

City of Corpus Christi

Development Services



Rhythm User Guide

June 2023

Contents

Register for an online account	3
Steps to register	3
Submit a Permit/Application	4
Steps to submit	5
Add Applicants	5
When the permit/application is being created	5
After the permit has been submitted	6
Add Primary Site	8
By address	8
By Parcel	9
Unable to locate address/parcel	9
Upload Documents	10
Revision Upload and Resubmittal	13
Pay Fees	14
From the Dashboard	14
One time-payment	17
From permit/application	20
Request Inspections	23
From the Dashboard with permit number	23
From the permit	24
Reschedule or cancel inspections	27
Reschedule Inspection	27
Cancel a scheduled inspection	28
Review Inspection Results	29
Lookup Reviews	29
Download Comments or Plans	31
Download Permit Card	32
Download Certificate of Occupancy or Final Letters	33

Rhythm

Welcome to the online permit application portal. Through this portal, you may apply for a permit, view existing permit information, upload, and download documents, pay fees, view review comments, schedule and see inspections results, print permit card and all other City issued documents. First time users will need to apply for an online account at [Home - CIVICS \(infor.com\)](#).

For information public comment

- [Vaccinatio](#)
- [COVID-19](#)
- [Upcoming](#)
- [Submit At](#)
- [Coronavir](#)
- [In-Home C](#)

Would you like to register as a new user?
[Create a Profile](#)

[Register for an online account](#)

Users that have not previously registered with a Dynamic Portal account should register for a Rhythm account. If you were previously registered, you should've received an email to reset your new Rhythm account password. Users that have not received the email should call Development Services at 361-826-3240.

Steps to register

1. At the bottom left under "Would you like to register as a new user?" click on "Create a Profile" to register for an online account.
2. Enter the email address you would like to use that will be associated with this account. If a company, you will need to use the email address used to create your license with the City of Corpus Christi.
3. Select either individual or company. If you are a company, you will enter the email used to create your license with the City of Corpus Christi. Please contact Development Services at 361-826-3240 if you need to verify the email address before completing the remainder of the steps for registration.
4. For individuals, enter your contact information to be used with your submittals includes First name, Last name, Address 1, City, State, Zip Code, and Mobile Phone. If a company, enter Business Name, Address 1, City, State, Zip Code, and Mobile Phone.

5. Click continue
6. Create and confirm password.
7. Select a security question and provide the answer.
8. Click continue and your account will be successfully created. The email used will be your username.

Submit a Permit/Application

The following permits/applications are not available online!

- Commercial Permits
- Residential Permits
- Roof/Siding Permits
- Electrical Permits
- Mechanical Permits
- Plumbing Permits
- Certificate of Occupancy
- COO Name Change
- Demolition
- General Repair
- Addendum Applications
- Driveway/Sidewalk
- Early Assistance Meetings
- Easement Dedications
- Plat Applications
- Public Improvements
- Zoning Applications

The screenshot shows a user dashboard for Yvette. At the top, there is a navigation bar with the following items: My Dashboard, One-Time Payment, Request Inspection, Lookup Record, and Submit a Record. A red arrow points to the 'Submit a Record' link. Below the navigation bar, there is a language selection dropdown and a 'Powered by Translate' link. The main content area is divided into two columns. The left column displays a welcome message 'Welcome, Yvette!' and a 'My Profile' button. The right column displays a 'MY FEES' section with a '78' badge. The 'MY FEES' section shows a 'Total Amount Due' of '\$9,085.68' and a 'Make Payment' button. Below the 'Make Payment' button, there are two links: 'Go to my fees' and 'Go to my payment history'.

Steps to submit

1. From the main dashboard select “Submit a Record.”
2. Select the permit or application you would like to submit from the drop down menu.
3. All fields with an * must be completed to move a permit or application along the process.
4. Applicants associated with the permit should be added using “Additional Applicant Information” on page 5.
5. Project or property address should be added using “Add Primary Site” starting on page 8.
6. Once all information is added you will click on save and continue.
7. A permit confirmation page will generate allowing you to review your entries. If corrections need to be made click on the back button to correct. If the permit or application is correct select submit.
8. Documents should be uploaded for the application or permit create. To do this you will need to click on the permit or application number under confirmation as shown below and follow the steps starting on page 10.

Confirmation

Thank you! Your record was submitted. Please click the below link to view the application and upload any attachments you may have.

 [C180395](#)



Record Type

Commercial Permit Application

Add Applicants

Applicants associated with the permit can be added while the permit is being created or after. Applicants are those associated with the project in any capacity.

When the permit/application is being created

1. To add an applicant click “add row” as shown below.

Additional Applicant Information ^

- Please provide the contact information for additional entities associated with the application / permit.
- An invitation will be sent to the email address provided unless an existing portal membership matching the email address already exists.
- Once the invitation is accepted or if an existing portal membership was found, the contact will be added as an applicant.

Additional Applicants

+ Add Row

Capacity *	Name *	First Name	Email Address	Phone #	Send Notification
------------	--------	------------	---------------	---------	-------------------

2. Select the applicant's capacity and enter their name and any other information you have for them. The minimum required to add an applicant is their capacity for this permit/application and name.
3. If you would like to notify the applicant that they have been added to permit created click send notification.

4. If the applicant is not an existing contact in our system, Development Services staff will create their user account and provide steps on creating an online account.
5. If the applicant is licensed or registered with Development Services, staff will associate them and ensure they have access to the permit/application.

