SUMMARY

The purpose of this guide is to provide instructions for Safety Codes Inspections in the Self-Serve website.
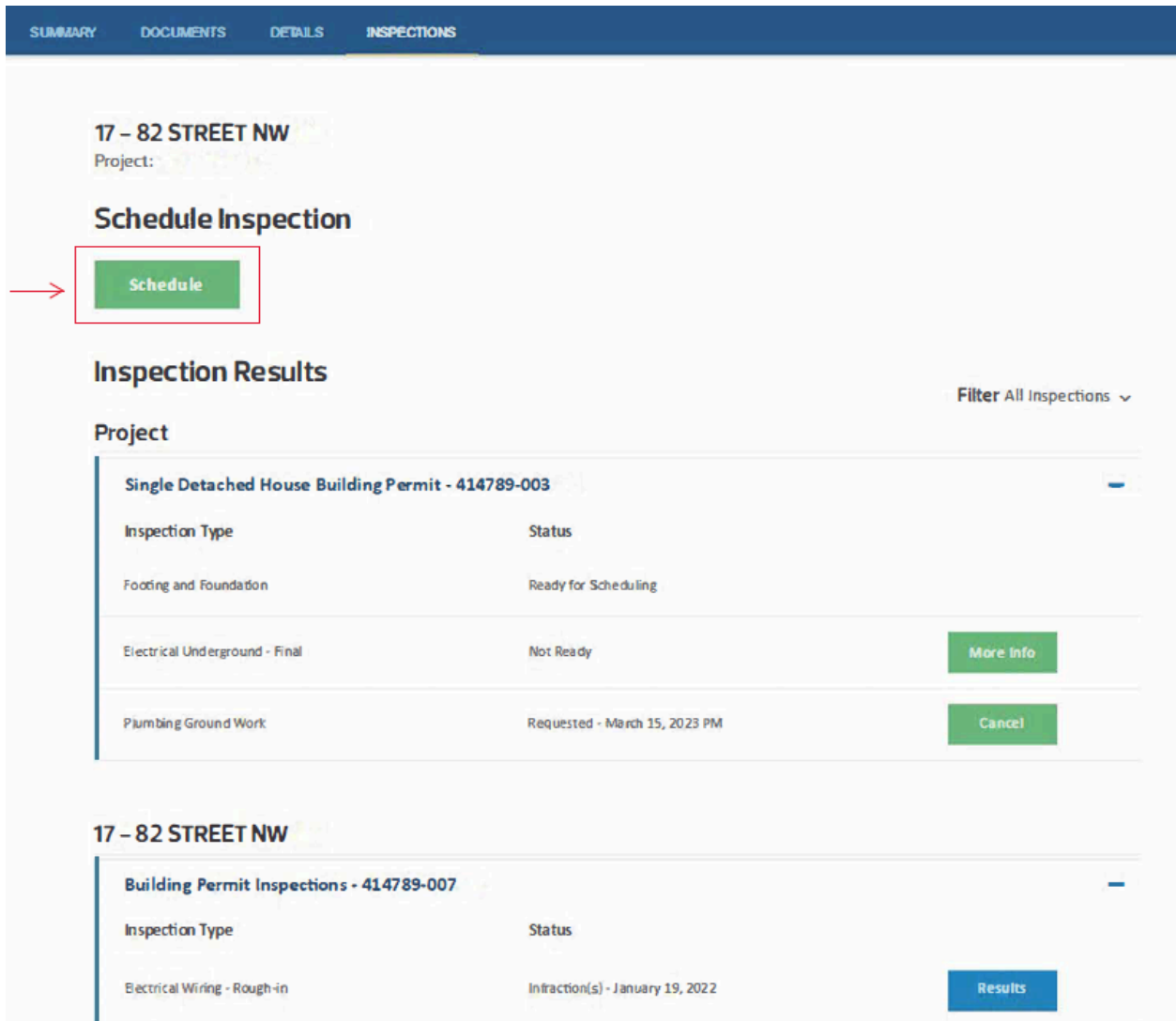
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Scheduling inspections

One or more inspections of the same type for a project can be scheduled at the same time.

