

# How to Schedule an Inspection on CSS

<https://amarillotx-energovpub.tylerhost.net/Apps/SelfService#/home>

There are two places to schedule an inspection:

On the “Summary” Tab:

- Click on “Request” in the “Available Actions” box

The screenshot displays the CSS Self-Service portal interface. At the top, there is a navigation bar with links for Dashboard, Apply, Home, My Work, Map, Report, Search, and Calendar. Below the navigation bar, the permit number BLDR-21-000393 is shown. A notification banner indicates that Internet Explorer 11 is required. The main content area shows permit details for a Building Residential - Roofing project, including IVR Number, District, Square Feet, and Description. Below the details, there are tabs for Summary, Locations, Fees, Inspections, eReviews, Attachments, Contacts, Sub-Records, and More Info. The Summary tab is active, showing a Progress section with a 67% completion rate, a Workflow section with steps like Confirm Application Complete and Issue Permit, and an Available Actions section with a Request Inspection button highlighted in red.

Dashboard Apply Home My Work Map Report Search Calendar

Permit Number: BLDR-21-000393

Internet Explorer 11 is required to use the eReviews portal.

Permit Details | Tab Elements | Main Menu

Type:	Building Residential - Roofing	Status:	Issued	Project Name:	
IVR Number:	101630	Applied Date:	04/30/2021	Issue Date:	04/30/2021
District:	Building Safety	Assigned To:		Expire Date:	10/27/2021
Square Feet:	0.00	Finalized Date:			
Description:	Remove and replace roof				

Summary Locations Fees Inspections eReviews Attachments Contacts Sub-Records More Info

**Progress**

67% Completed

- Completed
- In Progress
- Not Started

**Workflow**

- Confirm Application Complete - Passed: 04/30/2021
- Issue Permit - Passed: 04/30/2021
- Final Building -

**Available Actions**

Request Inspection  
Final Building

Request

## Or on the “Inspections” Tab

- Check the box under action by the inspection
- Click “Request Inspection”

The screenshot shows the Tyler Citizen Self Service portal. At the top, the Tyler logo and 'Citizen Self Service' are visible. The user is logged in as 'Good Afternoon, Building Safety' with a shopping cart icon showing 1 item. The language is set to 'English (United States)'. The permit number is 'BLDR-21-000393'. A notification states 'Internet Explorer 11 is required to use the eReviews portal.' The permit details are as follows:

Type:	Building Residential - Roofing	Status:	Issued	Project Name:	
IVR Number:	101630	Applied Date:	04/30/2021	Issue Date:	04/30/2021
District:	Building Safety	Assigned To:		Expire Date:	10/27/2021
Square Feet:	0.00	Finalized Date:			
Description:	Remove and replace roof				

Below the details are tabs for Summary, Locations, Fees, Inspections (highlighted with a red box), eReviews, Attachments, Contacts, Sub-Records, and More Info. The 'Existing Inspections' section shows a table with columns: View Inspection, Description, Status, Request Date, Scheduled Date, Inspector, and Action. The table is currently empty. The 'Request Inspections' section shows a table with columns: Description, Reinspection, and Action (highlighted with a red box). The table contains one row: 'Final Building', 'No', and a checkbox (checked).

At the bottom right, there is a 'Request Inspection' button (highlighted with a red box).

Fill in “Contact Name”. “Contact Phone”, and “Requested Date”. If applicable add “Comments/Gate Code”. Click Submit

The screenshot shows the 'Request Inspections' form. At the top, the Tyler logo and 'Citizen Self Service' are visible. The user is logged in as 'Good Afternoon, Building Safety' with a shopping cart icon showing 1 item. The language is set to 'English (United States)'. The permit number is '#BLDR-21-000393'. The form fields are:

- Inspection Type: Final Building
- Case Type: Building Residential - Roofing
- Address: 808 S BUCHANAN ST Amarillo, TX
- \* Contact Name:
- \* Contact Phone:
- \* Requested Date:
- Comments/Gate Code:

At the bottom right, there is a 'Submit' button (highlighted with a red box).

# Inspection confirmation will be a green check mark. Click on “Back”

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Good Afternoon, Building Safety - 1

English (United States)

Dashboard Apply Home My Work Map Report Search Calendar

[Back](#)

Request Inspections (1)

\*REQUIRED

1 Case #BLDR-21-000393

Inspection Type: Final Building  
Case Type: Building Residential - Roofing  
Address: 808 S BUCHANAN ST Amarillo, TX

Requested Date: 05/03/2021  
Comments/Gate Code:  
Contact Name: Building Safety  
Contact Phone: (806) 378-3041

# In the “Inspection” Tab available is the Inspection Number, Scheduled Date, and the assigned Inspector.

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Good Afternoon, Building Safety - 1

English (United States)

Dashboard Apply Home My Work Map Report Search Calendar

Permit Number: BLDR-21-000393

Internet Explorer 11 is required to use the eReviews portal.

Permit Details | Tab Elements | Main Menu

Type: Building Residential - Roofing Status: Issued Project Name:  
IVR Number: 101630 Applied Date: 04/30/2021 Issue Date: 04/30/2021  
District: Building Safety Assigned To: Expire Date: 10/27/2021  
Square Feet: 0.00 Finalized Date:  
Description: Remove and replace roof

Summary Locations Fees **Inspections** eReviews Attachments Contacts Sub-Records More Info

Existing Inspections | Request Inspections | Optional Inspections | Next Tab | Permit Details | Main Menu

Existing Inspections

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
IBLD-2021-00806	Final Building	Requested	05/03/2021	05/03/2021	Downing Robert	

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