

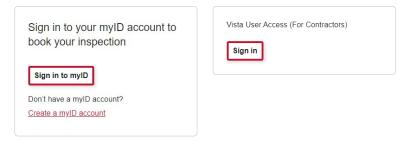
# User Guide: How to Book an Inspection with The City of Calgary

Before you book your inspection make sure you have your Job Access Code (JAC). You will need the JAC to book your inspection. Applicants can find their JAC after submitting a permit as part of the permit confirmation email. As the JAC is confidential, homeowners or consultants looking for a JAC should contact the permit applicant to request the JAC.

#### **Step 1: Access the Booking Website**

- Visit inspections.calgary.ca.
- Log in using your myID or VISTA credentials. If you don't have a myID account:
  - · Click on the **Sign Up** option.
  - Follow the guidelines provided in the instructional video for creating your myID.

VISTA accounts are for contractors with a registered business licence. Learn more about or apply for a VISTA account at vista.calgary.ca.



#### **Step 2: Select Your Inspection Type**

Select Manage Inspections

:≡ Manage Inspections Q	Search		
	Permit Applied From:	Permit Applied To:	1-
	day/month/year	day/month/year	6
	Community (select all that apply)		*
	Booked Inspections		
		Issued Permits	

- Choose the type of inspection you require from the available options, including:
  - · Commercial/Multi-Family Building Permits (CMF)
  - Single Construction Permits (SCP)
  - Residential Improvement Projects
  - · Electrical, Plumbing and Gas, HVAC, and Development Completion Permit Inspections
- Find the permit you want to book the inspection for and press **book**.

### **Step 3: Provide Details**

- Choose date and then fill in necessary information.
- Fill in the necessary information related to your inspection request.

✓ Commercial / Multi Family Project (83)		
	553433 MANY	
File number:	BP2023-XXXX	
Address:	Caglary, AB	
Description:	Project/Business Name: TOWNHOME	
Inspection Type: Building Inspection	Inspection Date: Booking Window: Not Scheduled	Book Reschedule/Edit Cancel

### **Step 4: Provide Details**

- Review the details of your inspection request to ensure accuracy.
- Click on the **Book Inspection** button to finalize your request.

Book Inspection	ı					×
				26	27	4
28 29	30	1	2	3	4	
5 6	7	8	9			
nspections can be t's best to accomm be unavailable due t	odate booking	requests,	,			
Inspection Date:	202	<u>4-04-30</u> (	×			
Company Contact	9					
Company Contact	Enter your	name here			•	
Email: (required)	Enter you	r email addre	ess here			
Phone: (required)	Enter you	r phone nun	nber here			
Site Contact 🛛		l	🗸 Same a	as Company	y Contact	ľ
Name: (required)	Enter yo	ur name her	e			],
			Book	Inspection	Canc	el

## **Step 5: Receiving Confirmation**

Upon successful booking, you'll receive a confirmation email with the details of your scheduled inspection.

Success				
Your inspection has been	schedule	d.		
	Ok			

# Step 6: Update Booking Schedule (if required)

Reschedule, edit or cancel your booking.

File number:	BP2023-XXXX	
Address:	Caglary, AB	
Description:	Project/Business Name: TOWNHOME	
Inspection Type: Building Inspection	Inspection Date: Apr-30-2024 Booking Window: Not Scheduled	Book Reschedule/Edit Cancel

# **Additional Tips:**

- Ensure all required information is provided accurately to avoid delays or rescheduling.
- If you experience any technical issues while trying to book or manage your inspection, please contact our customer support team for assistance at 403-268-5311.

Thank you for using our online booking system. We aim to provide you with a seamless and convenient experience for all your inspection needs.