1. Go to the project on selfserve.edmonton.ca and choose the **Inspections** tab

2. Click the **Schedule** button

3. Select an **Inspection Type** (only inspection types that have inspections ready to schedule will be displayed)

Available Inspections

Inspection Type

● Building

○ Heating, Ventilation and Air Conditioning (HVAC)

○ Plumbing and Gas

○ Electrical

4. Select **one or more inspections**

Available Inspections

Inspection Type

● Building

○ Heating, Ventilation and Air Conditioning (HVAC)

Building Inspections

Footing and Foundation
Single Detached House Building Permit - 415014789-003   ☐

Framing First
12717 - 88 STREET NW - Building Permit Inspections   ☑

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5. Click the **Next** button
6. Choose an available date and provide contact information

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Choose Date

May 2023

Su	Mo	Tu	We	Th	Fr	Sa
30	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	31	1	2	3
4	5	6	7	8	9	10

Contact Information

Contact Name:

Contact Phone Number:

Contact Email:

Instructions to Access Building:

Lockbox number or key location. Note: Our inspectors are not able to call before arrival.

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Schedule

Canceling a scheduled inspection

Scheduled Inspections can be canceled one at a time. Requests to cancel an inspection must be provided before noon on the business day prior to the inspection date.

1. Open the **Inspections** tab

   SUMMARY   DOCUMENTS   DETAILS   **INSPECTIONS**

2. In the Inspection Results section locate the inspection to be canceled

3. Click the **Cancel** button next to the inspection

Finding out why an inspection is not ready for scheduling

Some inspections require other inspections to be completed prior to scheduling.
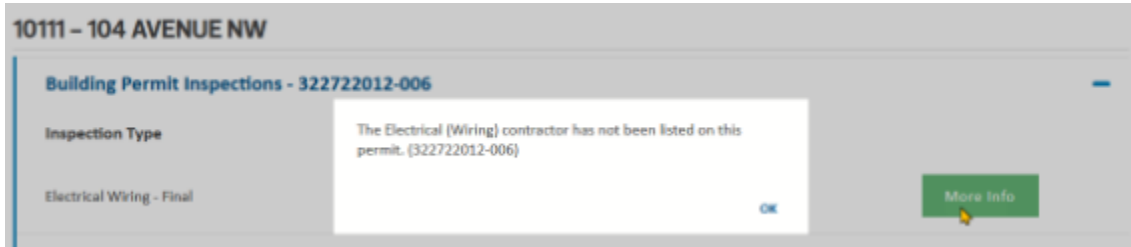
1. Open the **Inspections** tab

2. **Locate the inspection** in Not Ready status

3. Click the **More Info** button

Scheduling re-inspections

When requesting a re-inspection for a previously failed inspection, there may be more than one inspection method available: in-person, remote video inspection (RVI) and verification of compliance.

Re-Inspection methods can only be chosen when a single inspection is selected. If multiple inspections are selected, it will always be in-person.

1. Open the **Inspections** tab

2. Click the **Schedule** button

3. Select an **Inspection Type**

4. Select **only one inspection** for re-inspection and click **Next** button
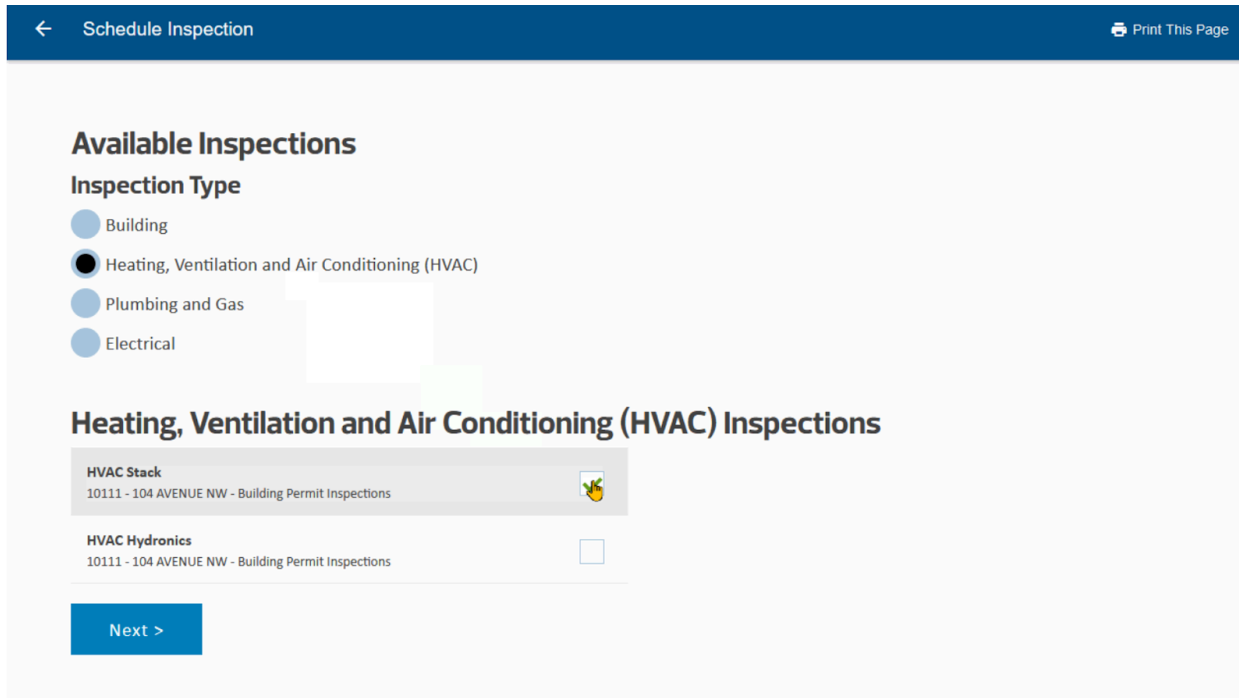
Available Inspections

