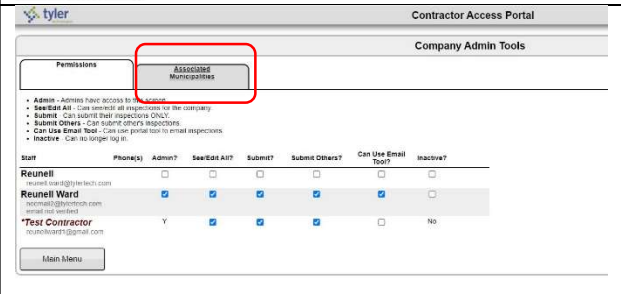
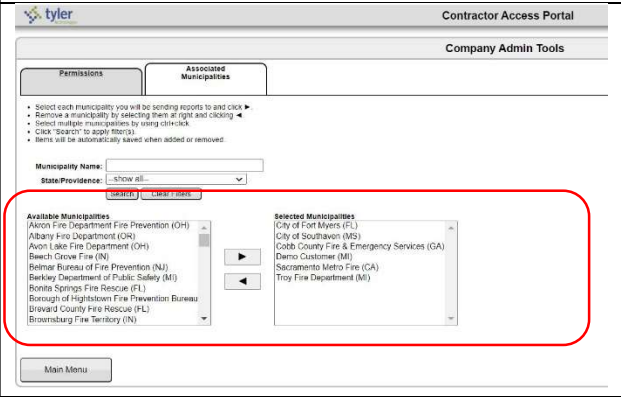
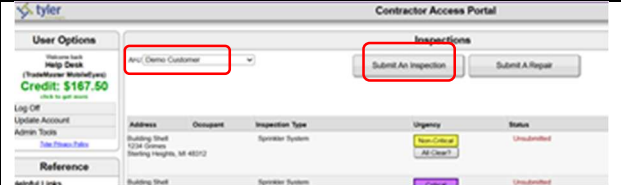
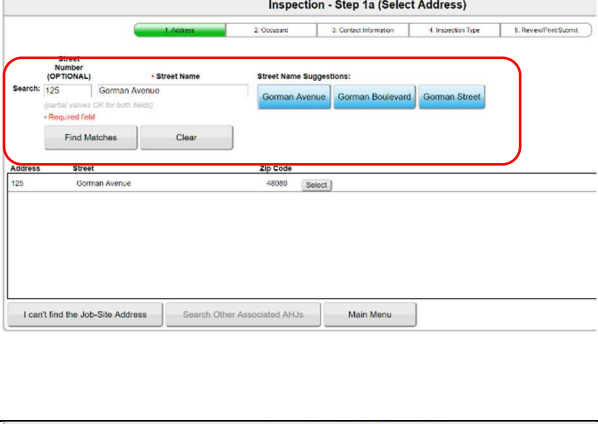
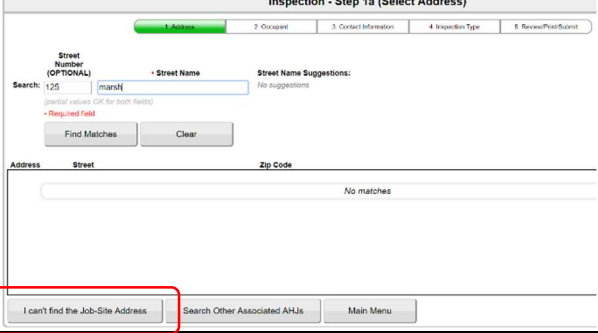
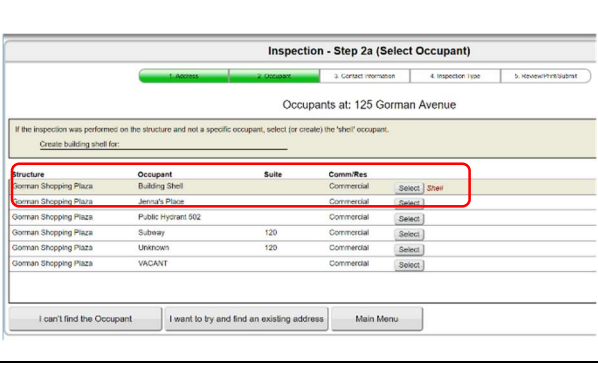
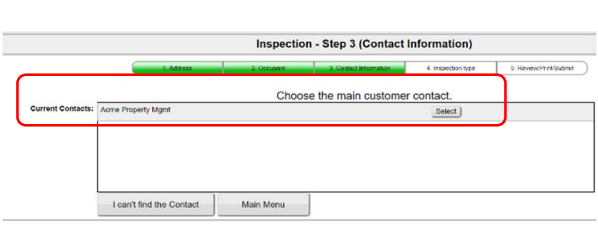


