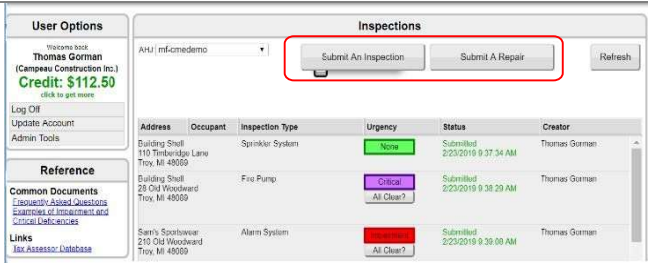
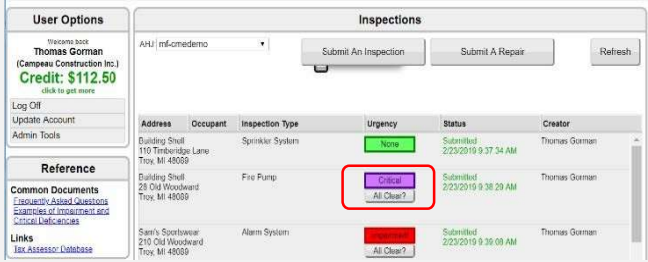
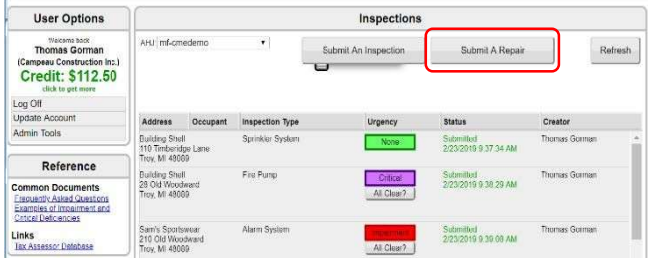




Process: Contractor Access Portal Procedure: Submit a repair report.

Date Created/Updated: 09/01/2026

Contractors can submit a repair report when they are hired to fix deficiencies that were cited in an inspection done by another contractor.

1	You will see two buttons on your portal home screen – <i>Submit an Inspection</i> and <i>Submit a Repair</i> .	
2	If you are informing the AHJ that you have fixed deficiencies that <i>you</i> cited on a previous inspection, use the <i>All Clear</i> feature.	
3	But if you were hired to fix deficiencies that were cited on another contractor's inspection report, use the <i>Submit a Repair</i> feature. Note: You can't use the All Clear feature because you won't have the original inspection since it was done by another contractor.	



4

When you get to step 4 of the process, select the system(s) you repaired.

5

Add notes in the General Comments box re. the nature of the repairs.

6

On step 5 attach your repair report before submitting.

7

Repair reports will automatically go to the AHJ's Review screen.