Inspection Type

- Building
- ● Heating, Ventilation and Air Conditioning (HVAC)
- Plumbing and Gas
- Electrical

Heating, Ventilation and Air Conditioning (HVAC) Inspections

HVAC Stack
10111 - 104 AVENUE NW - Building Permit Inspections ✔️

HVAC Hydronics
10111 - 104 AVENUE NW - Building Permit Inspections ☐

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5. Chose an **Inspection Method** and **click Next**

HVAC Stack

Inspection Method

See **Requesting an Inspection** for information to prepare for the inspection.

- ● In-person inspection
- Remote video inspection (RVI)
- Verification of compliance

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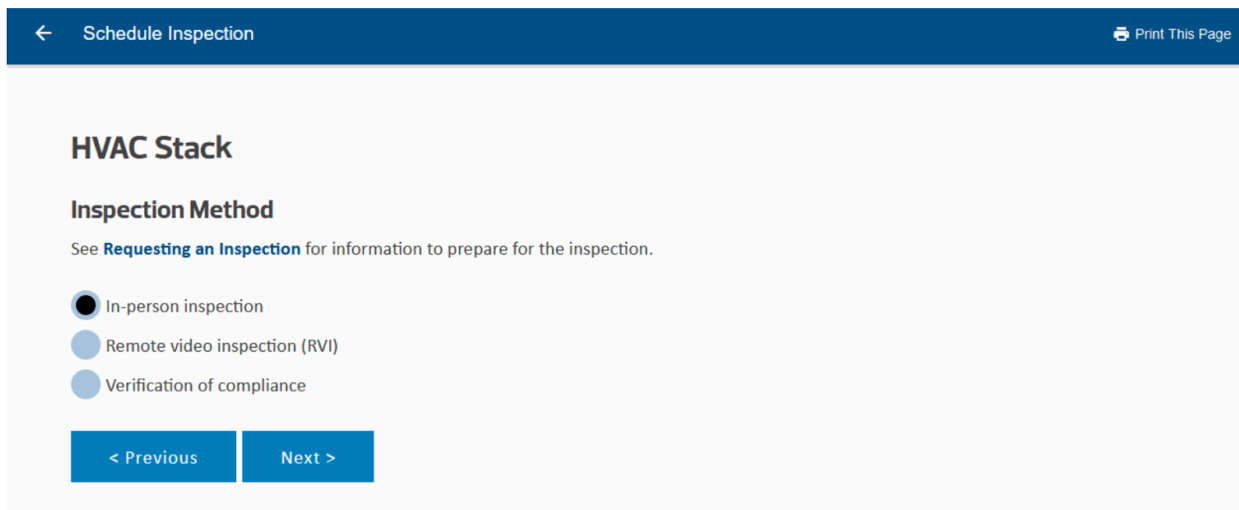
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How to view inspection results

1. Open the **Inspections** tab

2. **Locate the inspection**

Project: 322758686-001

Inspection Results

Filter All Inspections ⌄

Project

Single Detached House Building Permit - 322758686-003 −

Inspection Type	Status	
Electrical Underground - Final	Ready for Scheduling	
Electrical Wiring - Rough-in	Infraction(s) - April 28, 2023	Results
Electrical Wiring - Rough-in	Not Ready - April 28, 2023	Results
Electrical Wiring - Rough-in	Passed - April 28, 2023	Results

3. Click the **Results** button

← Inspection Results   🖶 Print This Page

Framing First Inspection

Infraction(s)

Deficiencies

Type	Details	Found Date	Resolved Date	Status	Location	Comments
Exterior Wall - Studs	Incorrect blocking	October 28, 2021		Outstanding		[2021-10-28] Incorrect blocking, per section of tall wall needs mid span horizontal blocking between studs. AW
Exterior Walls - Sheathing	Incorrect material	October 28, 2021		Outstanding		[2021-10-28] Incorrect material, should be drywall as per 14-01. AW

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