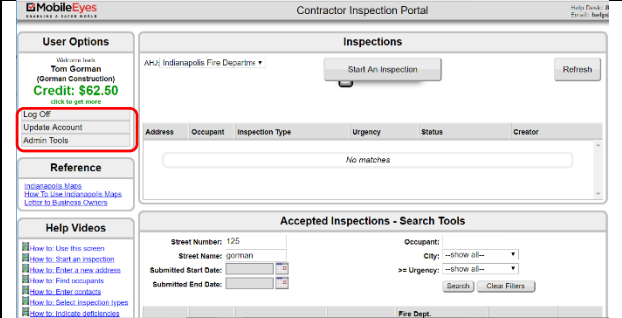
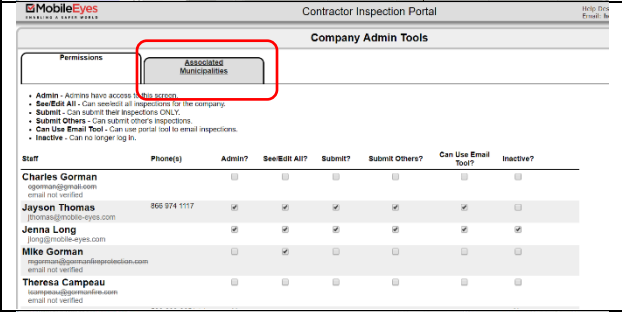
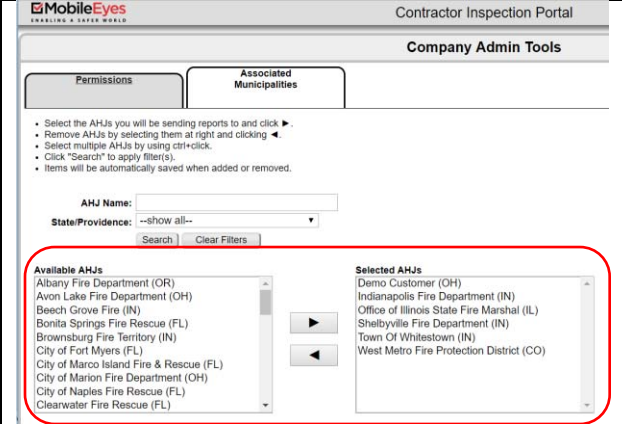
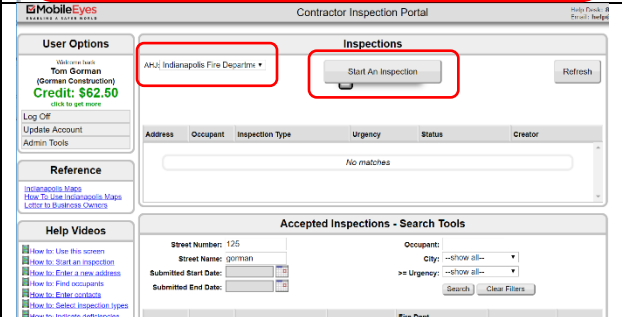
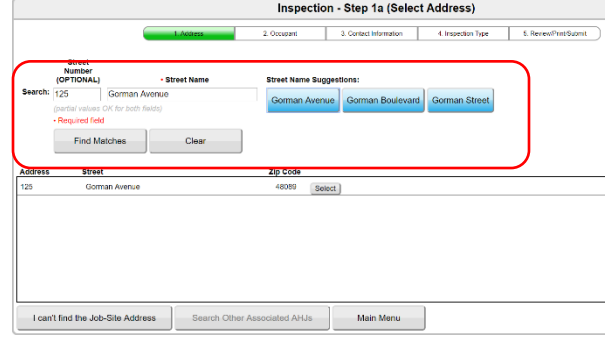
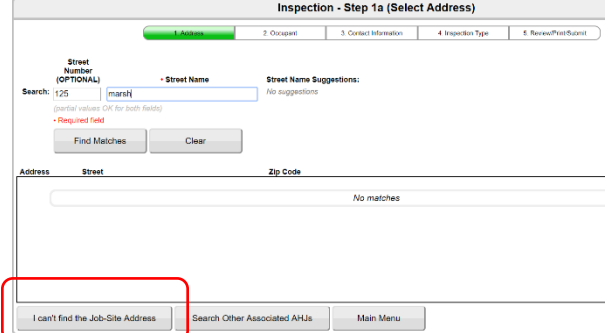
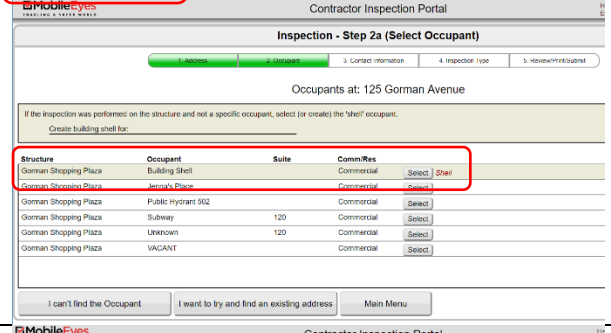
