Log In

Website: <u>https://ocgov.my.salesforce.com/</u>

Username: <u>firstname.lastname@oc.prod</u>

Password: Your password

START OF DAY – CREATING RUNSHEET

1. Click on Inspections tab



2. Click on Inspection drop down menu and choose "My requested Inspections"

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***	Inspections	Inspections 🗸	Run Sheets	 Inspection 	Run Sheets 🗸	Reports 🗸
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ø	Inspections Recently Viev	ved 🔻				
50+ Ite	Q					
	RECENT LIST VI	EWS				▲ DATE
1	All Pending	Insp - Building 2019				
2	My Request	ed Inspections				
3						
4	 Recently Vie 	wed				
5	Tam's Inspe	ctions				
6	Today's Build	ding Inspections				
7	Tomorrow's	Building Inspections				
8		-				
9	ALL OTHER LIST	5				
10	All					
11	All Grading/	Encroachment Inspe	ctions			
12	All Pending	Insp Grading/Enc as	of 2019			
13	All Pending	Inspections - Building	z			.
14	LEGINSP10	5010	,	Building		

3. Select all Inspections and add to "Todays Runsheet" (DO NOT CLICK TOMORROWS!!!!)

Inspections My Requested Inspections		Chan	ge Owner	Add To Today's Run S	iheet	Add to T	omorrow's	Run S	heet
O Items • Sorted by Requested Date • Filtered by my Inspections • Status, Permit, Requested Date • Updated 2 minutes ago			Q. Search	this list	*	¢ •	C /	ď	Y
PER V PERMIT ADDRESS V C V COMMENTS	✓ REQUEST		A55 🗸	STAT 🗸 NUMBER	2 ~	~			

4. Click on Submit and go to Run Sheet

		All 🛪 Q, Sea	rch Run Sheets and more			🗶 🖬 ? 🌣 🖡 (
Inspections Inspections V	Run Sheets 🗸 Inspection Run Sheet	s ∨ Reports ∨ Permits ∨	Special Inspectors 🗸 Inspector Schedu	es 🗸 Inspector Assigments	V Properties V Dashboards V	BMP ∨ Contacts ∨ More ♥
TamTrac-01/29/2019						+ Follow Edit Delete Clone
Inspection Run Sheets (6+)			1940 - 1961 A.B.A.	New Mass Edit	Details Time ADM	IN/TRAVEL TIME Mileage
DAILY RUN SHEET NAME	SEQUENCE NUMBER	PERMIT	INSPECTION CODE		Run Sheet Name	Owner
RS. LEGSWI22005 on 01/29/2019		\$W180260	545	۲	TamTrac-01/29/2019	8 Tam Trac
R5 LEGSW122753 on 01/29/2019		SW180260	565		Run Sheet Date	
R5: LEGINSP105009 on 01/29/2019	2	DM180138	705		1/29/2019	
S-LEGINSP105010 on 01/29/2019	2	DM180138	715	(*)	👸 Tam Trac	
S: LEGENSP105014 on 01/29/2019	2	DM180138	705	T	Created By	Last Modified By
IS. LEGINSP105016 on 01/29/2019	2	DM180138	710	٠	🖰 Tam Trac, 1/29/2019 6:29 AM	Tam Trac, 1/29/2019 6:29 AM
		View All			Email Create N	
Run Sheet Route					Write an email	Compose
						Charac Attribute Attribute Attribute

SEQUENCING YOUR RUNSHEET

1. Use Run Sheet Route to route your inspections on the Map (Hint: you can use google maps or Bing Maps if you prefer)

Inspections Inspections	Run Sheets V Inspection Run	All • Q. Sea	rch Run Sheebs and more. Special Impectors 👽 Inspector Schedu	es 🗸 Inspector Assigments	✓ Properties ✓ Dashboards ✓ I	Kr ■ 日 ? ☆ A (EMP ∨ Contacts ∨ More ♥
Inspection Run Sheets (6+)				New Mass Edit	Details Time ADM	IN/TRAVEL TIME Mileage
DAILY RUN SHEET NAME	SEQUENCE NUMBER	PERMIT	INSPECTION CODE	-	Run Sheet Name	Owner
IRS: LEGSW122005 on 01/29/2019		SW180260	545		TamTrac-01/29/2019	🖰 Tam Trac
IRS: LEGSWI22753 on 01/29/2019		SW180260	565		Run Sheet Date	
IR5: LEGINSP105009 on 01/29/2019	2	DM180138	705	(V)	1/29/2019	
IRS: LEGINSP105010 on 01/29/2019	2	DM180138	715		C Tam Trac	
IRS: LEGINSP105014 on 01/29/2019	2	DM180138	705	٣	Created By	Last Modified Re
IRS. LEGINSP105016 on 01/29/2019	2	DM280138	710		Tam Trac, 1/29/2019 6:29 AM	Tam Trac, 1/29/2019 6:29 AM
		View All			Email Create N	
Run Sheet Route					Write an email	Compose

