

# INSPECTION REQUEST INSTRUCTIONS

## WEB DIRECTIONS

### STEPS:

(TURN OFF POP-UP BLOCKER)

1. Go to <https://eddspermits.gwinnettcountry.com/citizenaccess/>
2. Enter your Gwinnett County permit/ case number in the first Search Box on the Home Screen, at the top right of screen.
3. Verify your permit information is correct.
4. Click on the blue triangle tab to the right of "Record Info", and Select "Inspections" from the drop down menu.
5. Click on the blue "Schedule or Request an Inspection" hyperlink at the bottom of the page.
6. Select the appropriate inspection and click "Continue." Refer to the inspection types below.

\*Fire Inspection types start on page 9, continue on page 10 of the inspection menu

Fire 50%

Fire Hood (light test)

Fire Tenant Final CO

Fire 80%

Fire Suppression

Fire 100%

Fire Racking System

Fire Sprinkler

Fire Alarm

7. Select the date you would like to schedule the inspection.  
\*\* Appointment times are not available.
8. Select "All Day" button.
9. Verify the Contact Information and if it is incorrect, click on "Change Contact" to update the information. Then click "Continue."
10. Click on "Include Additional Notes" to add any other pertinent information that would be helpful to the Inspector.
11. Click Finish.

**YOUR INSPECTION IS NOW SCHEDULED**

- Request made prior to 2pm are tentatively scheduled for the next business day.
- Requests made after 2pm will be moved to the following business day.
- You must be present in order for your inspection to be performed.
- All permit/inspection fees must be paid prior to the inspection.