

City of Southlake- How to schedule an inspection online

Create an account if one has not been set up for you or your company. Call the office at 817-748-8236 or 8237 if this is a new account. After you log in, if the permit is not on your dashboard, please call the office so the permit can be linked to your account.

- Click on the blue circle titled active from the dashboard page.

The dashboard features a top navigation bar with the following tabs: Dashboard (highlighted with a red box), Apply, View, Pay Invoices, Map, Search, Calendar, Help, Southlake Home, Backflow Device Testing, and ICC. Below the navigation bar is a blue banner with the text: "Plans for new residential houses and all commercial permits are unable to be uploaded online at this time. Please bring in hard copy plans to the office."

The main content area is divided into two sections: "Permits" and "Plans".

Permits Section: This section contains five circular status cards: "Attention" (0), "Pending" (0), "Active" (1, highlighted with a red box), "Draft" (0), and "Recent" (1). Below the "Active" card, there is a link to "Residential New Bu..." with a count of 1. A "View Full List" link is located below the "Permits" section.

Plans Section: This section contains five circular status cards: "Attention" (0), "Pending" (0), "Active" (0), "Draft" (0), and "Recent" (0).

- Click on the permit number that needs an inspection.

The "My Permits" page includes a search bar with the placeholder text "Search for permit number, project, or address" and a search icon. An "Exact Match" checkbox is located to the right of the search bar.

Below the search bar are several filters: "Display" set to "Active", "Select Case Type" with a dropdown menu showing "Residential New Building (Single Family Home)", and "Sort" set to "Permit Number". An "Export" button is also present.

The main content is a table with the following columns: Permit Number, Project, Address, Permit Type, Status, and Attention Reason.

Permit Number	Project	Address	Permit Type	Status	Attention Reason
NRES19-0022		4505 SADDLEBACK LN Southlake, TX	Residential New Building (Single Family Home)	Active, Recent	

At the bottom of the page, there is a pagination control showing "Results per page" set to 10, "1 - 1 of 1", and navigation arrows.

- Click on the Inspections tab.

Permit Number: NRES19-0022



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Type:	Residential New Building (Single Family Home)	IVR Number:	104054	Application Date:	03/12/2019
Status:	Issued	Project Name:		Issued Date:	04/09/2019
District:	Saddleback Ridge Estates	Assigned To:	Campos, Andres	Expiration Date:	10/21/2019
Square Feet:	8,221.00	Valuation:	\$1,500,000.00	Finalized Date:	
Description:	New residential construction Calais Custom Homes 817-998-8846				

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Locations

Main	Address
<input checked="" type="checkbox"/>	4505 SADDLEBACK LN Southlake, TX

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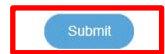
- Click the action box for the desired inspection and click the submit button.

Remaining Inspections

Sort: Order

Description	Reinspection	Action
Self-Cert Engineer Letter	No	<input type="checkbox"/>
Residential 1st Lot Grading	No	<input type="checkbox"/>
Residential Electrical Underground	No	<input type="checkbox"/>
Residential Gas Underground	No	<input type="checkbox"/>
Residential Footing	No	<input type="checkbox"/>
Residential Sewer Line	No	<input type="checkbox"/>
Residential Electrical Underground	No	<input type="checkbox"/>
Residential Framing	No	<input type="checkbox"/>
Residential Electric Rough In	No	<input type="checkbox"/>
Residential Gas System Rough In	No	<input type="checkbox"/>

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Optional Inspections

Sort: Description

Description	Reinspection
No records to display.	

- Choose a date (the next business day at the earliest) for the desired inspection, add the Contact Information and click the submit button. AM/PM Inspections are reserved for emergency occupied spaces only.

* Requested Date 

Comments/Gate Code

* Contact Name

* Contact Phone