2. Duplicate window and show side by side

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	Al 👻 🔍 Sea	arch Salesforce		★ 🖬 ?	章 🕈 🚫 🧻		AI	· Q. Search	Salesforce		*	. 🖬 ?	章 🧑
Inspections In	spections 🗸 Run S	heets 🥪 Inspec	ction Run Sheets	✓ Reports ✓ Permits ✓	More 🖌 🎤	III Inspect	tions Inspectio	ns 🧹 Run Shee	ets 🤝 Inspectio	n Run Sheet	s 🗸 Reports 🗸	Permits 🗸	More
TamTrac-01/29/	2019			+ Follow Edit Delete	Clone 👻	Run She	t.	8					
IRS LEGINSP 2	DM180138	715	٠	Inspector	1	iamir.	ac-01/29/2019				+ POROW EDIT	Delete	Cione 👻
IRS LEGINSP. 2 IRS LEGINSP. 2	DM180138 DM160138	705	(*) (*)	Created By	Last Modified By	💽 Inspecti	on Run Sheets (6	•)	New M	lass Edit	Details	Time	More
	Mone All			1/29/2019 6:29	1/29/2019 6:29	DAILY RUN S.	SEQUENCE NU	PERMIT	INSPECTION C		Run Sheet Name		Owner
	VIDW PUT			AM	AM	IRS LEGSWIZ		SW180260	545		TamTrac-		🖰 Tam Troc
						IRS LEGSWIZ		SW180260	565		01/29/2019		
Run Sheet Route				Email Create Ne		IRS LEGINSP.	2	DM180138	705		1/29/2019		
						IRS LEGINSP	2	DM180138	715		Inspector		
+ veim	El Calo	1236 La Colina D	ir, Tustin, C	Write an email	Compose	IRS LEGINSP	2	DM180138	705		Tam Trac		
- Orange	15 112 · 0	1236 La Colina D	ir, Tustin, C			IRS LEGINSP	2	DM180138	710		Created By		Last Modified By
Sant a	Person C	1236 La Colna D	ir, Tustin, C	Filters: All time + Al	l activities - All types			These Art			Tam Trac, 1/20/2019 6:2	19	1/29/2019 6:
	the fact of	1010 Dataset D	Tuella Cu		stetresh Espa			View All		_	AM		AM
Irvin	11 5 5 5 5	1312 Lieboran Ur	Cituson, Ci	Next Steps	1921	-					1.0.0.00		
Costa Mesa	Rancho Santi	1312 Deborah Dr.	, Tustin, Ci	No next steps. To get things more	ling, add a task or set	Run Sheet Ro	ute				Email C	reate Ne	
Newport Beath Lake Pert	Mission Viejo	1312 Deborah Dr	, Tustin, Cr	meeting		-				_			-
NA AN		1637 Cartand Av	e Tusto C	Past Activities		💿 Time En	tries (6+)			New	Write an ema	95 - C	Comp
Laguna Beach		TOOL OWNERS PRO	c, 10000, c	No past activity. Past meetings a	nd tasks marked as di	PERMIT	INSPECTION	ACTIVITY TYPE	CHARGE TYPE		1.1.1	S250 - 72	
200		14022 Matryce W	Jay, Tustin,	show up here		SW180289		Admin	Regular	- 141	Piter	s: All time • Al	activities • All typ
		34 Bower Ln, Lad	iera Ranch	100	them and April 1	95181106		Admin	Regular				Refresh E
	San Clemen (1)	1 Tranguility PL L	adera Ran			SL181001		Admin	Regular		Next Steps		
	Van					SW180260		Admin	Regular	-	No next steps. To g	et things more	ving, add a task or
	Y	1 Tranquility PL L	adèra Ran			DM180138		Admin	Regular	*	meeting	900.00 0 00.00	997 A A A A A A A A A A A A A A A A A A
Evil HERE, Gar	min. N. (aldd)	1	ADD			ME180896		Admin	Regular	Ŧ	Past Activities		
	and the second second	a				Automatik.		View All			No past activity. Pa show up here.	st meetings a	nd tasks marked a

3. Click View All

TamTrac	c-01/29/2019				+ Follow Ed	lit Del
Inspectio	n Run Sheets (6-	•)	New Mass E	dit	Details	Tim
DAILY RUN S	SEQUENCE NU	PERMIT	INSPECTION C		Run Sheet Nar	me
IRS: LEGSWI2		SW180260	545	-	TamTrac-	/
IRS: LEGSWI2		SW180260	565	-	01/29/2019	2
IRS: LEGINSP	2	DM180138	705	-	1/29/2019	
IRS: LEGINSP	2	DM180138	715	-	Inspector	
IRS: LEGINSP	2	DM180138	705		😇 Tam Trac	2
IRS: LEGINSP	2	DM180138	710		Created By	
		View All			Tam Trac 1/29/2019 AM	6:29
Run Sheet Rout	e				Email	Create I

