



Dear Applicant,

The City of Lafayette now accepts inspection requests online using our citizen self-service portal. After pulling your permit you will be able to request your required inspections online. Inspections related to trade permits (grease trap permits, water and sewer permits, street cuts, etc.) cannot be scheduled online and should be scheduled with the appropriate department. The Water Department can be reached at 765-807-1700 and Lafayette Renew can be reached at 765-807-1800. For street cuts you will need to contact 765-807-1032.

If you have technical issues or need assistance with requesting inspections online please call our office at 765-807-1034. Please remember the below rules before scheduling your inspections online:

1. 48 hour notice required; next day inspections allowed if scheduled by 9am the day before but is not guaranteed.
2. Weekends and holidays are not available and do not count towards the 48 hour notice requirement (i.e. inspections requested on Friday will be scheduled for Tuesday).
3. Please schedule your building, electric, and fire framings, above ceilings, and finals together when possible.
4. If the scheduled inspection is not available please choose from the list of alternate dates or call (765) 807-1034.
5. You will receive a confirmation email after you schedule your inspection. If not, please call (765) 807-1034.

The guide below is intended as a basic introduction and walk through of the online citizen self service module as it relates to scheduling inspections. There are many more features available that can make managing your project easier and more efficient. We do offer training for individuals who will be managing your project and scheduling inspections. Please contact our office at 765-807-1034 to inquire about training availability.

Sincerely,

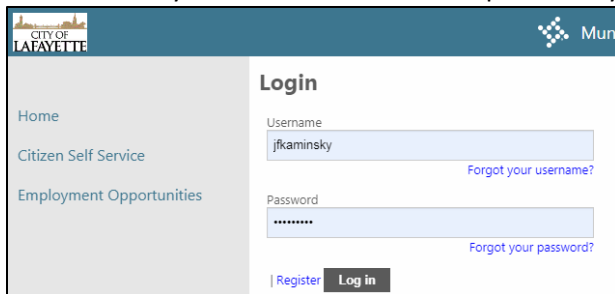
Your City of Lafayette Engineer's Office

The following is a quick and easy guide for you to use when scheduling your inspections online:

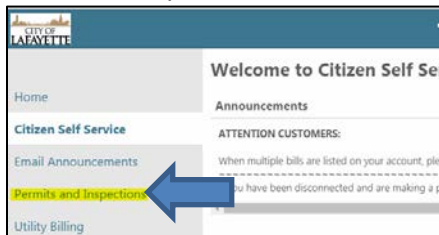
- Go to <https://selfservice.lafayette.in.gov>
- Click on **Citizen Self Service** from the left side menu



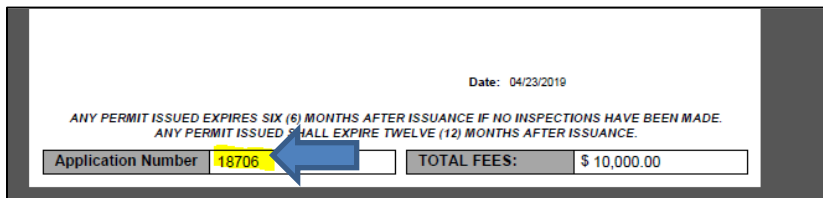
- Enter your Username and initial password you received via email and click Log in



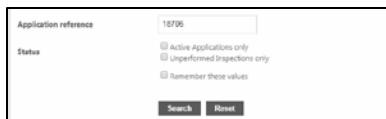
- You will be prompted to create a new password
- Once you are logged in click on **Permits and Inspections** from the left side menu (you may have less options to choose from what is shown in the screen shot below)



- From here you will need to enter your **Application reference** number (this can be found on your permit in the lower left hand corner)



- Enter the number and hit Search



- Click on the **Details** link

Applications (1 found)						
Location / Subdivision	Owner/Contractor	Parcel	Status	Reference	Fees	Due
4110 SOUTH STREET	DRURY DEVELOPMENT CORP / DRURY DEVELOPMENT CORP	790724352026000004	ACTIVE	18706	\$14,275.00	\$0.00

- Scroll down to view your inspections
 - Any inspection with a **Schedule** link can be scheduled
 - Any inspection with an **Alert** link cannot be scheduled (generally this will be your final inspections which cannot be scheduled until all of the other required inspections are completed)