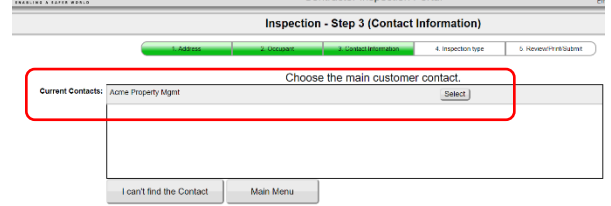
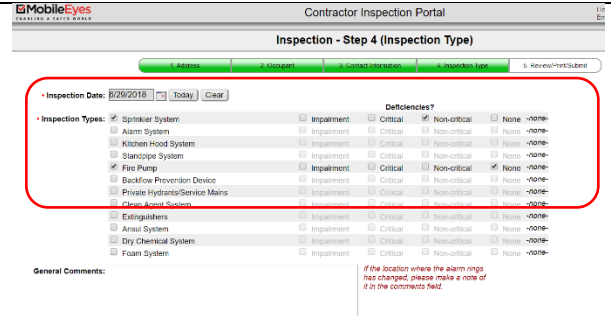
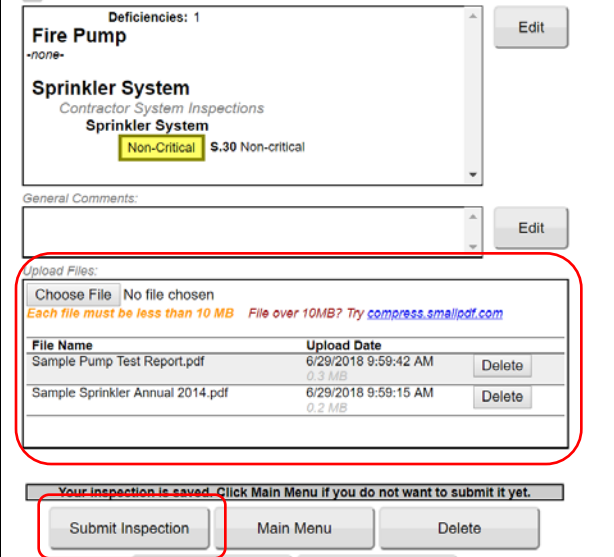
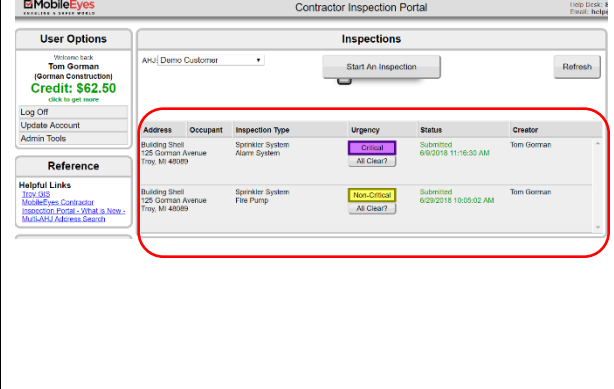
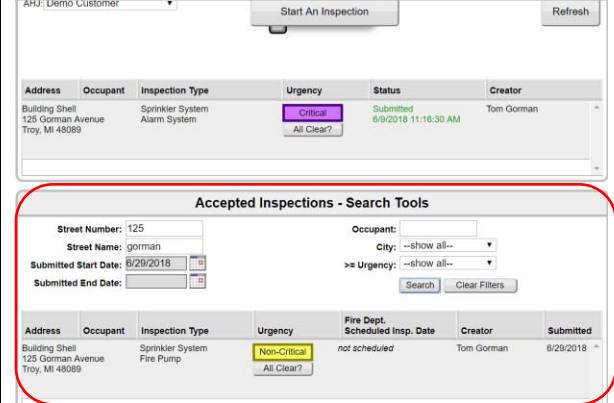


Process: Contractor Inspection Portal
Procedure: How to submit a report to the AHJ.