4. Select all Runs and click Mass Edit

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ns sel	lected													\$•
*	DAIL	v	SEQ_ V	PERMIT	V INSPEC_	V INSPECTIO_ V	ADDRESS †	V LEGA_ V	CONTACT PHO V	INSPECTION REQUEST COMMENT	INSPECTION	×		
•	IRS: LE	EG.		SW180260	545	Approved	1 TRANQUILITY PL LADERA	16505 1	(630) 404-0947	I am the owner/builder. This inspection should be for approval to pour decking only. Permit card is in plastic envelope taped to door under covered patio. Please call with any questions. Thank you	LEGSW122005	۲		
	IRS: LI	£G.		SW180260	565	Request Cance	1 TRANQUILITY PL LADERA	16505 1	(630) 404-0947	I am the owner/buildet. This inspection should be for approval to pour decking only. Permit card is in plastic envelope taped to door under covered patio. Please call with any questions. Thank you	LEGSWI72753	v		
•	IRS: LI	EG	2	DM180138	705	Approved	1236 LA COLINA DR TUSTIN	A08153	(714) 299-3400	Gated driveway. Inspector: please call homeowner Markus at 714-299- 3400 for gate access.	LEGINSP105009	Ţ		
*	IRS: LE	EG	2	DM180138	715	Approved	1236 LA COLINA DR TUSTIN	A0815 3	(714) 299-3400	Gated driveway. Inspector: please call homeowner Markus at 714-299- 3400 for gate access.	LEGINSP105010			
2	IRS: LE	EG.	2	DM180138	705	Approved	1236 LA COLINA DR TUSTIN	A08153	(714) 299-3400	There is a locked driveway gate. Please contact homeowner Markus at 714-299-3400 for gate access. Thank you.	LEGINSP105014	۲		
2	IRS: LE	EG.	2	DM180138	710	Approved	1236 LA COLINA DR TUSTIN	A08153	(714) 299-3400	Gated chiveway. Inspector: please call homeowner Markus at 714-299- 3400 for gate access.	LEGINSP105016	•		
Y	IRS: LE	EG.	1	R5181106	140	Correction	1312 DEBORAH DR TUSTIN	2560 36	(714) 492-2471		LEGINSP111856	(¥		
2	IRS: LE	EG,	1	EL181462	415	Approved	1312 DEBORAH DR TUSTIN	2560 36	(714) 492-2471		LEGIN\$9111906	¥		
2	IRS. LE	EG.	1	ME180896	311	Denied	1312 DEBORAH DR TUSTIN	2560 36	(714) 492-2471		LEGINSP111926	¥		
÷	IRS U	FG	4	SW180289	570	Denied	14022 MATRYCE WY TUSTIN	4483 4 TR	9493789061	am request	LEGSWI22964	Y		
•	IRS: LE	EG.	3	RF190012	295	Approved	1632 GARLAND AV TUSTEN	5059 16	(562) 941-7459	This is actually for plumbing final (didn't pop up as an option), hwn in the garage. 1632 Garland Ave, Tustin	LEGIN594681	¥		
	IRS LE	EG		SL181001	495	Denied	34 BOWER LN LADERA RAN	163561	(951) 282-4247	Please have this inspection done in the afternoon, thank you.	LEGINSP132786	¥		

5. Input your Sequence number in the order you will go to Inspections

	Save) Return			
Note: All modifications made on the page will be lost if Return	button is clicked without clicking the Save button first.			
Name	Address	Sequence Number	Permit	Inspection Code
IRS: LEGSWI22964 on 01/2	14022 MATRYCE WY TUSTIN	4	SW180289	570
IRS: LEGINSP111906 on 01/	1312 DEBORAH DR TUSTIN	1	EL181462	415
IRS: LEGINSP132786 on 01	34 BOWER LN LADERA RANCH		SL181001	495
IRS: LEGINSP111856 on 01/	1312 DEBORAH DR TUSTIN	1	RS181106	140
IRS: LEGINSP105010 on 01	1236 LA COLINA DR TUSTIN	2	DM180138	715
IRS: LEGINSP105016 on 01	1236 LA COLINA DR TUSTIN	2	DM180138	710
IRS: LEGINSP111926 on 01/	1312 DEBORAH DR TUSTIN	1	ME180896	311
IRS: LEGSWI22005 on 01/2	1 TRANQUILITY PL LADERA RANCH		SW180260	545
IRS: LEGINSP105014 on 01	1236 LA COLINA DR TUSTIN	2	DM180138	705
IRS: LEGINSP105009 on 01	1236 LA COLINA DR TUSTIN	2	DM180138	705
IRS: LEGINSP4681 on 01/29	1632 GARLAND AV TUSTIN	3	RF190012	295
IRS: LEGSWI22753 on 01/2	1 TRANQUILITY PL LADERA RANCH		<u>SW180260</u>	565
	Save			

