



Thank you for choosing the City of Albany's mobile inspection system. This guide will assist you in scheduling an inspection for your associated permit(s) online, 24-hours a day. In addition to scheduling inspections this site will also allow you to reschedule and view inspection results.

Step 1:

Go to our mobile inspection webpage at www.cityofalbany.net/inspections and log in.

If you do not have an account, please first go to www.cityofalbany.net/permits and register for an account.

Note: For desktop users, please visit www.cityofalbany.net/permits for a more desktop friendly site.

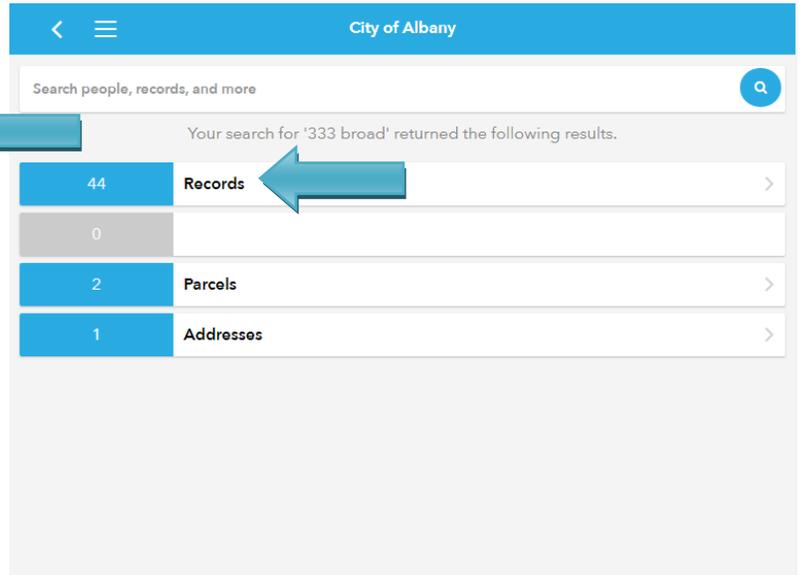
Step 2:

Once logged in, tap the search bar to enter the permit number or address, then tap the blue search icon.

Note: If you search by address, entering less information in the search area provides better results. For example, searching for 333 Broadalbin is better than searching for 333 Broadalbin St SW.

Step 3:

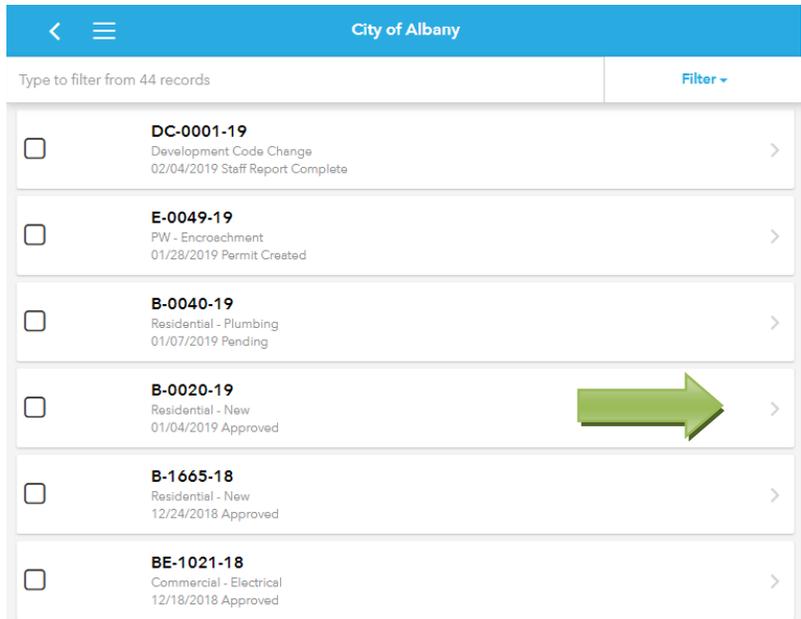
Tap on "Records" to pull up the list of permits.