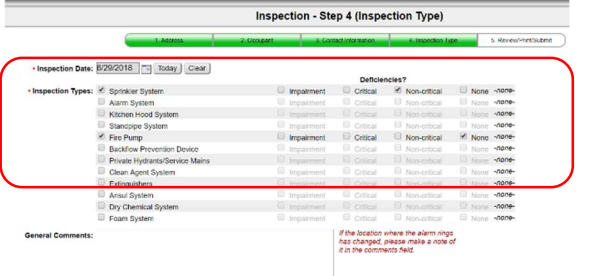
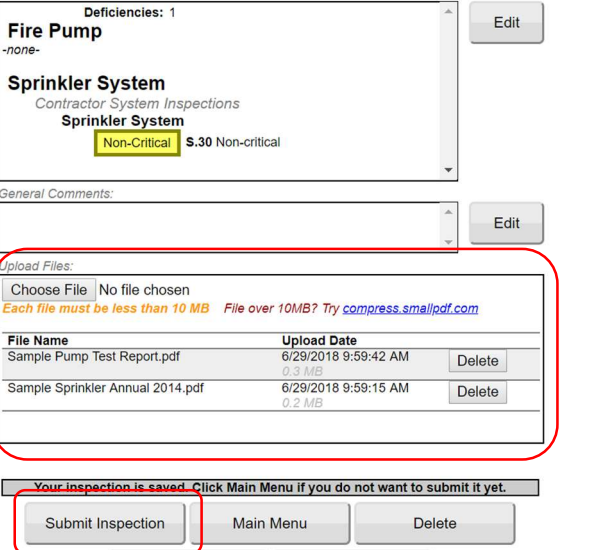
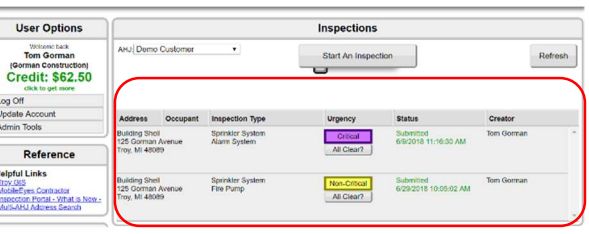
Process: Contractor Inspection Portal

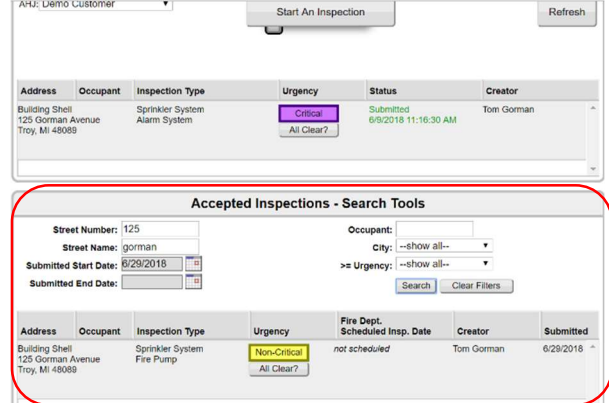
Procedure: How to submit a report to the AHJ.

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>.	 The screenshot shows the 'Inspection - Step 1a (Select Address)' interface. A red box highlights the search area where '125' is entered in the 'Street Number (OPTIONAL)' field and 'Gorman Avenue' is entered in the 'Street Name' field. Below the search fields, a table lists matches for '125 Gorman Avenue' with a zip code of 48069. The 'Find Matches' button is also visible.
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.	 The screenshot shows the 'Inspection - Step 1a (Select Address)' interface. The search results area displays 'No matches'. A red box highlights the 'I can't find the Job-Site Address' button at the bottom of the form.
7	Step 2 – Find the occupant. Multi-tenant buildings – Select the <i>Building Shell</i> occupant if the inspection was for the building and not a particular tenant space. If there is no Building Shell occupant, follow the instructions to create it.	 The screenshot shows the 'Inspection - Step 2a (Select Occupant)' interface. It displays a table of occupants for '125 Gorman Avenue'. A red box highlights the 'Building Shell' occupant, which is selected. The table includes columns for Structure, Occupant, Suite, Commercial, and Shell.
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.	 The screenshot shows the 'Inspection - Step 3 (Contact Information)' interface. A red box highlights the 'Current Contacts' section, which lists 'Acme Property Mgmt' as the selected contact. The 'Choose the main customer contact.' dropdown is also visible.
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.	