6. Runsheet is now sequenced and you are ready to go do inspections.

Run S Insp	heets	> TamTrac-0 on Run S	1/29/2019 heets												Ne
12 ite	ms • So	rted by Sequ	ence Number	Updated a few	secon	ids ago									
		DAIL V	SE_ † ∨	PERMIT	v	INSPEC V	INSPECTIO 🗸	ADDRESS	v	LEGA ♥	CONTACT PHO V	INSPECTION REQUEST COMMENT	INSPECTION	v	
1		IRS: LEG	1	R5181106		140	Correction	1312 DEBORAH DR TUSTIN		2560 36	(714) 492-2471		LEGINSP111856		٣
2		IRS: LEG	1	FL181462		415	Approved	1312 DEBORAH DR TUSTIN	ļ	2560.36	(714) 492-2471		LEGINSP111906		¥
3		IRS: LEG	1	ME180896		311	Denled	1312 DEBORAH DR TUSTIN	í.	2560 36	(714) 492-2471		LEGINSP111926		Y
4		IRS: LEG	2	DM180138		705	Approved	1236 LA COLINA DR TUSTI	N	A08153	(714) 299-3400	Gated driveway. Inspector: please call homeowner Markus at 714-299- 3400 for gate access.	LEGINSP105009		Y
5		IRS: LEG	2	DM180138		715	Approved	1236 LA COLINA DR TUSTIN	N	A08153	(714) 299-3400	Gated driveway. Inspector: please call homeowner Markus at 714 299 3400 for gate access	LEGINSP105010		¥
6		IRS: LEG	2	DM180138		705	Approved	1236 LA COLINA DR TUSTI	N	A0815 3	(714) 299-3400	There is a locked driveway gate. Please contact homeowner Markus at 714-299-3400 for gate access. Thank you.	LEGINSP105014		¥
7		IRS: LEG	2	DM180138		710	Approved	1236 LA COLINA DR TUSTIN	N	A0815 3	(714) 299-3400	Gated driveway. Inspector: please call homeowner Markus at 714-299- 3400 for gate access.	LEGINSP105016		۳
8		IRS: LEG	3	RF190012		295	Approved	1632 GARLAND AV TUSTIN		5059 16	(562) 941-7459	This is actually for plumbing final (didn't pop up as an option), hwh in the garage. 1632 Garland Ave, Tustin	LEGINSP4681		T
9		IRS: LEG,	4	SW180289		570	Denied	14022 MATRYCE WY TUSTIN	N	4483 4 TR	9493789061	am request	LEGSWI22964		¥
10		IR5; LEG	5	SL181001		495	Denied	34 BOWER LN LADERA RAN	i	16356 1	(951) 282-4247	Please have this inspection done in the afternoon, thank you.	LEGINSP132786		۳
11		IRS: LEG	6	SW180260		545	Approved	1 TRANQUILITY PL LADERA	1	165051	(630) 404-0947	I am the owner/builder. This inspection should be for approval to pour decking only. Permit card is in plastic envelope taped to door under covered patio. Please call with any questions. Thank you.	LEGSWI22005		¥
12		IRS: LEG	7	SW180260		565	Request Cance	1 TRANQUILITY PL LADERA	en i	16505 1	(630) 404-0947	I am the owner/builder. This inspection should be for approval to pour decking only. Permit card is in plastic envelope taped to door under covered patio. Please call with any questions. Thank you	LEGSWI22753		Y

COMPLETING INSPECTIONS

1. To update the inspection record and your results click on the Inspection Record Number

iun Shi Inspe	ctic	> TamTrac-0. on Run S rted by Seque	1/29/2019 heets	Updated 3 mins	utos ago												New	Change Owner
		DAIL V	SE ↑ 🗸	PERMIT	✓ INSPEC.	. Y IN	(SPECTIO_ 🗸	ADDRESS	×	LEGA	×	CONTACT PHO_	✓ INSPECTION REQUEST COMMENT	×	INSPECTION	v		
1		IRS: LEG	1	R5181106	140	Co	orrection	1312 DEBORAH DR TUSTIN		2560 3/	5	(714) 492-2471			LEGINSP111856		v	
2		IRS LEG	1	EL181462	415	Aş	pproved	1312 DEBORAH DR TUSTIN		2560 3	5.	(714) 492-2471			LEGINSP111906		Ŧ	
3		IRS: LEG	1	ME180896	311	De	enied	1312 DEBORAH DR TUSTIN		2560 3	5	(714) 492-2471			LEGINSP111926		¥	
4		IRS, LEG	2	DM180138	705	Aç	pproved	1236 LA COLINA DR TUSTIM	N	A0815	3	(714) 299-3400	Gated driveway. Inspector: please call homeowner Markus at 714-29 3400 for gate access.	99-	LEGINSP105009		۳	
5		IRS: LEG	2	DM180138	715	Aş	pproved	1236 LA COLINA DR TUSTIN	N	A0815	3	(714) 299-3400	Gated driveway Inspector: please call homeowner Markus at 714-25 3400 for gate access	99+	LEGINSP105010		٠	

2. Under Inspection Details update the Status, Completed Date, and make you are the assigned Inspector. Leave any comments in the Inspector Comments section for all to view.