Step 4:

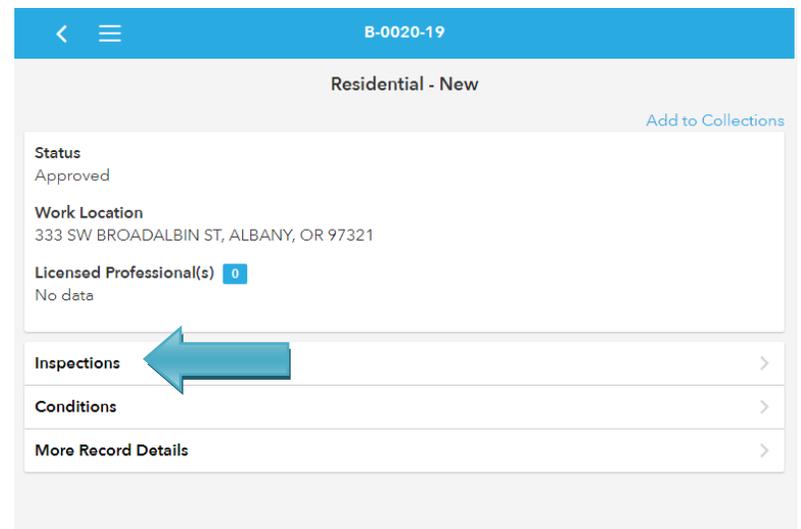
Tap on the arrow to the right of the permit you want to schedule an inspection for.

Note: Only permits with a status of "Approved" may have inspections scheduled.



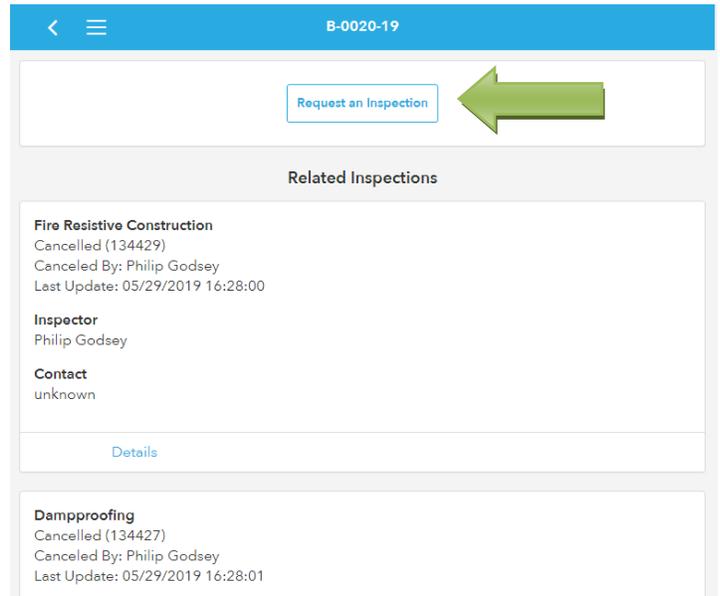
Step 5:

Tap on "Inspections" to pull up the inspection activity.



Step 6:

Tap the “Request an Inspection” button at the top of the screen.

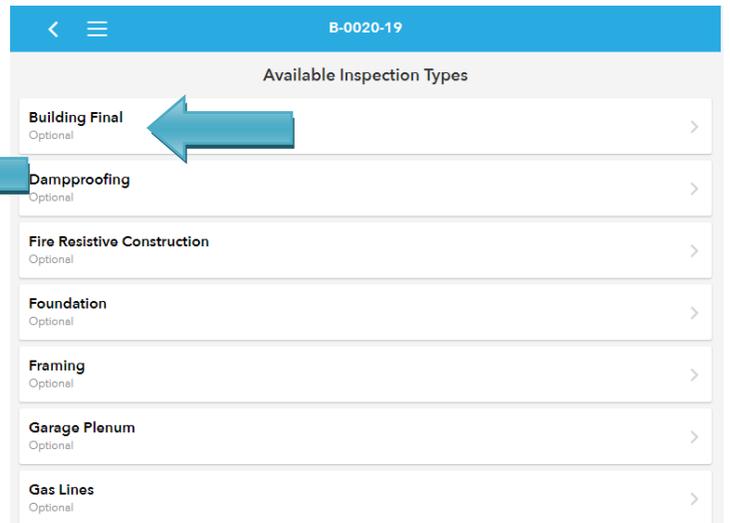


Step 7:

Select the type of inspection you are requesting.



Note: Only one inspection can be scheduled at a time. If you have multiple inspections to schedule on a permit, you will need to repeat these steps for each inspection.



Step 8:

Confirm the permit number, inspection type, and location.