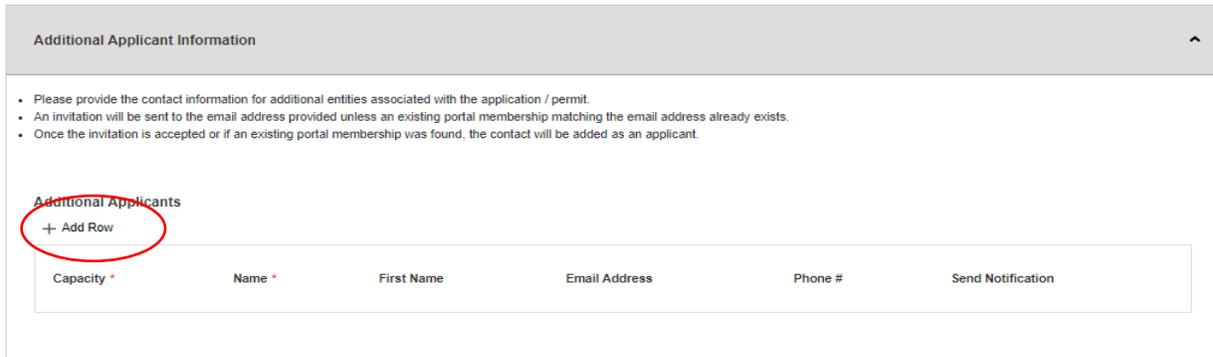
After the permit has been submitted

1. From the dashboard you will click on the permit number hyperlink under “My Projects” to enter the permit/application.

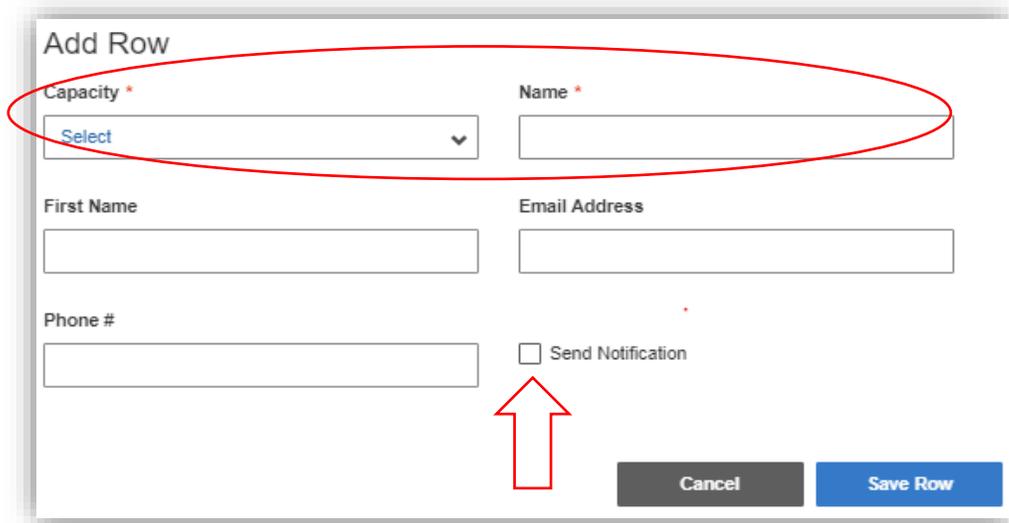
2. Click on “edit” on the Additional Applicant Information banner.



3. To add an applicant click “add row” as shown below.



4. Select the applicants capacity and enter their name and any other information you have for them. The minimum required to add an applicant is their capacity for this permit/application and name.
5. If you would like to notify the applicant that they have been added to permit created click send notification.



6. If the applicant is not an existing contact in our system, Development Services staff will create their user account and provide steps on creating an online account.
7. If the applicant is licensed or registered with Development Services, staff will associate them and ensure they have access to the permit/application.

Add Primary Site

By address

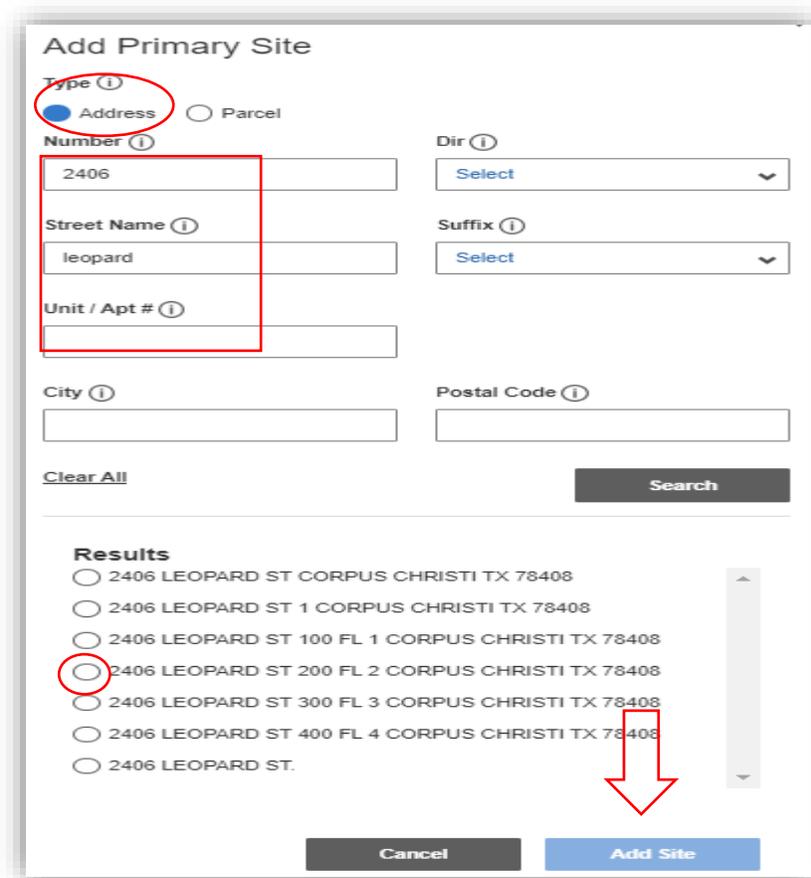
1. Click on Add Primary Site



2. Lookup address by street number and name. The system will look for variations of the address entered and provide address under the results.

3. Select the address you need to submit for.

4. Click add site



A screenshot of the 'Add Primary Site' form. The form has a title 'Add Primary Site' and a 'Type' section with two radio buttons: 'Address' (selected and circled in red) and 'Parcel'. Below this are input fields for 'Number' (containing '2406'), 'Street Name' (containing 'leopard'), and 'Unit / Apt #'. There are also dropdown menus for 'Dir' and 'Suffix', both with 'Select' options. Below these are input fields for 'City' and 'Postal Code'. A 'Clear All' link and a 'Search' button are located below the input fields. The 'Results' section shows a list of search results with radio buttons next to each. The second result, '2406 LEOPARD ST 200 FL 2 CORPUS CHRISTI TX 78408', is circled in red. A red arrow points from this result down to the 'Add Site' button at the bottom right of the form. The 'Add Site' button is blue, and the 'Cancel' button is grey.

By Parcel

1. Lookup address by street number and name. The system will look for variations of the address entered and provide address under the results.
2. Select the address you need to submit for.
3. Click add site

The screenshot shows a form titled "Add Primary Site". Under the "Type" section, the "Parcel" radio button is selected and circled in red. Below it, the "Enter Parcel ID" field contains the text "0797-0044-0010". A "Search" button is located to the right of the input field. Below the search field, there is a "Results" section with a single entry: a radio button next to the parcel ID "0797-0044-0010", which is also circled in red. At the bottom of the form, there are "Cancel" and "Add Site" buttons. A red arrow points down to the "Add Site" button.

Unable to locate address/parcel

If you are unable to locate the address or parcel by search or if the unit number is not available in the system please enter the address or parcel number in "location details" and we will locate the address or parcel for you.

The screenshot shows the "Add Primary Site" form with the "Location Details" field highlighted by a red oval. The field is empty and has a "300 characters left" indicator below it. The "Add Primary Site" button is visible in the top right corner of the form.

Upload Documents

Documents can only be uploaded once the permit has been submitted. You will need to click on the permit/application number hyperlink to access the permit and upload documents. The following rules should be noted prior to uploading for successful document uploads.

