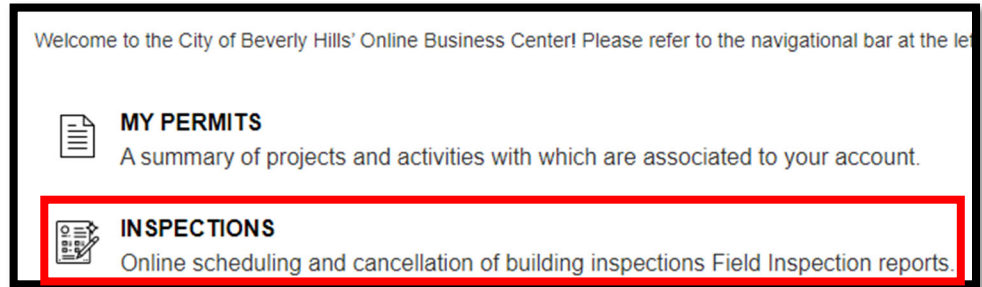
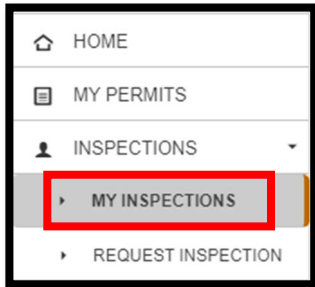


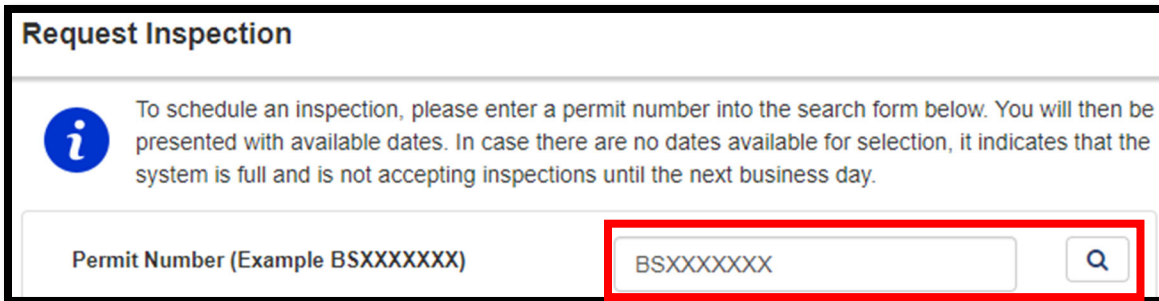


Online Inspection Scheduling

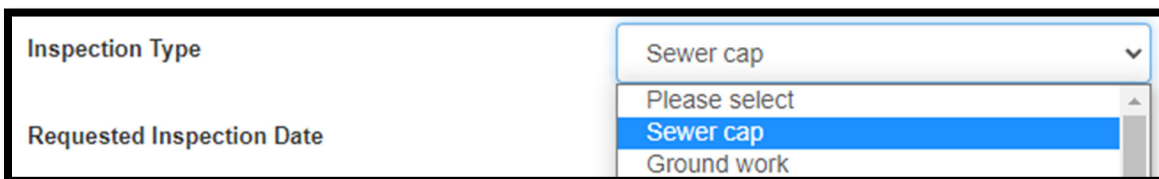
1. Login to the City Smart “My Permits” module to schedule an inspection
<https://cs.beverlyhills.org/csportal/>
2. Click “**Inspections**” on the left side of the page or the middle of the main page.



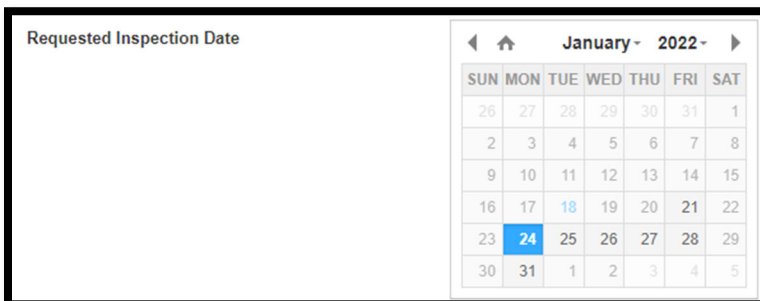
3. Click “**Request Inspection.**”
4. Enter your permit number starting with the letters “**BS.**”



5. Select your inspection type from the drop-down list.



6. Select an inspection date.



7. Select an inspection time - morning or afternoon.

Requested Inspection Time

Please select

Please select

8:00 - 12:00

12:00 - 16:00

Although every effort will be made to accommodate all requests, the City reserves the right to reschedule or cancel appointments due to incomplete permit information and unavailability of staff.