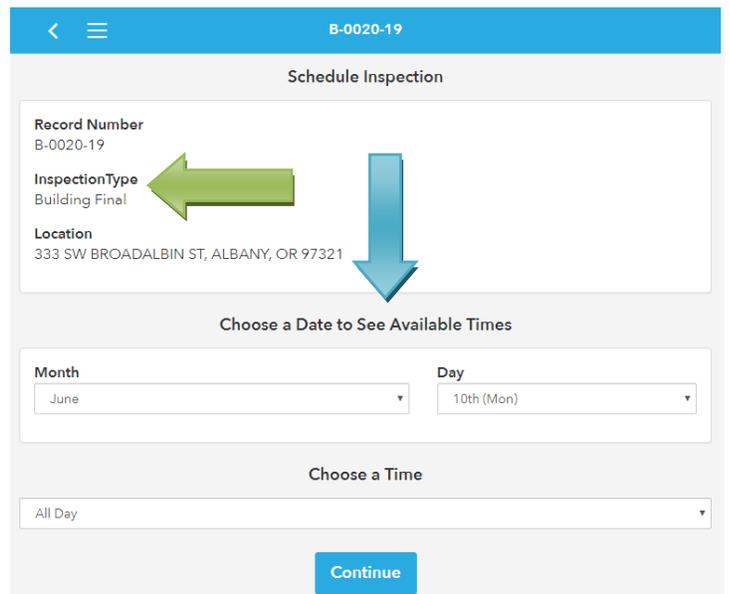
Select an available date from the drop-down list. Inspections can be scheduled up to 10-days in advance but must be scheduled by 7 a.m. for inspections that don't require additional lead time.



Once a date is selected, select the available time.

Tap the “Continue” button to proceed.

Note: If you desire an a.m. or p.m. inspection, or a 15-minute call ahead, you can request this within the additional note, discussed in step 10.



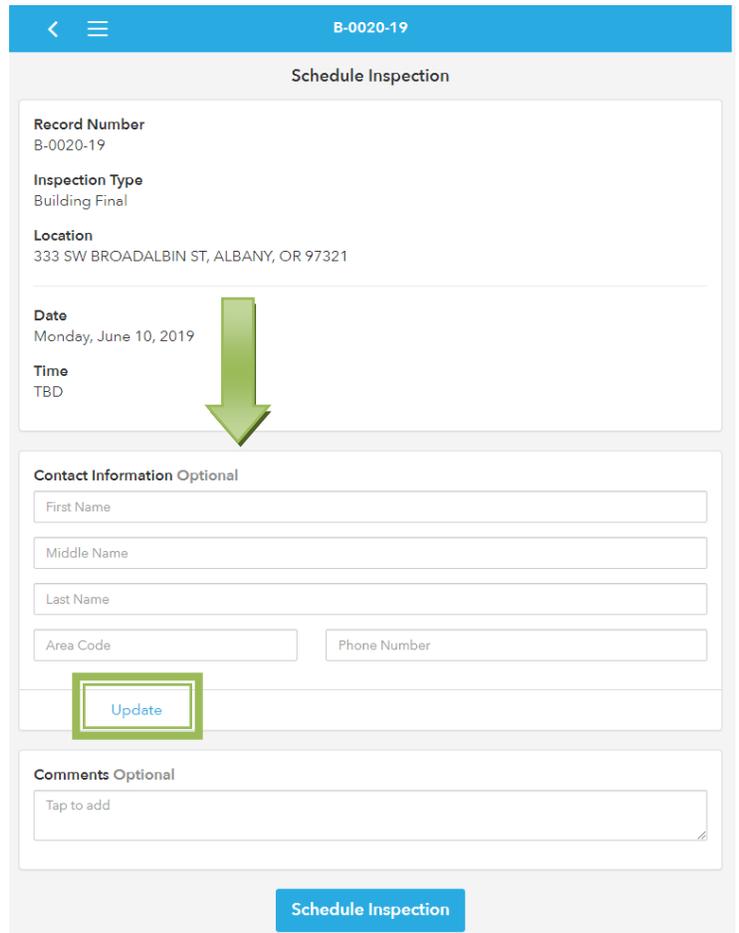
Step 9:

If the contact is different than the permit applicant, enter the contact information and press “Update”. 

Note: If the contact is changed, the change is only for the one inspection. All future inspection requests would need to be changed to the new contact. This contact will NOT receive the inspection results emails.