- Only PDF files are accepted for calculations, reports, and other supporting documentation.
- Files saved in PDF should be optimized. (Optimized drawings are compressed and reduce the size of the file)
- Flat files are required and layers are not supported.
- PDF packages and portfolios are Not accepted.
- PDF's must NOT require a password in order to be viewable or searchable.
- Vector PDF and JPEG files will be acceptable for drawings.
- Document should be bookmarked using file naming conventions required for submittal in attachment A.
- Bookmarked document must not be nested. (Nested documents are sequenced files in adobe).

Confirmation

Thank you! Your record was submitted. Please click the below link to view the application and upload any attachments you may have.

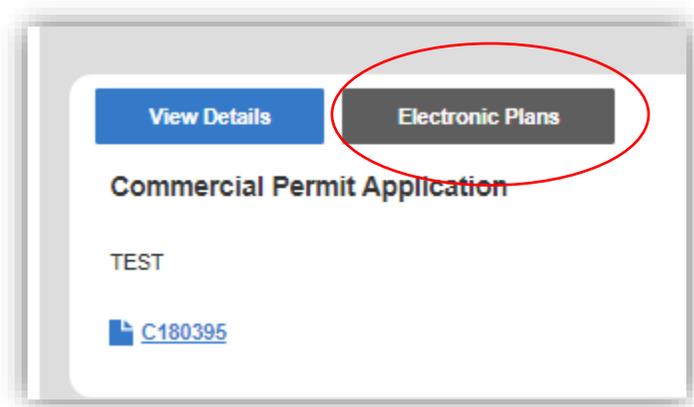
 [C180395](#)



Record Type

Commercial Permit Application

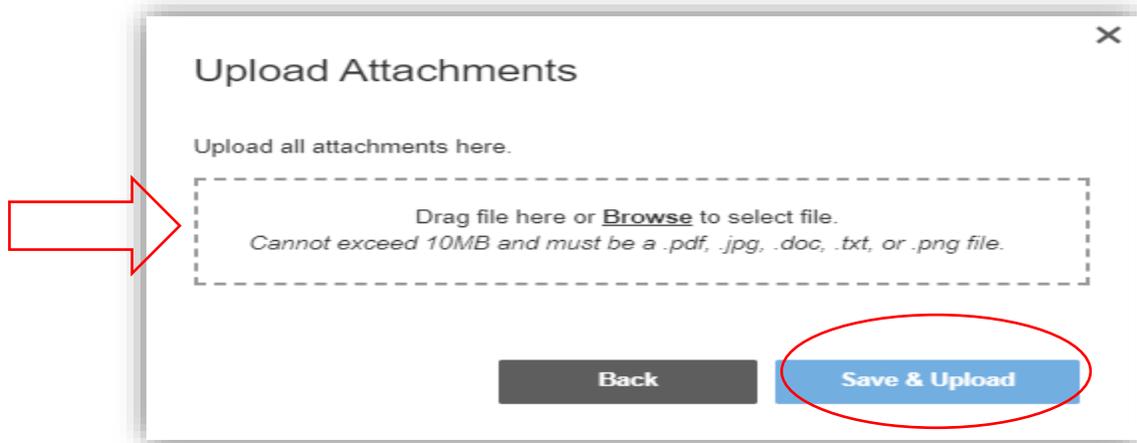
Plans will be uploaded under “electronic plans” midway down the page. You can also access the plans portal for uploads under “My projects” on the dashboard.



1. Scroll down to attachments.



2. Click Add
3. To upload you will need to drag and drop the file needing to be uploaded.



Upload Attachments

Upload all attachments here.

Drag file here or **Browse** to select file.
Cannot exceed 10MB and must be a .pdf, .jpg, .doc, .txt, or .png file.

 **CC Leopard Addition (3)Corpus Christi Leopard Addition-Rev 1.pdf** ✕

Title (optional) ⓘ

PLANS

Description (optional) ⓘ

PLANS

Document type of attachment

Document Type ⓘ

Building and Planning

Back Save & Upload

4. Save to Upload

Attachments ⓘ 1 ^

Add any files here. Add

[CC Leopard Addition \(3\)Corpus Christi Leopard Addition-Rev 1.pdf](#)

Building and Planning

06/04/2023 10:59 PM

PLANS

[Download](#)

5. Add any additional files by repeating steps 2-4.

Files attached to the permit will be shown in attachments and can be downloaded.

[Revision Upload and Resubmittal](#)

Revisions should be added as an attachment following established naming conventions with no special characters (#@\$&) following the steps on 10-12 above. Please note the following:

- Photo attachments need to be converted to PDF prior to upload as we are unable to open if the file is not saved as PDF.
- If the attachment is over 250MB it will need to upload as separate attachments. Plans and documents separated is preferred.

Once all revisions have been uploaded you will need to click on “resubmit” at the top of the application page.



[My Dashboard](#)

[One-Time Payment](#)

[Request Inspection](#)

General Repair

GR197852

[Resubmit Application](#)

Added Date ⓘ
11/06/2023

Status ⓘ
Customer Input Required

Current Milestone ⓘ
Awaiting Resubmittal

After clicking “Resubmit Application” it will bring up another prompt where you can add a response to staff and then click “Resubmit Application” again to send it back to staff for review.

Resubmit Application

[Click here to Resubmit Application to Agency.](#)

Comments (optional)

300 characters left

[Back](#)

[Resubmit Application](#)

Pay Fees

Fee payment can be made from the main dashboard, from the permit or application, or using one-time payment with the permit/application number.

From the Dashboard

The screenshot shows the user dashboard for Yvette. The top navigation bar includes: My Dashboard, One-Time Payment, Request Inspection, Lookup Record, and Submit a Record. Below the navigation, there is a language selection dropdown and a welcome message. The user's profile information is displayed: Username: YDWTTEST2022@GMAIL.COM, Address: 2406 LEOPARD STREET, CORPUS CHRISTI, TX 78408, and Contact: (361)826-3840, YDWTTEST2022@GMAIL.COM. A 'My Profile' button is located below the profile information. On the right side, the 'MY FEES' section is circled in red. It shows a 'Total Amount Due' of \$9,085.68 and a 'Make Payment' button. Below the button are links for 'Go to my fees' and 'Go to my payment history'.

1. Select the fees you wish to make payment on.

2. Click “make payment”

The screenshot shows the fee selection interface. It features a table with columns for Description, ID, and Amount. The table lists five fees, with the last two selected. A summary panel on the right shows '2 Fees Selected' and a 'Total (USD)' of \$126.44, with a 'Make Payment' button. A red arrow points to the 'Make Payment' button in the summary panel. A red circle highlights the selected fees in the table.

