



NOTICE TO INDUSTRY

Final Survey, Compaction Test, and Blower Door Test Inspections

EFFECTIVE Monday, August 5th, 2024

To improve efficiency and turnaround times all permits that are applied for on or after Monday, August 5th, 2024, will be required to request the final survey, blower door test and compaction test inspection through the CSS portal. This process applies to both paper and electronic permits.

- For electronic permits - upload the final survey, compaction test and blower door test in the CSS portal under the Attachments section of the permit. Make sure to select the File Category that corresponds with the document being uploaded or it will not be processed. Once the document(s) is uploaded you can request the inspection through the portal.
- For paper permits, you can submit the final survey, compaction test and blower door test either electronically or by dropping them off at the Permitting Counter in City Hall. Once the document(s) is submitted you can request the inspection using the CSS portal.

(Effective September 1st, 2024, the final survey, compaction test and blower door test will be required to be submitted electronically. No paper documents will be accepted.)

The IVR is not available for the Final Surveys, Compaction Test or Blower Door Test inspections. You must request the inspection using the CSS portal.

Note: The inspection requested date is not the date the document(s) will be reviewed. The scheduled date will be entered by the Development Services Division. The division's goal for review is within 3-5 business days from the time the inspection is requested. You can use the portal to find the scheduled date and results of the inspection.

Any inspection request for a final survey, compaction test or blower door test that is NOT accompanied by the applicable document will be FAILED.

Any final survey, compaction test or blower door test that is submitted WITHOUT requesting the corresponding inspection will NOT be reviewed.

***This is for new permits submitted on or after, August 5th, 2024, only. Permits submitted August 4th, 2024, or prior will continue to be processed and the inspection scheduled by the Permit Services Division.