



THE CITY OF RIDGEFIELD

510-B Pioneer Street | P.O. Box 608 | Ridgefield, WA 98642

REQUESTING AND MANAGING PERMIT INSPECTIONS

You can request to schedule any inspections needed for your permit directly from your Ridgefield Permit and Development Portal account.

Requesting an inspection

You can request and inspections from several different areas in the portal. You must be logged in to request an inspection.

1. From the 'My Portal' search bar on the application home page
2. From the My Inspections section
3. From the Inspection Schedule section

Viewing and canceling your inspections

You can easily view your scheduled and requested inspections and cancel them if needed.

1. Click **Go** on the Applications section.
2. At the top of the My Inspections section, you can see how many upcoming inspections you have scheduled. Click the **Inspections** link to view the list of your upcoming inspections.
3. On this page, you can see the date and time of your scheduled and requested inspections as well as the assigned inspectors. You may also be able to cancel your inspection from this page.
 - o If you need to cancel this inspection, click the **Cancel** link. You must enter a **Comment** and then click **Cancel Inspection**.

Viewing inspection results

1. Click **Go** on the Applications section.
2. Click **View** on the My Applications section.
3. Select the appropriate permit application number.
4. Scroll down to the Inspections section. The Status column will show the results of the inspection.
5. To see the details of the inspection, click the document icon (pdf) to open the inspection results report.