Description	ID	Amount
<input type="checkbox"/> Administrative Surcharge Fee 2406 LEOPARD ST CORPUS CHRISTI TX 78408	ID.D186013	\$9.90
<input type="checkbox"/> MSW Complete & Partial Demo 2406 LEOPARD ST CORPUS CHRISTI TX 78408	ID.D186013	\$24.05
<input type="checkbox"/> RESIDENTIAL DEMOLITION 2406 LEOPARD ST CORPUS CHRISTI TX 78408	ID.D186013	\$220.00
<input checked="" type="checkbox"/> Administrative Surcharge Fee 2406 LEOPARD ST CORPUS CHRISTI TX 78408	ID.DW186014	\$5.44
<input checked="" type="checkbox"/> DRIVEWAY PERMIT FEE 2406 LEOPARD ST CORPUS CHRISTI TX 78408	ID.DW186014	\$121.00

3. Select payment method

Select Payment Method

Please Choose the Method of Payment

Pay by Credit or Debit Card 

Pay by Personal Check 

Pay by Corporate Check 

4. Enter payment and billing information

5. Enter email and/or telephone number for a receipt and/or notification to be sent.

Corpus Christi Development Services

Payment Information

Cardholder's Name* 

Card Number*  

Expiration Date*  MM YYYY

Address Line 1* 

Address Line 2 

Country*

City 

Receipt Email Address 

Bill/Invoice Information

Amount  \$ 121.00

Bill/Invoice Details

Customer Name*  MECHANICAL

Permit Number*  M180387

Parent Account Number  Shreyash Mistry

ZIP Code* 

Card ZIP Code is required

State 

Text Receipt Mobile Phone Number

6. Confirm payment information

Payment Confirmation

Payment Information		Bill/Invoice Information	
Cardholder's Name:	Shreyash Mistry	Amount:	\$121.00
Card Type:	VISA	Customer Name:	MECHANICAL
Card Number:	*****1111	Permit Number:	M180387
Expiration Date:	10/2024	Parent Account Number:	Shreyash Mistry
Address Line 1:	2406		
Address Line 2:	Leopard ST		
Country:	United States		
City:	CORPUS CHRISTI		
State:	Texas		
ZIP Code:	78336		
Email Address:	shreyashmistry55@yahoo.com		
Text Receipt Mobile Phone Number:	3617936345		



7. Receipt will generate to print.

Please note the receipt will not be available once you leave this screen unless you requested it be emailed to you.

Corpus Christi Development Services

Successful Payment Receipt

Payment Information		Account Information	
Remittance ID:	1762795	Amount:	\$121.00
Payment ID:	2933544	Customer Name:	MECHANICAL
Transaction Type:	Authorization and Capture	Permit Number:	M180387
Cardholder Name:	SHREYASH MISTRY	Parent Account Number:	Shreyash Mistry
Card Type:	VISA		
Card Number:	*****1111		
Card Security Code:	****		
Expiration Date:	10/2024		
Payment Date:	06/02/2023		
Address Line 1:	2406		
Address Line 2:	Leopard ST		
Country:	United States		
City:	CORPUS CHRISTI		
State:	TX		
ZIP Code:	78336		

One time-payment

1. Enter permit number or application number from the dashboard under “One-Time Payment”

City of Corpus Christi logo

My Dashboard One-Time Payment Request Inspection Lookup Record Submit a Record

Select Language
 Powered by Translate

Welcome, Yvette!

Username
YDWTTEST2022@GMAIL.COM

Address
2406 LEOPARD STREET
CORPUS CHRISTI, TX 78408

Contact
(361)826-3840
YDWTTEST2022@GMAIL.COM

[My Profile](#)

MY FEES 78

Total Amount Due
\$9,085.68

[Make Payment](#)

[Go to my fees](#)
[Go to my payment history](#)

2. Select the fees you wish to make payment on.

3. Click “make payment”

Description	ID	Amount
<input type="checkbox"/> Administrative Surcharge Fee 2406 LEOPARD ST CORPUS CHRISTI TX 78408	ID D186013	\$9.90
<input type="checkbox"/> MSW Complete & Partial Demo 2406 LEOPARD ST CORPUS CHRISTI TX 78408	ID D186013	\$24.05
<input type="checkbox"/> RESIDENTIAL DEMOLITION 2406 LEOPARD ST CORPUS CHRISTI TX 78408	ID D186013	\$220.00
<input checked="" type="checkbox"/> Administrative Surcharge Fee 2406 LEOPARD ST CORPUS CHRISTI TX 78408	ID DW186014	\$5.44
<input checked="" type="checkbox"/> DRIVEWAY PERMIT FEE 2406 LEOPARD ST CORPUS CHRISTI TX 78408	ID DW186014	\$121.00

2 Fees Selected

Total (USD) \$126.44

[Make Payment](#)

4. Select payment method

Select Payment Method

Please Choose the Method of Payment

Pay by Credit or Debit Card 

Pay by Personal Check 

Pay by Corporate Check 

5. Enter payment and billing information

6. Enter email and/or telephone number for a receipt and/or notification to be sent.

Corpus Christi Development Services

Payment Information

Cardholder's Name* 

Card Number*  

Expiration Date*  MM YYYY

Address Line 1* 

Address Line 2 

Country*

City 

Receipt Email Address 

Bill/Invoice Information

Amount  \$ 121.00

Bill/Invoice Details

Customer Name*  MECHANICAL

Permit Number*  M180387

Parent Account Number  Shreyash Mistry

7. Confirm payment information

Payment Confirmation

Payment Information		Bill/Invoice Information	
Cardholder's Name:	Shreyash Mistry	Amount:	\$121.00
Card Type:	VISA	Customer Name:	MECHANICAL
Card Number:	*****1111	Permit Number:	M180387
Expiration Date:	10/2024	Parent Account Number:	Shreyash Mistry
Address Line 1:	2406		
Address Line 2:	Leopard ST		
Country:	United States		
City:	CORPUS CHRISTI		
State:	Texas		
ZIP Code:	78336		
Email Address:	shreyashmistry55@yahoo.com		
Text Receipt Mobile Phone Number:	3617936345		



8. Receipt will generate to print.

Please note the receipt will not be available once you leave this screen unless you requested it be emailed to you.