BUILDING SLAB	DRURY DEVELOPMENT CORP / DRURY DEVELOPMENT CORP	\$0.00	\$0.00	Details Schedule
BUILDING UNDERSLAB PLUMBING	DRURY DEVELOPMENT CORP / DRURY DEVELOPMENT CORP	\$0.00	\$0.00	Details Schedule
BLDG PROJECT - DRIVE APPROACH	DRURY DEVELOPMENT CORP / ATLAS EXCAVATING INC	\$0.00	\$0.00	Details Schedule
ELECTRIC ABOVE CEILING	DRURY DEVELOPMENT CORP / HUSTON ELECTRIC	\$0.00	\$0.00	Details Schedule
ELECTRICAL FINAL	DRURY DEVELOPMENT CORP / HUSTON ELECTRIC	\$0.00	\$0.00	Details Alert
ELECTRICAL FRAMING	DRURY DEVELOPMENT CORP / HUSTON ELECTRIC	\$0.00	\$0.00	Details Schedule

Scheduling an Inspection

- To schedule an inspection click on the **Schedule** link to the right of the inspection you wish to schedule

BUILDING FOOTING	DRURY DEVELOPMENT CORP / DRURY DEVELOPMENT CORP	\$0.00	\$0.00	Details Schedule
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- Enter your information in the required fields (marked with a red asterisk *****) and any additional information in the non-required fields. You can also check the box **Remember these values** so that every time you schedule online these fields will be auto populated.
 - **Shift/Time field:** you can request a morning (am) or evening (pm) inspection (not guaranteed)
 - **Priority/Comments field:** any information you think the inspector should know (i.e. locations, lock box info, specific times, etc.)
- Enter the **validation code** and click **Schedule**

Permits and Inspections
Schedule Inspection 60479 [Return to search results](#)

Owner/Contractor: DRURY DEVELOPMENT CORP / DRURY DEVELOPMENT CORP

Location: 4110 SOUTH STREET

Type: BUILDING FOOTING

Name *

Phone *

Email *

Remember these values

Schedule Preferences

Date *
Note: Inspection scheduling requires 2 day advanced notice.

Shift/Time: MORNING

Priority/Comments:

Enter these validation numbers into the box below them

2856

* indicates required field

- If your request was **not successful** you will be taken to a page and given options to pick an alternate date and/or time. This can happen for many reasons but the following are the primary reasons:
 - The inspectors schedule is full or the inspector is unavailable on that date
 - Your inspection does not meet the 48 hour requirement
 - You are trying to schedule on a holiday or weekend
- If the alternate dates and/or times do not work please call 765-807-1034 and we will try to accommodate your request to the best of our ability.
- If your request was **successful** you will be taken to a confirmation page similar to below

Permits and Inspections
Inspection 60479
 Request has been scheduled.
 Inspection Date: 4/25/2019
 Inspection Time: AM

[View inspection checklist](#)

Inspection Details

Inspection Type	BUILDING FOOTING
Contractor	DRURY DEVELOPMENT CORP / DRURY DEVELOPMENT CORP
Contractor ID	4720
Application Contractor ID	4720
Requested	4/23/2019
Scheduled	4/25/2019 - AM
Performed	
Inspector	SCOTT OSTERLE
Comments	
Results	

Fees

Fee amount	\$0.00
Paid to date	\$0.00
Balance due	\$0.00

- You should also receive a confirmation email (if you do not please call 765-807-1034).
- Our staff will review your request and if there are any conflicts or issues we will contact you. If there are no issues our inspector will call you on the morning of your requested inspection.
- To **CANCEL** a scheduled inspection click on the **Cancel** link or call 765-807-1034.
 - Please note if you are trying to do this immediately after scheduling the inspection you may have to log out and log back in or refresh your page for the **Cancel** link to appear.
 - **IMPORTANT: 24 Hour notice is required for all cancellations. Failure to do so may result in fines.**

BUILDING FOOTING	DRURY DEVELOPMENT CORP / DRURY DEVELOPMENT CORP	4/25/2019	\$0.00	\$0.00	Details Alert Cancel
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- To **RE-SCHEDULE** the scheduled inspection click on the **Cancel** link and then repeat the same steps you used to schedule the original inspection.
 - Please note if you are trying to do this immediately after scheduling the inspection you may have to log out and log back in or refresh your page for the **Cancel** link to appear.
 - **IMPORTANT: 24 Hour notice is required for all cancellations. Failure to do so may result in fines.**