

# How to Book an Inspection on Cityview Portal

1) Login to the Cityview Portal at <https://eservices.fortsask.ca/CityviewPortal>

## CityView Portal

[Sign In / Register](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Property Search](#)

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### Welcome to the City of Fort Saskatchewan web portal.

With an account you will be able to do more with CityView Portal. This includes faster entry of information, and access to options not available to anonymous users.

▼ Login

Email Address\*

Password\*

[Forgot your password?](#)

2) Click on the "Request an Inspection" link under the Building Department section

To find all of your applications look under **My Items** after signing in.

	<h3>Development Department</h3> <ul style="list-style-type: none"><li>Apply for a Development Permit</li><li>Status and Fees</li><li>Upload Submittals</li></ul>		<h3>Building Department</h3> <ul style="list-style-type: none"><li>Apply for a Building Permit</li><li><u>Request an Inspection</u></li><li>Status and Fees</li><li>Upload Submittals</li></ul>
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3) Enter the permit number and click the GO button

▼ Search for Permits

Search:

Begin typing a permit number, address or Parcel number and we will search existing permits. If the item you are searching for appears, please select it from the list.

Powered by [CityView](#) 

4) Select the inspection you are ready to have done. You can only choose one at a time. Then click the “Next Step: Date and Time” button.

### Schedule an Inspection

**Re-Inspection Fees will apply to all inspections requests where the inspector can not access the building to complete the inspection of if too many deficiencies are noted.**

▼ Please select an inspection to schedule

Electrical Inspection Rough-In

Electrical Inspection Final

Electrical (UG) Inspection Final

Plumbing Inspection Final

Building Inspection Foundation

Building Inspection Framing

Building Inspection Insulation

- 5) Select the date you would like the inspection completed on. You can add additional comments in needed. Also enter the email and contact number of the person that will be on site when the inspection takes place.

▼ Please choose a date and time for your inspection

Select a Date: \*  

Inspections can't be requested for a specific date after 2:00 PM the previous business day.

Notes:

Contact Email:

Enter an email address here if you want to receive an email notification when the inspector is on his way to your job site.

Contact Cell Number:

Enter a cell phone number here if you want to receive an SMS notification when the inspector is on his way to your job site.

[Return to permit status \(without scheduling an inspection\)](#)

- 6) Click the "Next Step: Complete" button to send the request. This is only a request. You will receive confirmation when the inspection has been confirmed by the City inspectors.

**Schedule an Inspection - Complete**

Thank you for requesting an inspection. We will contact you to confirm the inspection date.

▼ Details

Inspection Type: Gas Inspection Final

Inspection Location: Inspection Location

Notes: Additional comments for the inspector needs

Date Requested: 06/07/2019