Corpus Christi Development Services

Successful Payment Receipt

Payment Information		Account Information	
Remittance ID:	1762795	Amount:	\$121.00
Payment ID:	2933544	Customer Name:	MECHANICAL
Transaction Type:	Authorization and Capture	Permit Number:	M180387
Cardholder Name:	SHREYASH MISTRY	Parent Account Number:	Shreyash Mistry
Card Type:	VISA		
Card Number:	*****1111		
Card Security Code:	***		
Expiration Date:	10/2024		
Payment Date:	06/02/2023		
Address Line 1:	2406		
Address Line 2:	Leopard ST		
Country:	United States		
City:	CORPUS CHRISTI		
State:	TX		
ZIP Code:	78336		

From permit/application

1. Select the permit application from your dashboard that you would like to make payment on.

View Details

Mechanical Permit

TESTTEST

2406 LEOPARD ST 1
CORPUS CHRISTI TX 78408

C186009M

Fees
No Fees

Status
Open
1 Pending Task
Current Milestone: Completeness Check
Added Date: 06/04/2023
Issued Date:
Expire Date:

Show Included Records 1

2. Click on the permit number hyperlink or view details to enter the permit.

3. Click “make payment”

Description	ID	Amount
<input type="checkbox"/> Administrative Surcharge Fee 2406 LEOPARD ST CORPUS CHRISTI TX 78408	ID.D186013	\$9.90
<input type="checkbox"/> MSW Complete & Partial Demo 2406 LEOPARD ST CORPUS CHRISTI TX 78408	ID.D186013	\$24.05
<input type="checkbox"/> RESIDENTIAL DEMOLITION 2406 LEOPARD ST CORPUS CHRISTI TX 78408	ID.D186013	\$220.00
<input checked="" type="checkbox"/> Administrative Surcharge Fee 2406 LEOPARD ST CORPUS CHRISTI TX 78408	ID.DW186014	\$5.44
<input checked="" type="checkbox"/> DRIVEWAY PERMIT FEE 2406 LEOPARD ST CORPUS CHRISTI TX 78408	ID.DW186014	\$121.00

2 Fees Selected

Total (USD) \$126.44

Make Payment

4. Select payment method

Select Payment Method

Please Choose the Method of Payment

Pay by Credit or Debit Card

Pay by Personal Check

Pay by Corporate Check

Discover American Express VISA

Exit

5. Enter payment and billing information

6. Enter email and/or telephone number for a receipt and/or notification to be sent.

Corpus Christi Development Services

Payment Information	Bill/Invoice Information
Cardholder's Name*	Amount
<input type="text"/>	\$ 121.00
Card Number*	Bill/Invoice Details
<input type="text"/>	Customer Name*
   	<input type="text" value="MECHANICAL"/>
Expiration Date*	Permit Number*
MM <input type="text"/> / <input type="text"/>	<input type="text" value="M180387"/>
Address Line 1*	Parent Account Number
<input type="text"/>	<input type="text" value="Shreyash Mistry"/>
Country*	
<input type="text" value="United States"/>	
City	
<input type="text"/>	
Receipt Email Address	
<input type="text"/>	
Address Line 2	
<input type="text"/>	
ZIP Code*	
<input type="text"/>	
State	
<input type="text" value="Texas"/>	
Text Receipt Mobile Phone Number	
<input type="text" value="###-###-####"/>	

Card ZIP Code is required

7. Confirm payment information

Payment Confirmation

Payment Information	Bill/Invoice Information
Cardholder's Name: Shreyash Mistry	Amount: \$121.00
Card Type: 	Customer Name: MECHANICAL
Card Number: *****1111	Permit Number: M180387
Expiration Date: 10/2024	Parent Account Number: Shreyash Mistry
Address Line 1: 2406	
Address Line 2: Leopard ST	
Country: United States	
City: CORPUS CHRISTI	
State: Texas	
ZIP Code: 78336	
Email Address: shreyashmistry55@yahoo.com	
Text Receipt Mobile Phone Number: 3617936345	



8. Receipt will generate to print.

Please note the receipt will not be available once you leave this screen unless your requested it be emailed to you.

Corpus Christi Development Services

Successful Payment Receipt

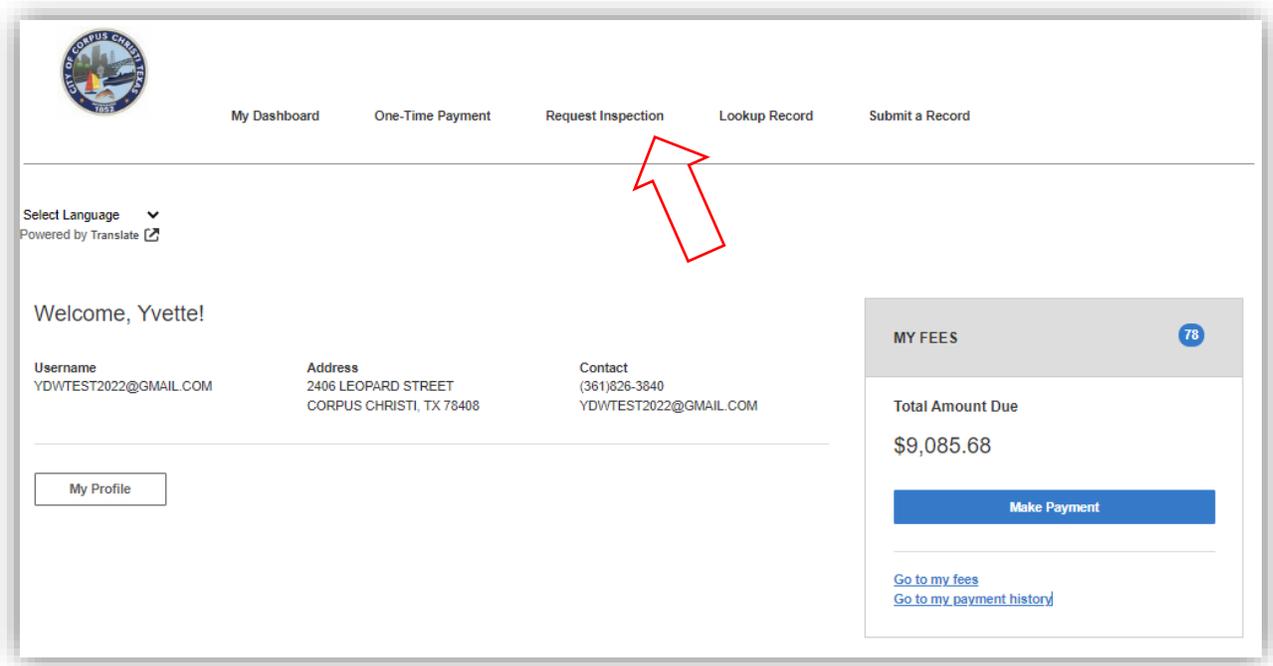
Payment Information		Account Information	
Remittance ID:	1762795	Amount:	\$121.00
Payment ID:	2933544	Customer Name:	MECHANICAL
Transaction Type:	Authorization and Capture	Permit Number:	M180387
Cardholder Name:	SHREYASH MISTRY	Parent Account Number:	Shreyash Mistry
Card Type:	VISA		
Card Number:	*****1111		
Card Security Code:	****		
Expiration Date:	10/2024		
Payment Date:	06/02/2023		
Address Line 1:	2406		
Address Line 2:	Leopard ST		
Country:	United States		
City:	CORPUS CHRISTI		
State:	TX		
ZIP Code:	78336		

[Print](#) [Exit](#)

[Request Inspections](#)

From the Dashboard with permit number

1. Click on “request inspection” on your dashboard.



2. Enter the permit number

Request Inspection

Enter the exact ID number for the application, license, or case that contains the inspection you want to request.