Date Created/Updated: 02/18/19

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

<p>5</p>	<p>Step 1 – Search for the address of the inspection. This searches the AHJ’s database of addresses.</p> <p>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>.</p>																																											
<p>6</p>	<p>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.</p>																																											
<p>7</p>	<p>Step 2 – Find the occupant.</p> <p>Multi-tenant buildings – Select the <i>Building Shell</i> occupant if the inspection was for the building and not a particular tenant space.</p> <p>If there is no Building Shell occupant, follow the instructions to create it.</p>	 <table border="1"> <thead> <tr> <th>Structure</th> <th>Occupant</th> <th>Suite</th> <th>Comm/Res</th> <th>Select</th> <th>Share</th> </tr> </thead> <tbody> <tr> <td>Gorman Shopping Plaza</td> <td>Building Shell</td> <td></td> <td>Commercial</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Gorman Shopping Plaza</td> <td>Annex's Place</td> <td></td> <td>Commercial</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Gorman Shopping Plaza</td> <td>Public Hydrant 502</td> <td></td> <td>Commercial</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Gorman Shopping Plaza</td> <td>Subway</td> <td>120</td> <td>Commercial</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Gorman Shopping Plaza</td> <td>Unknown</td> <td>120</td> <td>Commercial</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Gorman Shopping Plaza</td> <td>VACANT</td> <td></td> <td>Commercial</td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table>	Structure	Occupant	Suite	Comm/Res	Select	Share	Gorman Shopping Plaza	Building Shell		Commercial	<input checked="" type="checkbox"/>		Gorman Shopping Plaza	Annex's Place		Commercial	<input type="checkbox"/>		Gorman Shopping Plaza	Public Hydrant 502		Commercial	<input type="checkbox"/>		Gorman Shopping Plaza	Subway	120	Commercial	<input type="checkbox"/>		Gorman Shopping Plaza	Unknown	120	Commercial	<input type="checkbox"/>		Gorman Shopping Plaza	VACANT		Commercial	<input type="checkbox"/>	
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<p>8</p>	<p>Step 3 – Select your main contact.</p> <p>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.</p>																																											
<p>9</p>	<p>Step 4 – Select the date the inspection was done.</p> <p>Select the systems inspected.</p> <p>For each system, indicate whether there were deficiencies. If there were, indicate the level of severity.</p>																																											

<p>10</p>	<p>Step 5 – Attach your report and submit.</p> <p>If you are submitting multiple inspections, attach the report for each.</p> <p>Click <i>Submit Inspection</i>.</p>	
<p>11</p>	<p>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.</p> <p>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.</p>	
<p>12</p>	<p>Once the inspection has been accepted by the AHJ, it will appear in the <i>Accepted Inspections</i> section.</p>	
<p>13</p>	<p>If you fix the deficiencies, send an <i>All Clear</i> to the AHJ.</p> <p>This cancels any follow up that the AHJ has scheduled and let's the AHJ know that all deficiencies have been corrected.</p>	