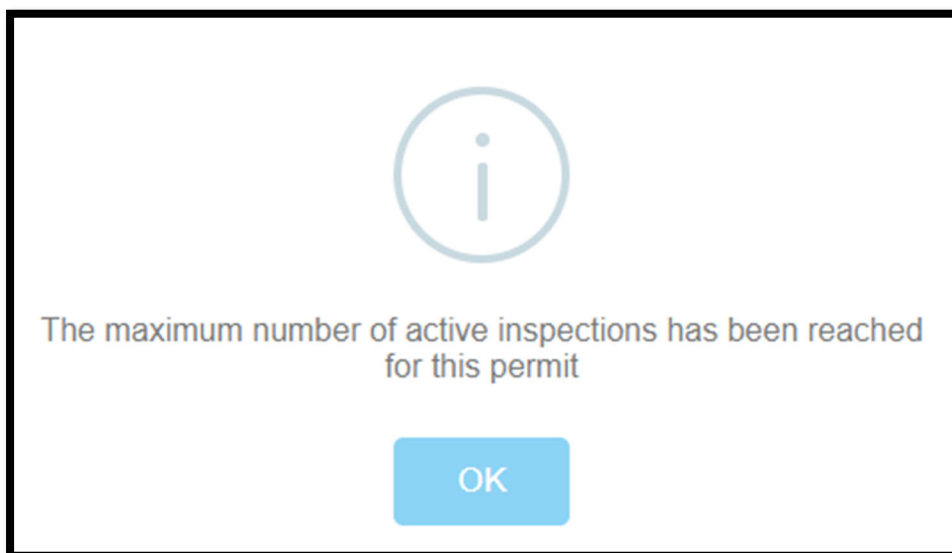
8. Provide additional notes or details for your inspector in the free text field, then click “**Schedule Inspection.**”

This inspection request establishes a 30 minute Building Inspection appointment. Describe the inspection requested and provide any necessary information to the Beverly Hills Building Inspector

SCHEDULE INSPECTION

9. Click “**My Inspections**” to ensure your inspector request was received, or to cancel your inspection. A confirmation email will be sent to you via “CitySmart”.

10. **MAXIMUM NUMBER OF ACTIVE INSPECTIONS:** If you receive the following error messages, there is already an inspection scheduled. You can have only one scheduled inspection per permit.



*****Requested inspection times are preferred times, not guaranteed. Times are subject to change contingent upon, but not limited to, number of inspection requests, logistical aspects, staff availability, and type of requests.*****

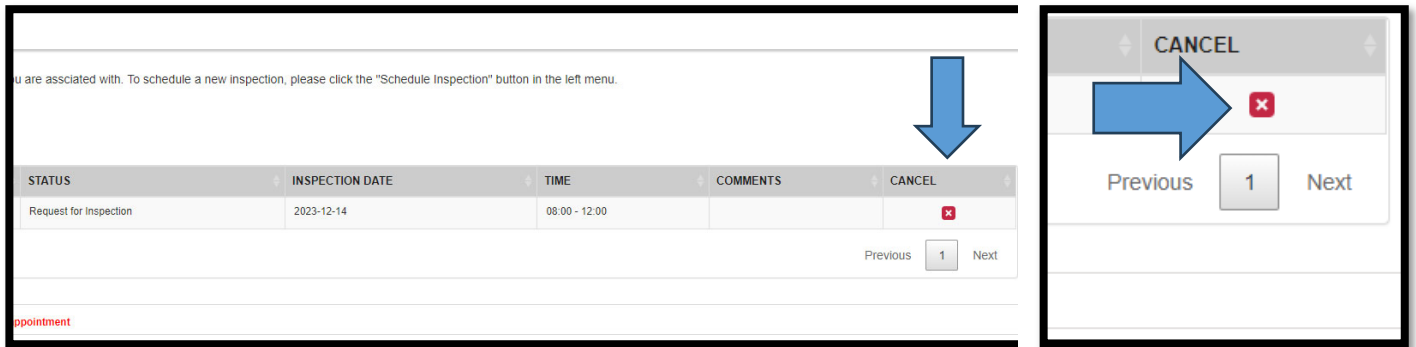
Cancelling Inspections

To cancel an inspection, go to your [CitySmart account](#) and locate your inspection(s) under: **Inspections** → **My Inspections**



A list will appear with active inspections, and there will be a red button located under the **Cancel** column.

*****NOTE: You cannot cancel an inspection [online](#) if it is within the 24 hours before your scheduled inspection. To cancel, please call Community Development at (310) 285-1141.*****



Click on the **red** button to cancel. Accept by clicking on **Yes, delete it!** Once cancelled, you will see the status update in the description, and an email notification will be sent.



Are you sure?

You want to cancel the Inspection

No, cancel plx! Yes, delete it!

OK

TYPE	STATUS
Drywall nailing	Cancelled

COMMENTS
Cancel inspection requested

Inspection is cancelled