3. Click the magnifying glass to search
4. Select “request inspection” for the inspection that you would like to request.

Same day inspections cannot be requested.
Inspections cannot be scheduled if fees are due on the permit/application.

Request Inspection

[DW180348](#) (Driveway/Sidewalk Permit Application) at 2406 LEOPARD ST CORPUS CHRISTI TX 78408

Use the buttons to make your request, reschedule a request, or cancel a request.

Description	Request Date ▼	Scheduled Date ▼	
Pre-Pour Inspection ID 744752		05/06/2023	<input type="button" value="Reschedule"/> <input type="button" value="Cancel Request"/>
Final Inspection ID 744753			<input type="button" value="Request Inspection"/>

5. Enter the requested inspection date, provide location details for lock or key boxes, contact person and their information and any other pertinent instructions.

6. Click Submit request

Inspection Request

Details for the Request

Fields with * are Required

Request Date * **Request Time (optional)**

Location Details (optional)

300 characters left

Special Instructions for the Request

Contact Person

Contact Information

Instructions

300 characters left

YOU ARE REQUESTING

Date Time

Location Details

From the permit

1. Locate the permit under “My Projects” on your dashboard.
2. Click on the permit number hyperlink
3. Select the permit you want to schedule under “needs action”

Needs Action All

All Unresolved Inspections 6

Description	Request Date ▼	Scheduled Date ▼	
Electrical Inspection Final ID 744754			Request Inspection
Electrical Bonding Inspection ID 744755			Request Inspection
C-Loop Inspection ID 744756			Request Inspection
Electrical Rough Inspection ID 744757			Request Inspection
Electrical Underground Inspection ID 744758			Request Inspection
Service Release Inspection ID 744759			Request Inspection

4. Select “request inspection” for the inspection that you would like to request.

Same day inspections cannot be requested.

Inspections cannot be scheduled if fees are due on the permit/application.

Request Inspection

DW180348 (Driveway/Sidewalk Permit Application) at 2406 LEOPARD ST CORPUS CHRISTI TX 78408

Use the buttons to make your request, reschedule a request, or cancel a request.

Description	Request Date ▼	Scheduled Date ▼	
Pre-Pour Inspection ID 744752		05/06/2023	Reschedule Cancel Request
Final Inspection ID 744753			Request Inspection

5. Enter the requested inspection date, provide location details for lock or key boxes, contact person and their information and any other pertinent instructions.

6. Click Submit request

Inspection Request

Details for the Request

Fields with * are Required

Request Date *

Request Time (optional)

Location Details (optional)

300 characters left

Special Instructions for the Request

Contact Person ⓘ

Contact Information ⓘ

Instructions ⓘ

300 characters left

YOU ARE REQUESTING

Date
Time

Location Details

Reschedule or cancel inspections

To reschedule or cancel an inspection you will need to lookup the inspection by using “Request Inspection” search or searching to the permit/application shown on Page 13 above.

Reschedule Inspection

1. click on “reschedule” as show below.

Request Inspection

[DW180348](#) (Driveway/Sidewalk Permit Application) at 2406 LEOPARD ST CORPUS CHRISTI TX 78408

Use the buttons to make your request, reschedule a request, or cancel a request.

Description	Request Date ▼	Scheduled Date ▼	
Pre-Pour Inspection ID 744752		05/06/2023	 
Final Inspection ID 744753			

2. Change the request date and make any additional changes and click submit request.

Reschedule Request

Details for the Request
Fields with * are Required

Request Date *  05/30/2023 **Request Time (optional)** Morning

Location Details (optional)
Location Details
300 characters left

Special Instructions for the Request

Contact Person

Contact Information

Instructions

296 characters left

YOU ARE REQUESTING

Date: 05/30/2023
Time: Morning
Location Details



Cancel a scheduled inspection

1. Click on “cancel request” for the inspection that needs to be cancelled.

Request Inspection

[DW180348](#) (Driveway/Sidewalk Permit Application) at 2406 LEOPARD ST CORPUS CHRISTI TX 78408

Use the buttons to make your request, reschedule a request, or cancel a request.

Description	Request Date ▼	Scheduled Date ▼	
Pre-Pour Inspection ID 744752		05/06/2023	<input type="button" value="Reschedule"/> <input type="button" value="Cancel Request"/>
Final Inspection ID 744753			<input type="button" value="Request Inspection"/>

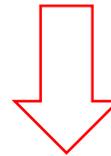
2. Confirm by clicking “cancel request” on when the confirmation pop ups as shown below.

Cancel Request

Are you sure you want to cancel this inspection request? This cannot be undone.

Pre-Pour Inspection
ID 744752 | Series #1
Current Date
05/28/2023
Request Date
05/06/2023

