

How To Schedule Inspections

Updated 3/26/25

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Schedule Inspections

Follow the instructions below to **request inspections** for building and trade permits.

- 1) If you do not already have a free account in our Permit Portal, create one by clicking the “Register Now” link on the portal home screen. You do not have to be the record holder or applicant in order to schedule inspections, however you must have a portal account.
- 2) Log into the [Permit Portal](#).
- 3) Hover over “Home” and select “My Records”.

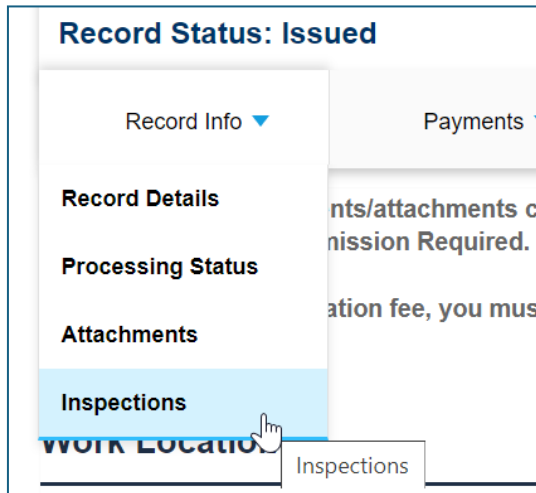


- 4) Click on the applicable Record Number (“BLD...”, “PLB...”, “MEC...”, etc.).

Note: If you are not the record holder or applicant, you can still schedule inspections. Use the search bar to enter either the record number (“BLD...”) or property address:

A screenshot of the Permit Portal's search bar. At the top, there are two links: 'Register for an Account' and 'Login'. Below them is a search bar with the placeholder text 'Search...'. To the right of the search bar is a green button with a magnifying glass icon and a dropdown arrow.

- 5) In the “Record Info” dropdown, click “Inspections.”



- 6) Click “Request an Inspection”.
- 7) Select the applicable inspection and click “Continue”.
- 8) Select the date and time slot: Morning (7:00AM to 11:30AM) or Afternoon (12:00PM to 2:30PM). Click “Continue”.

Note: Next-day inspections must be scheduled by 3pm the previous business day.

Note: Before a Final (Complete) building inspection can be scheduled, all associated trade permits must either be finaled already, or the Final (Complete) trade inspection(s) must be scheduled for the same date/time slot as the Final (Complete) building inspection.

- 9) Enter contact information for the person who will be meeting the inspector onsite. Click “Continue” then “Finish”.
- 10) If the inspection is rejected, you will be informed to fix the issue(s) and schedule a follow up inspection in the same way.
- 11) Once the inspection is passed, you will receive an email letting you know the permit has been finaled.

End of section

Cancel Inspections

Please call the Office of Code Administration at 703-385-7830 to cancel a scheduled inspection. We highly recommend calling at least 24 hours before the inspection to avoid re-inspection fees.

If you have any questions about this process, please contact the Office of Code Administration at 703-385-7830 or codeadministration@fairfaxva.gov

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