✓ Permit Details		
Permit R5181106	 Address	
Sub-type	Parcel	
Permit Address 1312 DEBORAH DR TUSTIN		
Flag associated		
Order Number		
✓ Inspection Details		
Inspector Comments Gave Partial on card - Missing shear special inspections and poly seal. Everything else ok.	Status Correction	
Code 140	Completed Date 1/29/2019	
Type of Inspection FRAMING	Run Sheet Sequence	
Priority 2 Normal	Assigned Inspector Unavailable	
Assigned Inspector	Complaint	
Requirement	Inspection Follow up Reason	
Inspection Followup	Action	
✓ Inspection Scheduling		

3. Make sure to click Save on the bottom

 Inspection Details 				
Inspector Comments		5	*Status	
B I ⊻ 5 ≡ 15 Gave Partial on card - Missing	: 카카 카카 🧾 프 프 🖉 🗷 🖪	Z. verything else <u>ok</u>	Correction	·
*Code			Completed Date	
140			1/29/2019	ä
Type of Inspection			Run Sheet Sequence	
FRAMING		×		
Priority			Assigned Inspector Unaveilable	
2 Normal		•		
Assigned Inspector			Complaint	
🛃 Tam Trac		×	Search Complaints	Q,
Requirement			Inspection Follow up Reason	
None				
Inspection Followup			Action	
 Inspection Scheduling 				
Requested Date			Requested Time Period	
Dide	7			-
		Cancel	Sive	

- 4. NOW LOG IN YOUR TIME
- 5. Double check that the following fields are correct:
 - a. Name
 - b. Date
 - c. Hours Make sure you choose 00 for nothing
 - d. Minutes
 - e. Charge Type Regular
 - f. Activity Type Inspection
 - g. Job Code -
 - h. Action Type Field Inspection

TIME	Activity	Chatter		
Logged in Use	r		* Action Date	
Tam Trac		-	Jan 30, 2019	_
Hours			* Minutes	
00		•	15	
Charge Type			Deposit	
Regular		•	None	
Activity Type			Follow Up Date	
Inspection		-		È
Job Code (VTI)			
EB35000		-		
ction Type				
Field Inspec	tion	-		
lotes				
Posot	Submit			

- 6. Click Submit at the bottom and Confirm time entry submittal
- 7. Go back to your Runsheet and go to the next inspection until all inspections are complete.

INSPECTIONS COMPLETED

Once all inspections on your Runsheet are complete, the Status should have all changed and none should show "Scheduled" anymore.

- 1. Make sure all Inspection status has a result
- 2. Click (your name + date) at the top to go back to the front page of your runsheet and check time entries

Run I Insi 12 ite	Sheets pecti	> <mark>TamTrac-</mark> on Run S orted by Sequ	01/29/2019 Sheets	r - Updated 22 m	inutes ago	£						New
		DATE	SE TY	PERMIT	✓ INSPEC.		ADDRESS N	r lega 🗸	CONTACT PHO.	V INSPECTION REQUEST COMMENT	INSPECTION	×
1		TRS LEG	1	R\$181106	140	Correction	1312 DEBORAH DR TUSTIN	2560.36	(714) 492-2471		LEGINSP111856	v
2		IRS: LEG.	1	EL181462	415	Approved	1312 DEBORAH DR TUSTIN	2560 36	(714) 492 2471		LEGINSP111906	
3		IRS: LEG.	1	ME180896	311	Denled	1312 DEBORAH DR TUSTIN	2560 36	(714) 492-2471		LEGINSP111926	
4		IRS: LEG.	2	DM180138	705	Approved	1236 LA COLINA DR TUSTIN	A0815 3	(714) 299 3400	Gated driveway. Inspector: please call homeowner Markus at 714-299- 3400 for gate access.	LEGINSP105009	
5		IRS: LEG.	2	DM180138	715	Approved	1236 LA COLINA DR TUSTIN	A0815 3	(714) 299-3400	Gated driveway. Inspector: please call homeowner Markus at 714-299- 3400 for gate access.	LEGINSP105010	Y
b		IRS: LEG.	2	DM180138	705	Approved	1236 LA COLINA DR TUSTIN	A0815 3	(714) 299-3400	There is a locked driveway gate. Please contact homeowner Markus at 714-299-3400 for gate access. Thank you.	LEGINSP105014	V
7		IRS: LEG.	2	DM180138	710	Approved	1236 LA COLINA DR TUSTIN	A0815 3	(714) 299-3400	Gated driveway. Inspector: please call homeowner Markus at 714 299 3400 for gate access.	LEGINSP105016	¥
8		IRS: LEG.	3	RF190012	295	Approved	1632 GARLAND AV TUSTIN	5059 16	(562) 941-7459	This is actually for plumbing final (didn't pop up as an option), fiwh in the garage 1632 Garland Ave, Tustin	LEGINSP4681	¥
9		IRS: LEG.	4	SW180289	570	Denied	14022 MATRYCE WY TUSTIN	4483 4 TR	9493789061	am request	LEGSWI22964	
10		IRS: LEG.	5	SL181001	495	Denied	34 BOWER LN LADERA RAN.	163561	(951) 282-4247	Please have this inspection done in the afternoon, thank you.	LEGINSP132786	v
11		IRS: LEG.	6	SW180260	545	Approved	1 TRANQUILITY PL LADERA	165051	(630) 404-0947	I am the owner/builder. This inspection should be for approval to pour decking only. Permit card is in plastic envelope taped to door under covered patio. Please call with any questions. Thank you	LEGSWI22005	•
12		IRS: LEG.	7	SW180260	565	Request Cance	1 TRANQUILITY PL LADERA	165051	(630) 404-0947	I am the owner/builder. This inspection should be for approval to pour decking only. Permit card is in plastic envelope taped to door under crivered natio. Diasce call with any nuestions. Thank with	LEGSWI22753	•