Time Preference
Morning
Location

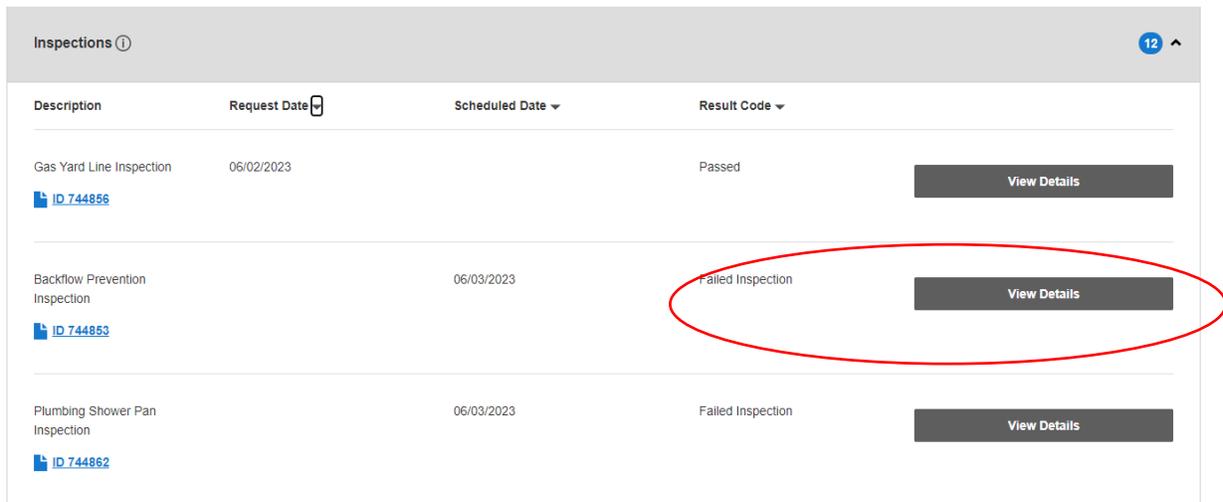


Back

Cancel Request

Review Inspection Results

1. From the inspections drop down menu under the application you will see inspection results.

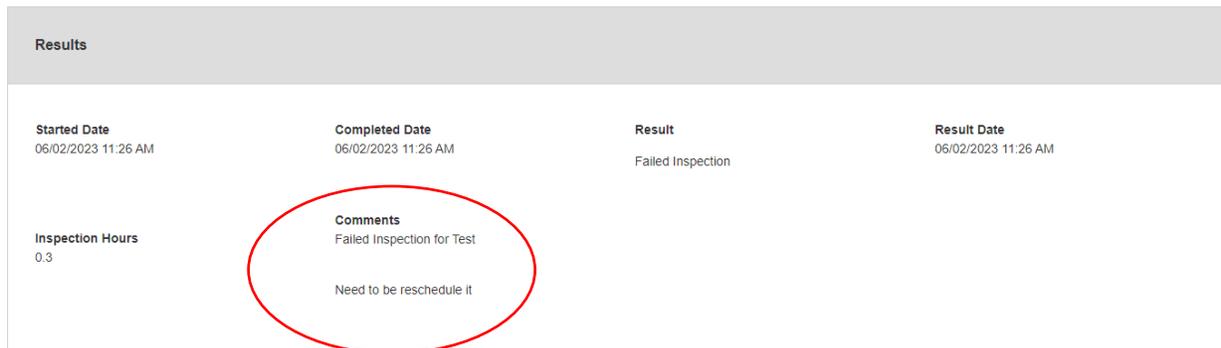


Description	Request Date	Scheduled Date	Result Code	
Gas Yard Line Inspection ID 744856	06/02/2023		Passed	View Details
Backflow Prevention Inspection ID 744853		06/03/2023	Failed Inspection	View Details
Plumbing Shower Pan Inspection ID 744862		06/03/2023	Failed Inspection	View Details

2. To view the inspection comment, click on “View Details”

3. The Comments will be displayed as shown below.

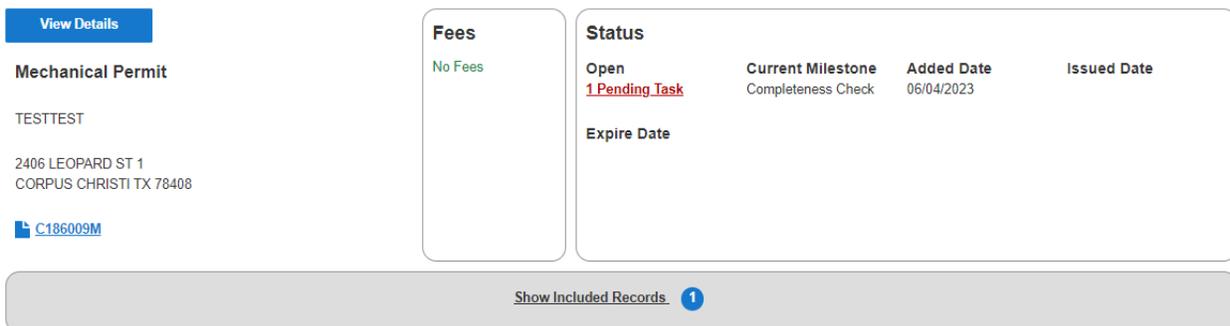
06/03/2023



Results			
Started Date 06/02/2023 11:26 AM	Completed Date 06/02/2023 11:26 AM	Result Failed Inspection	Result Date 06/02/2023 11:26 AM
Inspection Hours 0.3	Comments Failed Inspection for Test Need to be reschedule it		

Lookup Reviews

1. Locate the permit on your dashboard or by lookup Record.



View Details			
Mechanical Permit			
TESTTEST			
2406 LEOPARD ST 1 CORPUS CHRISTI TX 78408			
C186009M			
Fees No Fees	Status		
	Open 1 Pending Task	Current Milestone Completeness Check	Added Date 06/04/2023
	Issued Date		
	Expire Date		
Show Included Records 1			

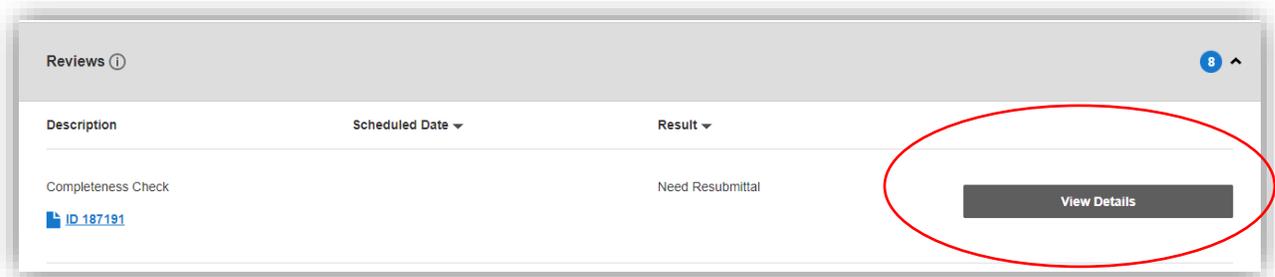
2. Click on the hyperlink to enter the permit or “view details”

