How-To Guide

(Click to view each step or scroll through the pages)

Step 1: Login to CommunityCore

Step 2: Select the Permit

Step 3: Request Inspections

Step 4: Select Inspections to Request to Schedule

Step 5: Request an Inspection Date and Time

What's Next?

See the Steps in Action
https://www.screencast.com/t/72RM5QVlqYm9
Before you begin, please be aware that you must be added to CommunityCore by your jurisdiction - once they have added you to the system you will receive an email to setup your password to access CommunityConnect.

**Step 1: Login to CommunityCore**

- Go to: [app.communitycore.com](http://app.communitycore.com)

1. Enter your email address
2. Enter your password
3. Click **Sign In**

**Quick Tip**

Forget your password?

- Click **I forgot my password** to reset your password.

- Watch your email to complete the reset of your password
Step 2: Select the Permit

- Click Permit

- Click the permit number of the permit you would like to request an inspection for

<table>
<thead>
<tr>
<th>PERMIT NUMBER</th>
<th>ADDRESS</th>
<th>PERMIT TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>125 South Howes Street, Fort Collins</td>
<td>Roof</td>
</tr>
<tr>
<td>Application</td>
<td>123 Test, Fort Collins</td>
<td>Roof</td>
</tr>
<tr>
<td>19GOT-F00007</td>
<td>Hamilton Street, Sterling</td>
<td>Fence</td>
</tr>
</tbody>
</table>

**Quick Tip**

- Click to filter the list of permits
Step 3: Request Inspections

- Click **Inspections**

  ![Inspections Button](image1)

- Click the **Request** button

  ![Request Button](image2)

Step 4: Select Inspections to Request to Schedule

- Select one or more inspections available for scheduling requests

  ![Select Inspections](image3)
Step 5: Request an Inspection Date and Time

1. Select date
2. Select time
3. Add notes
   a. Please add contact phone numbers, information on if and how the inspectors should call-ahead, information on how to gain access to the inspection area, etc.
4. Click OK

What’s Next?

Once the Jurisdiction has reviewed the requested inspection, you will receive an email from CommunityCore when your inspection has been scheduled, confirming your request.

If there is any reason the inspection request was denied, you will receive an email stating the reason for the denial of the inspection request.

Additionally, you can check back on CommunityConnect to see the updated status of your inspection request and even your inspection results.