- 3. Click on Admin/Travel Time to view your INSPECTION TIME TOTAL
- 4. Subtract the inspection time from your 9 hour day and input the rest into Admin and Travel time.
- 5. Click Submit and Confirm
- 6. ONLY DO THIS ONCE
- 7. PLEASE NOTE THE INSPECTION TIME DOES **<u>NOT</u>** CHANGE. IT IS FOR THE INSPECTION TIME ONLY.
- 8. TO CHECK FURTHER INSPECTION TIME VS ADMIN/TRAVEL TIME PLEASE RUN YOUR TIME REPORT
- 9. MAKE SURE IT ADDS UP TO YOUR TOTAL TIME WORKED FOR THE DAY (USUALLY 9 HOURS) AND YOU ARE FINISHED.

CHECKING EXPIRED PERMITS, INSPECTION HISTORY, AND CLEARANCES:

SITUS:

1. Click on the Permit Number

Insp	ectio	n Run S	1/29/2019 heets													New	
12 iter	ns - So	rted by Sequ	ince Number	r - Updated 3 min	utes e	go											
		DAIL 9	SE + V	PERMIT	¥	INSPEC. Y	INSPECTIO	ADDRESS	×	LEGA. Y	CONTACT PHO	×	INSPECTION REQUEST COMMENT	INSPECTION	Ŷ		
1		IRS LEG	1	R5181106		140	Correction	1312 DEBORAH DR TUSTIN	N	2560 36	(714) 492-2471			LEGINSP111856		*	
2		IRS LEG.	1	EL181462		415	Approved	1312 DEBORAH DR TUSTI	N	2560 36	(714) 492-2471			LEGINSP111906			
3		IRS LEG.	1	ME180895		311	Denied	1312 DEBORAH DR TUSTI	N	2560 36	(714) 492-2471			LEGINSP111926			
¥		IRS LEG	2	DM180138		705	Approved	1236 LA COLINA DR TUSTI	IN	A08153.	(714) 299-3400		Gated driveway. Inspector: please call homeowner Markus at 714-299- 3400 for gate access.	LEGINSP105009		¥	
5		IRS LEG.	2	DM180138		715	Approved	1236 LA COLINA DR TUSTI	IN	A08153	(714) 299-3400		Gated driveway. Inspector: please call homeowner Markus at 714-299- 3400 for gate access.	LEGINSP105010		٠	
6		IRS LEG	2	DM180138		705	Approved	1236 LA COLINA DR TUSTI	IN	A08153	(714) 299-3400		There is a locked driveway gate. Please contact homeowner Markus at 714-299-3400 for gate access. Thank you.	LEGINSP105014		•	
7		IRS LEG	2	DM180138		710	Approved	1236 LA COLINA DR TUSTI	IN	A08153	(714) 299-3400		Gated driveway. Inspector: please call homeowner Markus at 714-299- 3400 for gate access.	LEGINSP105016		۳	
8		IRS LEG	3	RF190012		295	Approved	1632 GARLAND AV TUSTIN	6	5059 16	(562) 941-7459		This is actually for plumbing final (didn't pop up as an option), hwh in the garage. 1632 Garland Ave, Tustin	LEGINSP4681		٠	
9		IRS LEG .	4	5W180289		570	Denied	14022 MATRYCE WY TUST	N.	4483 4 TR	9493789061		am request	LE05W122964		*	
.10		IRS: LEG	5	SL181001		495	Denied	34 BOWER LN LADERA RAI	N	163561	(951) 282-4247		Please have this inspection done in the afternoon, thank you.	LEGINSP132786		*	
11		IRS: LEG	6	SW180260		545	Approved	1 TRANQUILITY PL LADERA	A	16505 1	(630) 404-0947		I am the owner/builder. This inspection should be for approval to pour decking only. Permit card is in plastic envelope taped to door under covered patio. Please call with any questions. Thank you	LEGSW122005		•	
12		IRS: LEG .	7	5W180260		565	Request Cance	1 TRANQUILITY PL LADERA	A	165051	(630) 404-0947		I am the owner/builder. This inspection should be for approval to pour decking only. Permit card is in plastic envelope taped to door under covered patio. Please call with any questions. Thank you.	LE05W122753		۲	