3. Select “All”

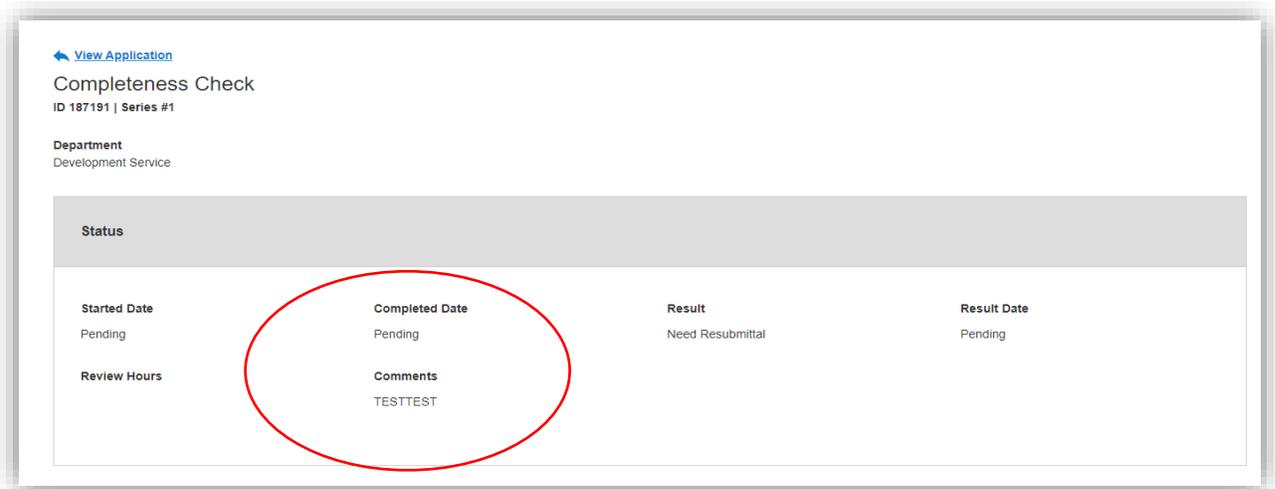


4. Scroll down to the review drop down

5. Click “View Details” to review the review comments.

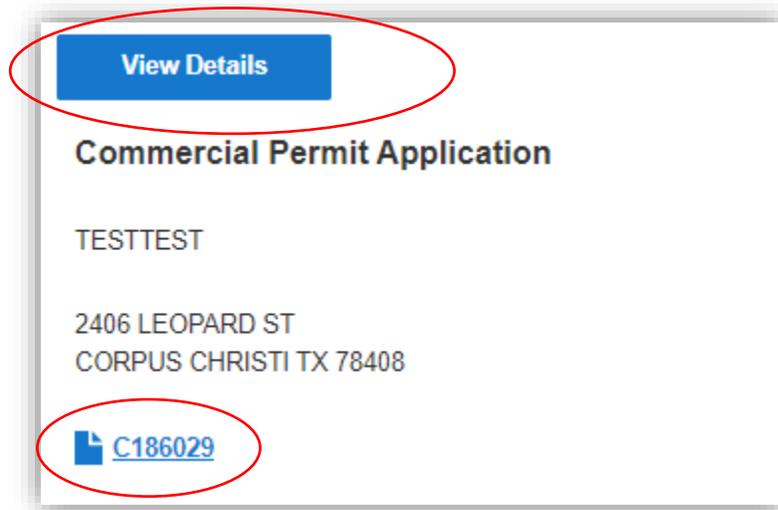


6. Review comments will be shown below.

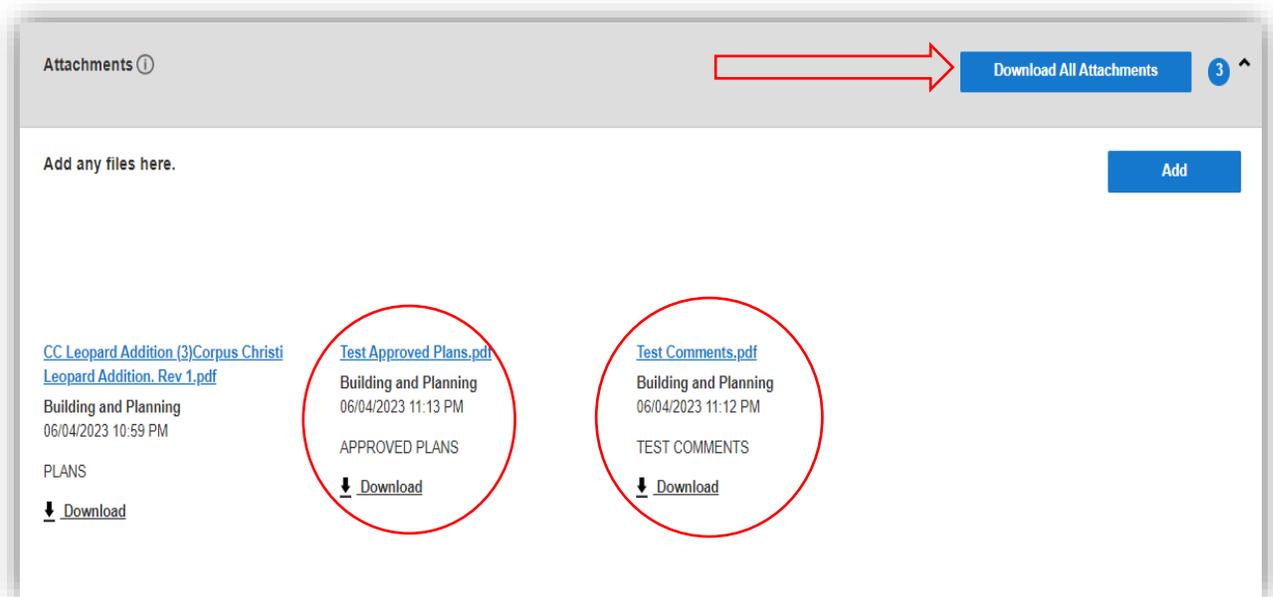


[Download Comments or Plans](#)

1. Access the permit you would like to review plans or comment for under “My projects” on the dashboard. You can also search by permit number under “Lookup Record”
2. Click on view details or the permit number hyperlink to access the permit.



1. Scroll down to attachments.



2. Select the files to download individually or download all.

[Download Permit Card](#)

1. Locate permit on your dashboard or by lookup Record.

View Details

Mechanical Permit

TESTTEST

2406 LEOPARD ST 1
CORPUS CHRISTI TX 78408

C186009M

Fees
No Fees

Status
Open
1 Pending Task

Current Milestone	Added Date	Issued Date
Completeness Check	06/04/2023	

Expire Date

[Show Included Records](#) 1

2. Click on the permit number hyperlink or view details to enter the permit.
3. In the upper right hand corner of the permit you will see a hyperlink for “My Documents”
4. Click on the hyperlink

My Dashboard One-Time Payment Request Inspection Lookup Record Submit a Record

Residential Permit Application

R180312

CLONE

MY FEES
No Fees

MY DOCUMENTS (1)

Added Date 04/28/2023 Status Issued Status Code Current Milestone Inspections Primary Site 2025 S 11th ST 20 Port Aransas TX 78373 Primary Applicant Mr. Todd Reibold Property Owner Owner as Contractor

Instructions

5. The reports that are available will be shown here to include permit card and Certificate of Occupancy.

My Documents (1)

Building Permit

Cancel

[Download Certificate of Occupancy or Final Letters](#)

1. Locate permit on your dashboard or by lookup Record.

View Details

Mechanical Permit

TESTTEST

2406 LEOPARD ST 1
CORPUS CHRISTI TX 78408

[C186009M](#)

Fees
No Fees

Status
Open
1 Pending Task
Expire Date

Current Milestone
Completeness Check

Added Date
06/04/2023

Issued Date

[Show Included Records](#) 1

2. Click on the permit number hyperlink or view details to enter the permit.

3. In the upper right hand corner of the permit you will see a hyperlink for “My Documents”

4. Click on the hyperlink

My Dashboard One-Time Payment Request Inspection Lookup Record Submit a Record

Residential Permit Application

R180312

CLONE

MY FEES
No Fees

MY DOCUMENTS (1)

Added Date ⓘ
04/28/2023

Status ⓘ
Issued Status Code

Current Milestone ⓘ
Inspections

Primary Site ⓘ
2025 S 11th ST 20
Port Aransas TX 78373

Primary Applicant ⓘ
Mr. Todd Reibold
Property Owner
Owner as Contractor

Instructions ⓘ

5. The reports that are available will be shown here to include permit card and Certificate of Occupancy.

My Documents (1)

[Building Permit](#)

Cancel