

Updated: 8/16/19

## How-To Guide

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See the Steps in Action

<https://www.screencast.com/t/72RM50VlqYm9>

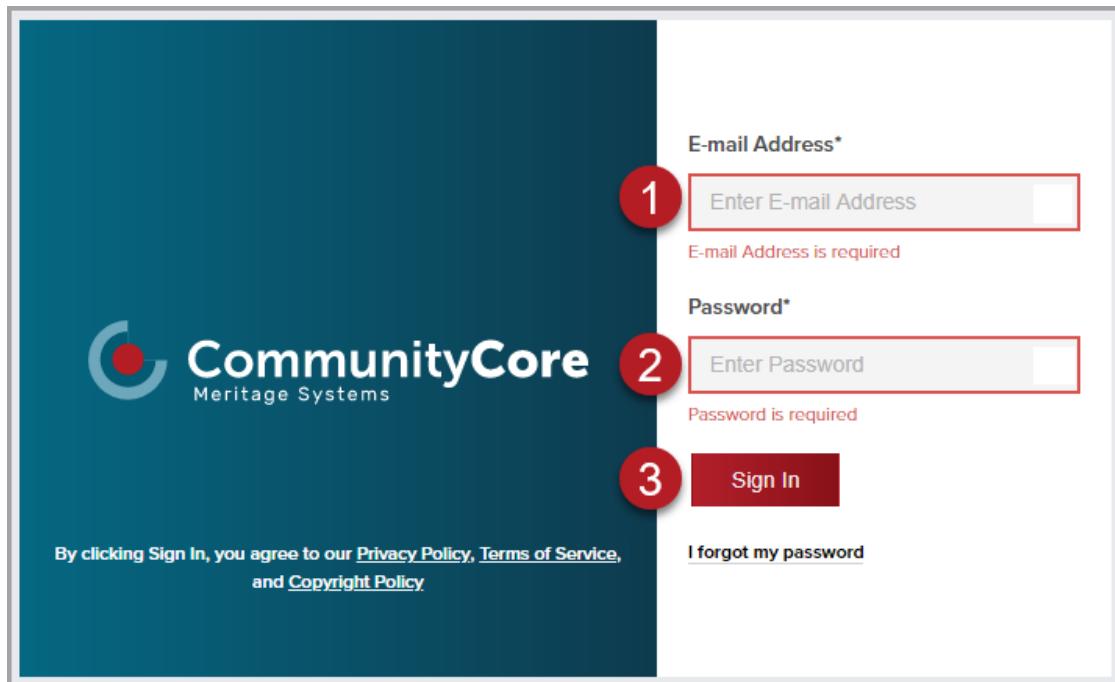
## HOW TO REQUEST AN INSPECTION ONLINE

Before you begin, please be aware that you must be added to CommunityCore by your jurisdiction - once they have added you to the system you will receive an email to setup your password to access CommunityConnect.

## Step 1: Login to CommunityCore

- Go to: [app.communitycore.com](http://app.communitycore.com)

1. Enter your email address
2. Enter your password
3. Click **Sign In**



The image shows the CommunityCore login page. On the left, the CommunityCore logo is displayed with the text "CommunityCore" and "Meritage Systems". On the right, there is a form with three numbered steps: 1. An "E-mail Address\*" field with a placeholder "Enter E-mail Address" and a red error message "E-mail Address is required". 2. A "Password\*" field with a placeholder "Enter Password" and a red error message "Password is required". 3. A red "Sign In" button. Below the form, there is a link "I forgot my password".

### Quick Tip

Forget your password?

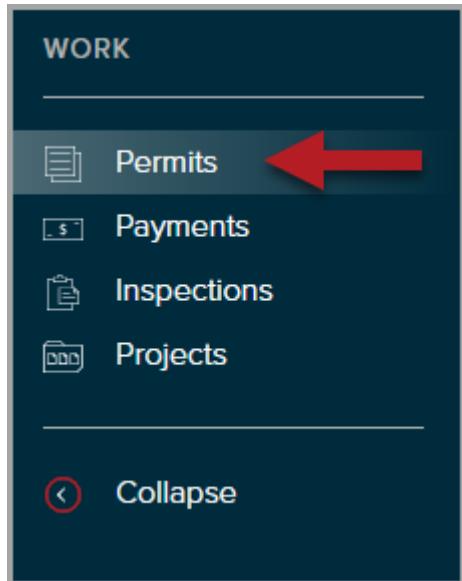
- Click **I forgot my password** to reset your password.