2. At the permit page click on the Parcel address

Permit RS181106	Real Providence (Strategy of Strategy of S		15590005-40057#	THE THE SHE	SPINING STATISTICS		+ Follow Bluebeam
Permit Subtype Addition	Status Sub-status Issued	Parcal 1312 DEBORAH, TUSTIN	0 * 103-154-08 C	wner ounter Queue 🖍			
	\rightarrow		>		>	>	Issued
	🔒 Anadastan		ô	elarda		Notice	
Related List Quick I	Links 👩						
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Conditions (0)	Inspections (10+)	Work Items (0)	Work Types (2)	Contacts (8)	Fees (6) Show All (40)	Deposits (0)	Payments (8)
Documents	Financial Admin	Permit Property	/ Reviews	ALL FLAGS			Details Time C
Flags on Permit							Permit Application
FLAG NAME	EFFECTIVE	DATE	TYPE	STATUS	RELATED GROUP		
Flag-R5181106	1/29/201	9	Notice	Open	Inspection		RS181106
Other Attached Flags							Permit Subtype
FLAG NAME		EFFECTIVE DATE	TYPE	STATUS	RELATED GROUP		Addition
							Package DM180151 EL181462 ME18089 R5181106
							Project
							Description PERMIT TO REMODEL AND

3. Click on Permits as property

				All 👻	Q. Search Salesforce				
Inspections	Inspections V Run Sheets	 Inspection Run She 	rets 🗸 Re	ports 🗸 Pe	mits 👽 Special Inspectors 🛇	✓ Inspector Schedules ✓	Inspector Assigment	s 🗸 Properti	es 🗸 Di
Related List Quick Links	H, TUSTIN: 103-154-08	3				¥			CH ROUTE
Complaints (0)	Complaints as Property	Violations (0)	Plan	Checks (0)	Projects as Property (0)	Permits as Property (5)	Contacts (0)	Shi	us History (1)
Related Flags (0)	Inspections (0)	Applications (0)	E Perr	ilts (5)	Projects (0) Show	Licenses (0) All (21)	Files (0)		tes & Attachr
Related Detai	is							Activity	
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Name 1312 DEBORAH, TUSTI	N: 103-154-08			Alert ()				Write an	liema
Address 1312 DEBORAH				Assessor Par 103-154-0	cel Number 8		20		011001
Street DEBORAH				Parcel Numl 103-154-0	per Alternate 🔘 8		12		
City				Primary Con	tact		100	Nevt Stans	

4. Permits issued on the property will be displayed here

Situse Perr	Situses > 1312 DEBORAH, TUSTIN: 103-154-08 Permits as Property Sitems · Sorted by Permit Status · Updated a few seconds ago										
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		PERMIT	V PERMIT TYPE	\sim	LEGAL DESCRIPTION	V PERMIT STATUS 🕈	\sim				
1		RS071422	Residential Building (BLD)		2560 36 TR	Closed-Complete					
2		RS181106	Residential Building (BLD)		2560 36 TR	Issued					
3		EL181462	Electrical Permit (ELE)		2560 36 TR	Issued					
4		ME180896	Mechanical Permit (MEC)		2560 36 TR	Issued					
5		DM180151	Demolition Permit (DMO)		2560 36 TR	Issued					

INSPECTION HISTORY

1. Click on Permit Number or go back to the Permit you were working on by hitting the back button or arrow

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Inspections	Inspections 🗸 🛛 Run Sheets	✓ Inspection Run Sh	eets 🗸 Reports 🗸 Pern	nits 🗸 Special Inspectors 🗸	/ Insp
Situs 1312 DEBOR Related List Quick Lir	AH, TUSTIN: 103-154-08	3			21
Complaints (0)	Complaints as Property (0)	Violations (0)	Plan Checks (0)	Projects as Property (0)	🔊 Pe
Related Flags (0)	Inspections (0)	Applications (0)	Permits (5)	Projects (0)	S Lic
				Show	All (21)

