INSPECTION SCHEDULING FROM THE CITIZEN SELF SERVICE (CSS) PORTAL

Log in to the City of Tulsa Citizen Self Service portal.

Once logged in, there are more than one way to schedule inspections from the CSS portal. Always start from the dashboard.
Click on View; a drop-down section will appear with information about invoices, permits, plans, inspections, licenses, and requests. Go to Inspections and select Request Inspections.

A list of permits associated with the user ID will appear. Depending on how much activity the user performs will depend on the length of the list.
Use Sort to sort the permits by Relevance, Case Number (which is the building permit number), or Address.

Once you identify the inspection(s) you want to schedule, click the box to the right of the inspection; you may request one or more than one inspection at a time if all pre-requisites have been completed.
The system will display a message in red if the inspection cannot be requested.

You may also Search by entering a case (permit) number, address, or inspection type.

The system will search for the information you requested and display only the information associated with the request.
If the information returned is the inspection to be requested, click the box to the right of the inspection; then click Request Inspection.

The system will return permit information, inspection type, and address. Review this information carefully to ensure you are requesting the correct inspection at the correct address.
Select the requested date by using the calendar to the right of the Requested Date field. Only the available dates will be able to be selected. Select AM or PM.

Enter any comments or special instructions in the Comments field. Click on Submit.
If you are requesting more than one inspection on a permit, you have the option to use the same date for all requested inspections.

Request Inspections (2)

#BLDC-000750-2017

**Inspection Type:** Foundation  
**Case Type:** Building: Alteration (Commercial)  
**Address:** 101 E 2ND ST Tulsa, OK 74103

* Requested Date: 03/27/2018

**Comments/Gate Code**

Enter comments or special instructions here. A phone number where you can be reached is always helpful.

Use same date for all

Submit  Request All
There will be a successful confirmation screen which is indicated by the pink background and the large green check mark.
Another way to schedule inspections on CSS is to select View My Permits from the Dashboard page.

A list of permits associated with your user ID will display; click on the Permit number on the left.
A page with some permit details will appear; click on the Inspections tab at the bottom of the page.

The Existing Inspections, Request Inspections, and Optional Inspections will display.
Click on the box to the right of the inspection to be requested; click Request Inspection.

Select the requested date for the inspection; enter any comments. Click on Submit.

Request Inspections (1)

1 #ELECC-000831-2017

Inspection Type: Electrical Temporary Pole
Case Type: Electrical (Commercial)
Address: 175 E 2ND ST Tulsa, OK 74103

* Requested Date 03/27/2016

Comments/Gate Code

Submit
There will be a successful confirmation screen which is indicated by the pink background and the large green check mark.