[\*\*I forgot my password\*\*](#)

- Watch your email to complete the reset of your password

## Step 2: Select the Permit

- Click Permit



- Click the permit number of the permit you would like to request an inspection for

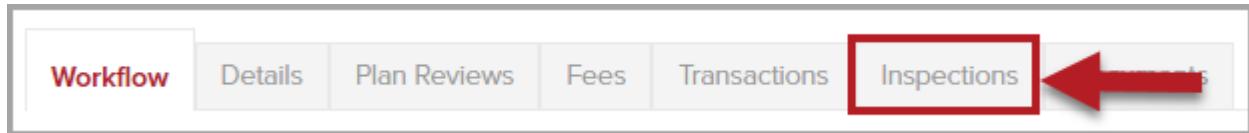
PERMIT NUMBER	ADDRESS	PERMIT TYPE
<a href="#">Application</a>	125 South Howes Street, Fort Collins	Roof
<a href="#">Application</a>	123 Test, Fort Collins	Roof
<a href="#">19GOT-F00007</a> 	Hamilton Street, Sterling	Fence

### Quick Tip

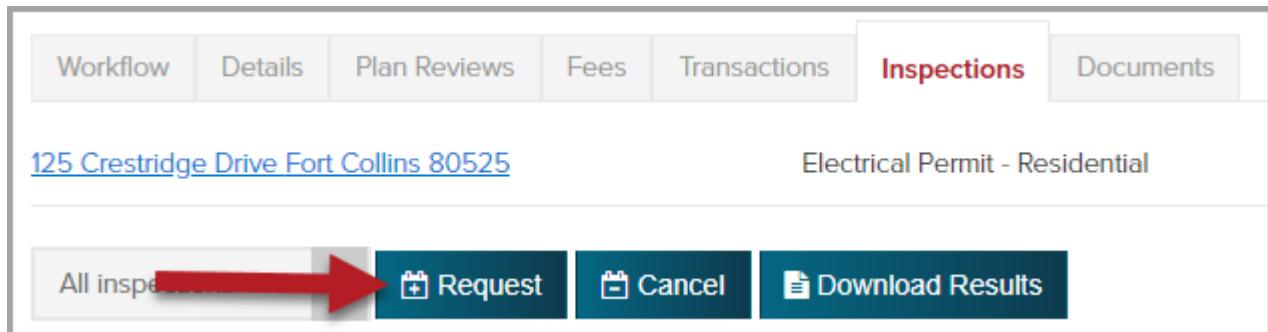
- Click  to filter the list of permits

## Step 3: Request Inspections

- Click **Inspections**



- Click the **Request** button



## Step 4: Select Inspections to Request to Schedule

- Select one or more inspections available for scheduling requests

**Select Inspections**

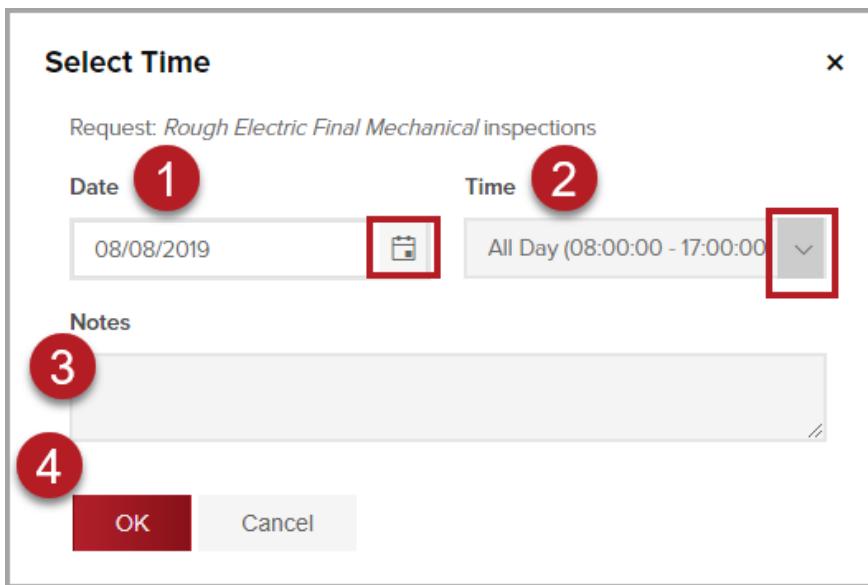
19GOT-E00008

STEP NAME	INSPECTION NAME	INSPECTION DESCRIPTION
1 <input type="checkbox"/> Inspections	Rough Electric	slab rough
2 <input type="checkbox"/> Inspections	Rough Mechanical	
2 <input type="checkbox"/> Inspections	Final Mechanical	
2 <input type="checkbox"/> Inspections	Final Building	A4-B3
2 <input type="checkbox"/> Inspections	Final Building	C1-D4

3 Continue Cancel

## Step 5: Request an Inspection Date and Time

1. Select date
2. Select time
3. Add notes
  - a. Please add contact phone numbers, information on if and how the inspectors should call-ahead, information on how to gain access to the inspection area, etc.
4. Click **OK**



## What's Next?

Once the Jurisdiction has reviewed the requested inspection, you will receive an email from CommunityCore when your inspection has been scheduled, confirming your request.

If there is any reason the inspection request was denied, you will receive an email stating the reason for the denial of the inspection request.

Additionally, you can check back on CommunityConnect to see the updated status of your inspection request and even your inspection results.

PERMIT	INSPECTIONS	ADDRESS	SCHEDULE DATE	STATUS
<a href="#">TEST-19GOT-B00001</a>	Underground Plumbing	711 College Avenue, Fort Collins	03/19/2019	Confirmed
<a href="#">18GOT-F00006</a>	Above Ceiling Mechanical	1251 Buffalo Berry Ct, Fort Collins	07/19/2019	Confirmed
<a href="#">19GOT-00003</a>	Final Roof	1251 Lemay Avenue, Fort Collins	07/30/2019	Confirmed