Related Details

2. Click on Inspections in the Related List Quick Links area

RS18110	5						+ Follow Bluebean	n Projec
Permit Subtype Addition	Status Sub-status Issued	Parcel 1312 DEBORAH, TUSTIN	0 4: 103-154-08 Co	vner punter Queue 🔊				
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Related List Quic	k Links 👩							
Properties (1)	Related Addresses (1)	Related Applications (0)	Submission Items (0)	Submittal (1)	Reviews (0)	Related To Permits (0)	Related From Permits (0)	
Conditions (0)	Inspections (10+)	Work Items (0)	Work Types (2)	Contacts (8)	Ees (6)	Deposits (0)	Payments (8)	Re Re
	\triangleleft				Show All (40)			

- 3. View the Inspection History
 - a. Type of Inspection
 - b. The results for that inspection (Status)
 - c. The Completed Date of Inspection
 - d. The Assigned inspector that did the inspection

 STATUS C. Appiroved 415 Unscheduled 416 Unscheduled 417 Unscheduled 400 	STOP WORK/_ V STOP WORK/CORR_ V INSPECTOR COMMENTS	V TYPE V ASSIGNED INSPECTOR V Building Tam Trac Building Building Building
STATUS C. Approved 415 Unscheduled 416 Unscheduled 905 Umscheduled 417 Unscheduled 400	STOP WORK/_ V STOP WORK/CORR_ V INSPECTOR COMMENTS	V TYPE V ASSIGNMED ENSPECTOR V Building Tum Trac Building Building Building
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Unscheduled 925	0	Building
Unscheduled 421		Grading
Unscheduled 420		Building
Unscheduled 422		Building
Unscheduled 915		Building
Unscheduled 430		Building
Unscheduled 450	0	Building
Unscheduled 425		Building
Unscheduled 405 Unscheduled 410 Unscheduled 455 Unscheduled 495 Unscheduled 925 Unscheduled 421 Unscheduled 422 Unscheduled 422 Unscheduled 423 Unscheduled 420 Unscheduled		

Click the back arrow again as needed to return to your last page.

CLEARANCES

1. At the permit, click on Clearances under the Related Quick Links Area

EL181462							+ R	bliow Blueb	eam Project	Review for Issuance
ernit Subtype dded or Altered; 50	or More electrical fixtures (new co	instruction / alterations	Status Sub-stat Issued	Sus Parcol 1312 DE	BORAH, TUSTIN: 103-154-08	Owner Counter Queue £				
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Properties (1)	Related Addresses (1)	Related Applications (0)	Submission Items (0)	Submittal (1)	Reviews (0)	Related To Permits	(0) 🖸 Relat	ted From Permits	(0) Cleara	nces (6)
Conditions (0)	Inspections (10+)	Work Items (0)	Work Types (0)	Contacts (7)	Fees (3) Show All (40)	Deposits (0)	Paym	nents (3)	Receip	t Documents (1)
Documents	Financial Admin	Permit Propert	y Reviews	ALL FLAGS			Details	Time	Chatter	Activity
Files (1)						Add Files	✓ Permit A	pplication		
ELECTRICAL P	PERMIT						Permit Numbe EL181462	ie.		Status Issued
Con 11, 2010	. source - boa		6062323997				Permit Subtyp Added or Alt	e tered: 50 or Mor	e /	Sub-status

2. Any required or not required clearances will be displayed under the status column

Permi Clea 6 item	ts > El Iranc s • Sort	.181462 Ses and by Status • Updated a few s	seconds ago				
		CLEARANCE NUM V	CLEARANCE DESCRIPTION	STATUS 🕈 💙	CLEARED BY \checkmark	DATE C 🗸	LAST MODIFIE 🗸
1		Withdrawn	This field will be populated by the description in the clearance selected in the lookup. If you wish to edit the description, please save this record first, and make edits after.				1/25/2019 1:41 PM
2		Current Planning/Zoning	Initiates and approves ministerial permits, and provides public information regarding development projects and zoning. Provides zoning approval for projects requiring discretionary permits.ebr> ebr>PDSD-Development Processing Center, Station 1 Roometer S				1/25/2019 1:46 PM
з		Temporary Power	~				1/25/2019 1:50 PM
4		Renewals, Extensions	~				1/25/2019 1:53 PM
5		Issuance Approval	Permit has met all plan check requirements	Approved	Behrouz Azarvand	12/11/2018	1/25/2019 1:44 PM
6		Electrical Plan Check	<part are="" building="" building<br="" compliance="" county="" for="" permits="" reviewed="" submitted="" with="">Ordinances (Building, Plumbing, Mechanical, and Electrical Codes) and State building regulations such as Energy Conservation Regulations and Handicapped Accessibility</part>	Approved	Behrouz Azarvand	12/18/2018	1/25/2019 1:55 PM