



CITY OF CAMPBELL
Community Development Department

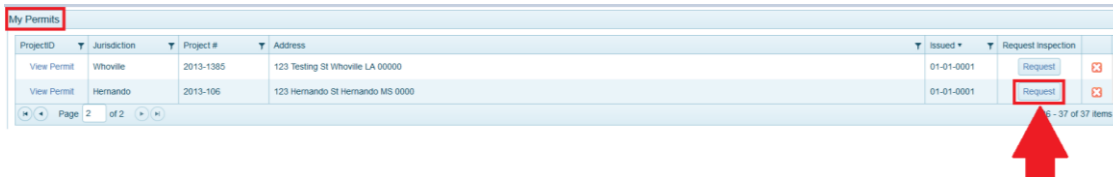
REQUESTING an INSPECTION

Inspections are managed through the City's online permit platform, MyGovernmentOnline (MGO). Inspections may be requested online following the instructions, below. For detailed instructions on using the MGO system, please visit the City's application center at <http://bit.ly/campbellappcenter>. **For technical assistance or to request an inspection over the phone please contact MGO at (866) 957-3764.**

STEP 1: Visit MyGovernmentOnline at <https://www.mygovernmentonline.org> and log into your account by clicking 'My Account' in the top right-hand corner of the home page.



STEP 2: Scroll down to the 'My Permit' section of your account page. Press the 'Request' button located on the far right column of the permit that you wish to schedule an inspection for.



STEP 3: On the 'Request Inspection' page, select the type of inspection(s) you would like performed and on which day. Inspection requests that are submitted before midnight for the following business day are guaranteed. In the 'Notes' box, please indicate your preference for an AM or PM inspection (inspections are conducted between 9:00 AM to 4:00 PM, M-F) and provide the name and telephone number of the individual who will be on the project site to meet the inspector. Add the inspection to your request by clicking the "Add" button.

Request Inspection

Requests that are submitted before midnight for the following business day are guaranteed. You will receive an email once an inspector is assigned. If an inspection must be rescheduled, your inspector will contact you. Please provide the following information in the Notes box below:

Preference for an AM or PM inspection. All inspections are performed between 9:00 AM - 4:00 PM.
The name/ phone number of the individual who will be on site to meet the inspector.

Inspection Type: *

Address: *

Requested Date: *


Scheduled date is a request only.
The Jurisdiction may modify the date based on their internal policies that account for the time the request is made, weekends and holidays.
Please contact the Jurisdiction directly for more information.

Notes

REQUESTING an INSPECTION Continued

STEP 4: After adding your inspection(s), click the 'Submit Request(s) to Jurisdiction' button to complete your request.

Inspection Type	Requested Date	Requested Action	
Electrical Grounding Bonding UFER	04/15/2021	Create Inspection Request	<button>Remove</button>

 **WARNING: After all Inspection request have been added you must press the Submit button below for the jurisdiction to receive your Inspection request(s)**

Submit Request(s) to Jurisdiction



STEP 5: You will receive a confirmation message, as shown below, confirming that your request has been submitted. You have now completed your inspection request. **There is no need to contact the City to confirm your inspection.** Inspection requests that are submitted before midnight for the following business day are guaranteed, unless your inspector informs you otherwise.

Request(s) Sent

Success! Your Inspection request(s) have been created.

Return to Project Request another Inspection

STEP 6: Once an inspector is assigned to your inspection, you will receive an automated email, as shown, below. This email is informational only. No further action is required.

Your requested inspection has been assigned to an inspector.  

Inbox x

no-reply@mygovernmentonline.org 10:46 AM (3 hours ago) ☆ ↶ ⋮

to me ▾

Notification from MyPermitNow.org

To see the details of this message, log on to the customer portal at MyGovernmentOnline.org

Requested Inspection has been assigned to an inspector.

Campbell has assigned Bob Lennen to perform the Building Sewer | Backwater | Cleanout that you requested on project number BLD-2020-374.

The inspection is scheduled for 04/12/2021 at 1170 Monica Ln San Jose CA 95128.

For more information, please contact Campbell at (408) 866-2100.

The information contained in this email can also be found at the free Customer Portal at MyPermitNow.org

FOR ADDITIONAL ASSISTANCE

PLEASE CONTACT

MyGovernmentOnline – (866) 957-3764