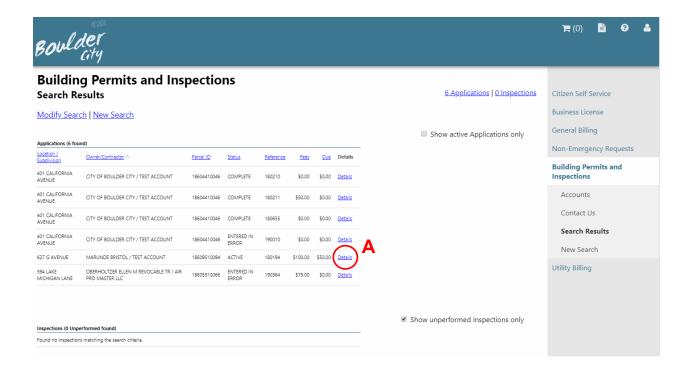


#### 

#### Step 3: Locate Specific Application

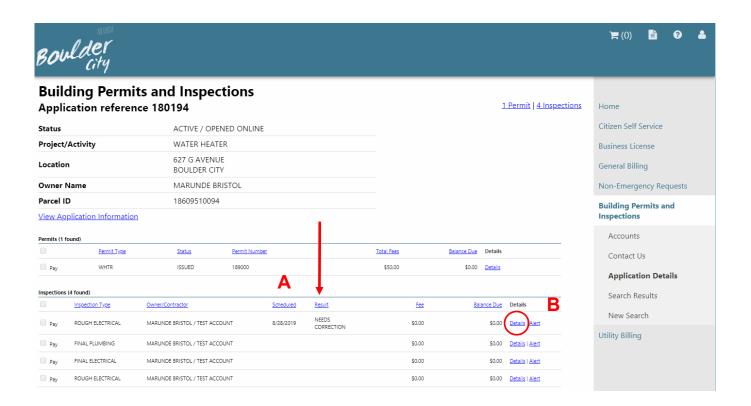
A) On the Search Results screen, locate the application for which you would like to view inspection results and click "Details".

**NOTE:** Unchecking the "Show active Applications only" check box will bring up a list of previous applications and their statuses. If you would like to begin a new application, click "New Search".



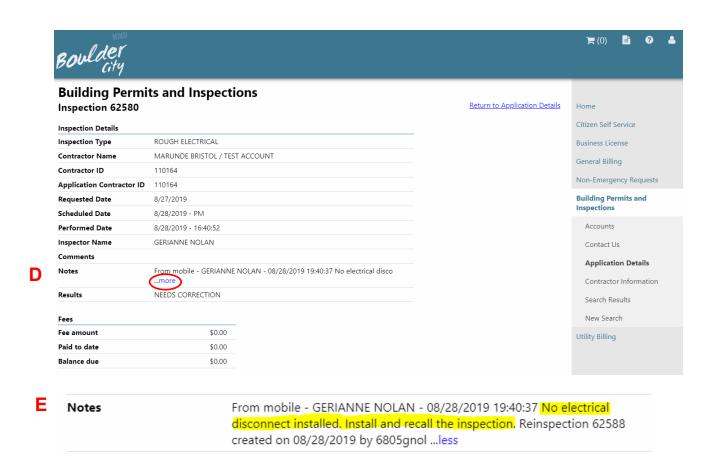
### Step 4: View Inspection Results / History

- A) On the Application reference page you will be able to see inspection history at a glance. Inspections are listed in order of progression of the project, with the exception of re-inspections, which fall to the bottom of the list. When viewing this screen, you will see the date the inspection was scheduled to be conducted, the result, if any fees are due, and a details button that allows you to see more detailed information on a second screen.
- B) To view more details, click "Details" for a particular inspection.



#### Step 4: View Inspection Results / History...continued...

- C) The Inspection screen provides a little more detail such as the date the inspection was conducted, the inspector's name, and a Notes section that provides correction notice information.
- D) As stated on the first page of this manual, the correction notice text can be difficult to read. Click "...more" to expand the text.
- E) The text will include the method of result entry (i.e., From mobile), the inspector name, the date and time the result was entered, and that a reinspection was created. In between all of this text are the correction notice details (shown highlighted in yellow).



## Step 4: View Inspection Results / History...continued...

- F) If the text shown online in your CSS account is too hard to read, please refer to the email you receive once the inspection is resulted in the field. An example of the email is below. **NOTE**: The email will be sent to the primary email address on your customer account.
- G) If you remain in CSS, click "Return to Application Details" to return to the list of inspections and view more results.

You may now either check the status of other applications, view/pay for other applications, print other permit paperwork, view other inspection history or log out.

