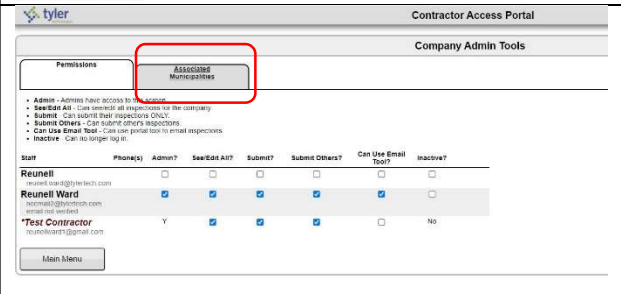
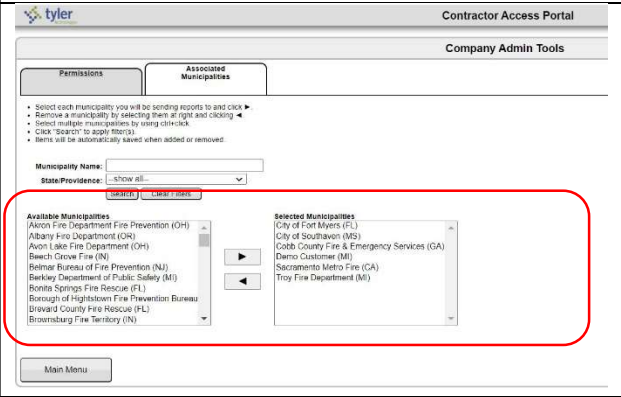
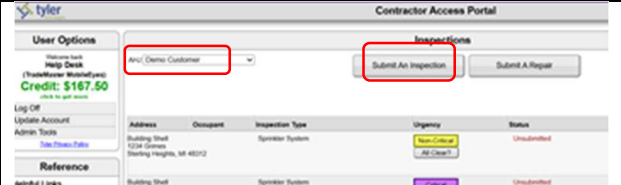
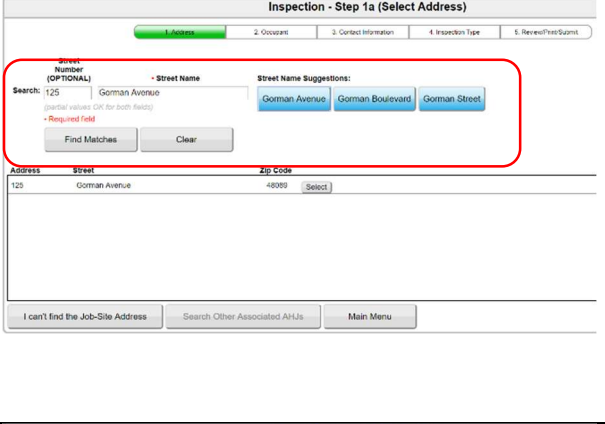
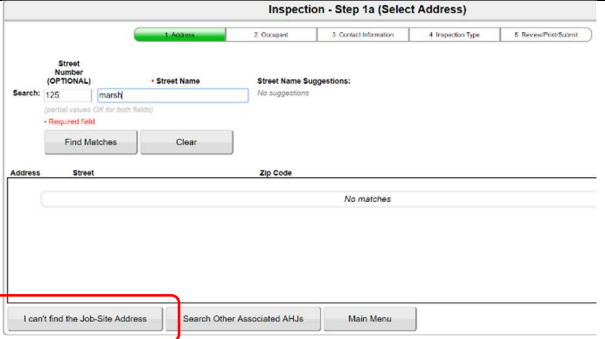
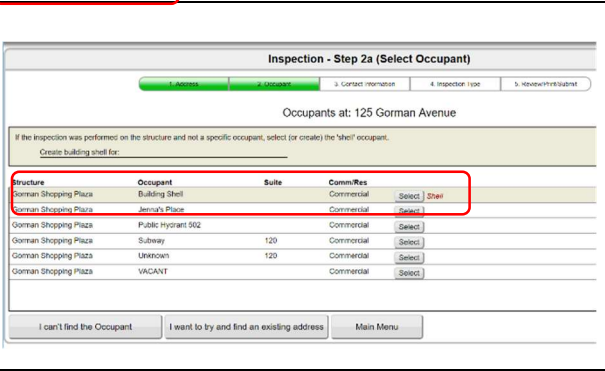
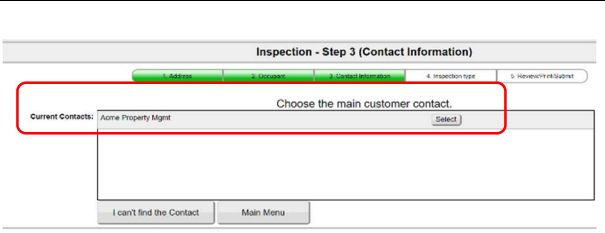