Step 10:

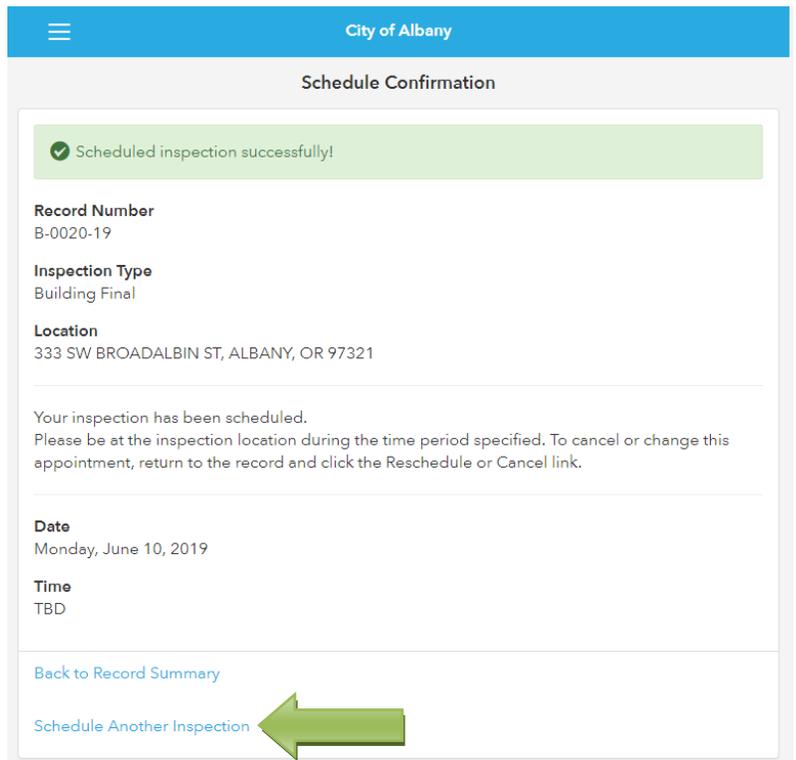
Add notes to the inspection request in the “Comments” box. This is ideal for inspections of only part of an area or mentioning that you have an a.m. or p.m. preference, or for requesting a 15-minute call ahead. Please do not leave access codes, as this information can be viewed by the public.  



Step 11:

Congratulations. Your permit inspection is now scheduled.

To schedule another inspection, tap on “Schedule Another Inspection”. This will take you back to step 7. 



Canceling or Rescheduling:

If you need to reschedule your inspection, press “Reschedule” under the scheduled inspection. 

To cancel an inspection, please email cd.customerservice@cityofalbany.net.



Building Final
Scheduled (134972)
06/10/2019 00:00:00

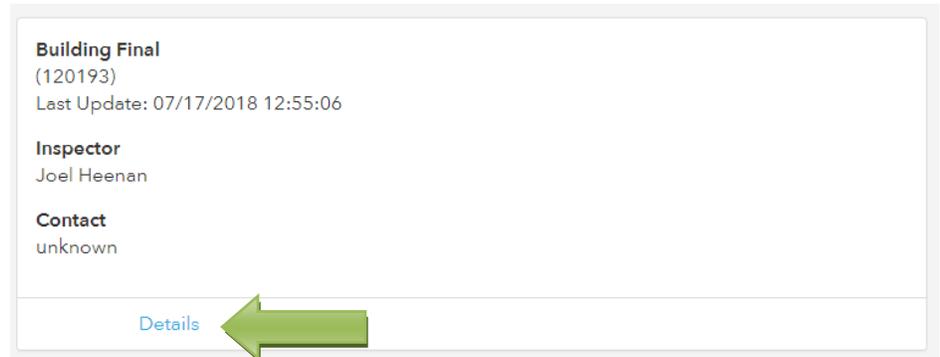
Inspector
unassigned

Contact
unknown

[Details](#) [Reschedule](#) 

Results:

After your inspection is complete, you can view the results by pressing on “Details”. 



Building Final
(120193)
Last Update: 07/17/2018 12:55:06

Inspector
Joel Heenan

Contact
unknown

[Details](#) 

Email Notification:

In addition to viewing the inspection results through the City’s permitting system, the permit applicant will be automatically emailed the inspection results.

If you have any questions about scheduling an inspection or experience an error, please contact us by email at cd.customerservice@cityofalbany.net or at (541) 917-7553

Thank you,

Your Community Development Team