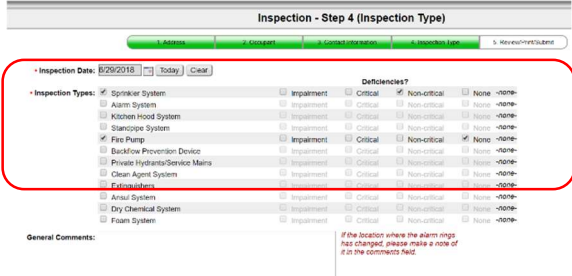
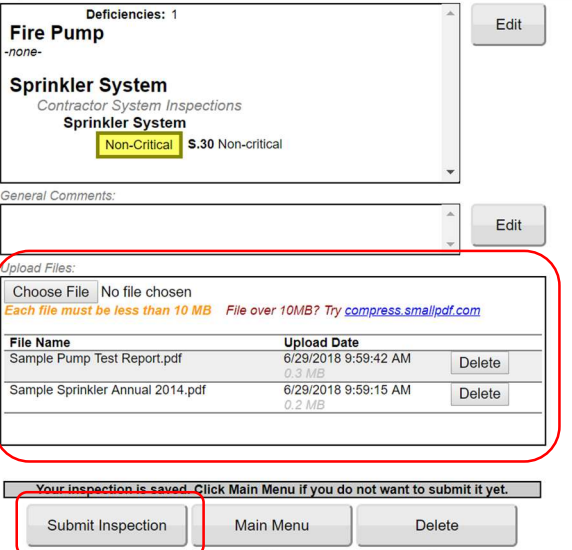
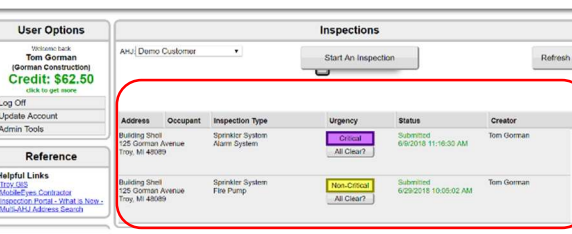
Process: Contractor Inspection Portal

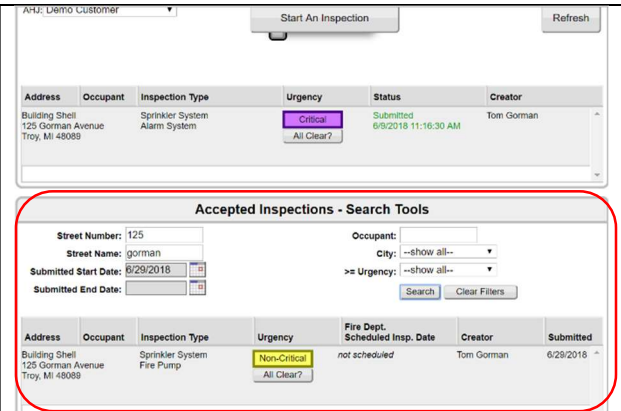
Procedure: How to submit a report to the AHJ.

Date Created/Updated: 09/01/2026

1	Once you have created an account, choose which AHJs you will be submitting reports to. Click <i>Admin Tools</i>.	
2	Click <i>Associated Municipalities</i>.	
3	Select AHJs from the left box, then click the arrow to move them to the right box. You can also use the search fields to find a particular AHJ. When finished, click the <i>Main Menu</i> button at the bottom. (Not shown here.)	
4	Select the AHJ you want to submit the report to. Then click <i>Start an Inspection</i>.	

5	Step 1 – Search for the address of the inspection. This searches the AHJ’s database of addresses. Tip: Search for the address number first. Then add a portion of the street name to narrow it down, if necessary. As you type the street name, street matches will appear. Click on the street match to trigger the search. Or click <i>Find Matches</i>.	
6	If you don’t find the address, click <i>I can’t find the Job-Site Address</i>. Follow the instructions to enter the address.	
7	Step 2 - Find the 'Occupant' All inspections shall be submitted under 'Main Building Record' (under 'Occupant' column). Exception: For special extinguishing systems (i.e.: kitchen suppression systems, paint booths, etc.), submit under the specific 'Occupant' for that space ('Suite'). If there is not a 'Main Building Record' listed, select "I can't find the Occupant", and follow the prompts to create a 'Main Building Record'.	
8	Step 3 – Select your main contact. If you don’t see your main contact, click <i>I can’t find the Contact</i>. Follow the instructions to enter the contact information.	
9	Step 4 – Select the date the inspection was done. Select the systems inspected.	

	For each system, indicate whether there were deficiencies. If there were, indicate the level of severity.	
10	Step 5 – Attach your report and submit. If you are submitting multiple inspections, attach the report for each. Click <i>Submit Inspection</i>.	
11	Depending on the business rules each AHJ sets for their use of the portal, the inspection may go to a review screen or it may get auto-processed. The inspections shown here are on the AHJ's review screen. Usually if the inspection involves a critical deficiency or impairment, the inspection will be auto-processed and will not appear in the list as a "submitted" inspection.	

12	Once the inspection has been accepted by the AHJ, it will appear in the <i>Accepted Inspections</i> section.	
13	If you fix the deficiencies, send an <i>All Clear</i> to the AHJ. This cancels any follow up that the AHJ has scheduled and let's the AHJ know that all deficiencies have been corrected.	