



# How to Schedule an Inspection

In your e-Permit account



Login or register

- Home
- Apply
- Today's Inspections
- Map
- Report
- Fee Estimator
- Pay Invoices
- Search
- Calendar

## Welcome to Hayward e-Permits



### Login or Register

Login to an existing or create a new account. You can also find help if you forgot your login information



### Apply

Apply for a permit or plan online



### Pay Invoice

Pay your individual invoices



### Request Inspection

Request an inspection on an existing record.



### Estimate Fees

use our online tool to quickly estimate the required fees for a permit or plan.



### Calendar

View events and public hearing dates on our e-Permit calendar



# Helpful tips to get you started

Hayward e-Permits will improve the services provided by our Permit Center.

Hayward e-Permits is an online version of our Permit Center that allows you to apply for permits, schedule inspections, make payments, and more. To make sure you get the most out of this new software, follow these helpful tips

## Check your web browser

Hayward e-Permits works best when using **Chrome** as your web browser.

## Clear your caches

The cache is something we all have on our computers. It stores data so that future requests for that data can be sent faster. To clear your cache in Chrome:

- Click the Tools menu (three dotted lines in the upper-right corner).
- Select More Tools.
- Select Clear Browsing Data
- Click the Advanced tab.
- Set the Time Range set to All Time.
- Check all boxes (except Passwords and other sign-in data and Autofill data.)
- Click Clear data.
- Close and re-open all Chrome windows to save your changes.

## Don't bookmark

As updates are made to the portal, old links can provide outdated information or not load properly. Refrain from bookmarking a particular permit submittal or case type in your browser.

## Need more help?

Contact our Hayward e-Permits help desk for additional help with registering for a new account, updating an existing application, navigating the portal, and more.

[e-permits@hayward-ca.gov](mailto:e-permits@hayward-ca.gov)

1

Visit the Permit Center on our website, [www.hayward-ca.gov/permit-center](http://www.hayward-ca.gov/permit-center) and click one of the **E-PERMIT PORTAL** buttons

**INTRODUCING HAYWARD E-PERMITS PORTAL!**

Hayward's new online permitting system offers an easy, convenient way to submit permit applications for development projects, add contractors to your project, pay fees, download permits, schedule inspections, check your inspector's estimated time of arrival (ETA), see inspection results, and so much more without ever leaving your home or office. Learn more about our new system with our YouTube series below.

**Click Here**

**Click Here**

**Click Here**

**Click Here**

2

On the e-Permit Portal homepage, click one of the **LOGIN OR REGISTER** links

**Click Here**

**Click Here**

**Click Here**

**Click Here**

**Click Here**

**Click Here**

**Click Here**

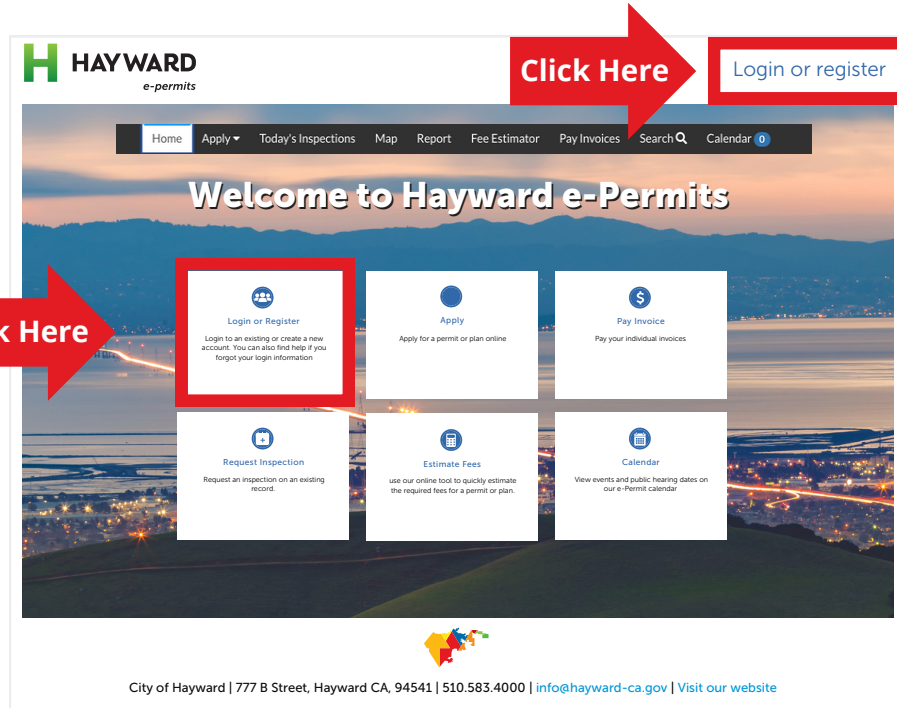
**Click Here**

**Click Here**

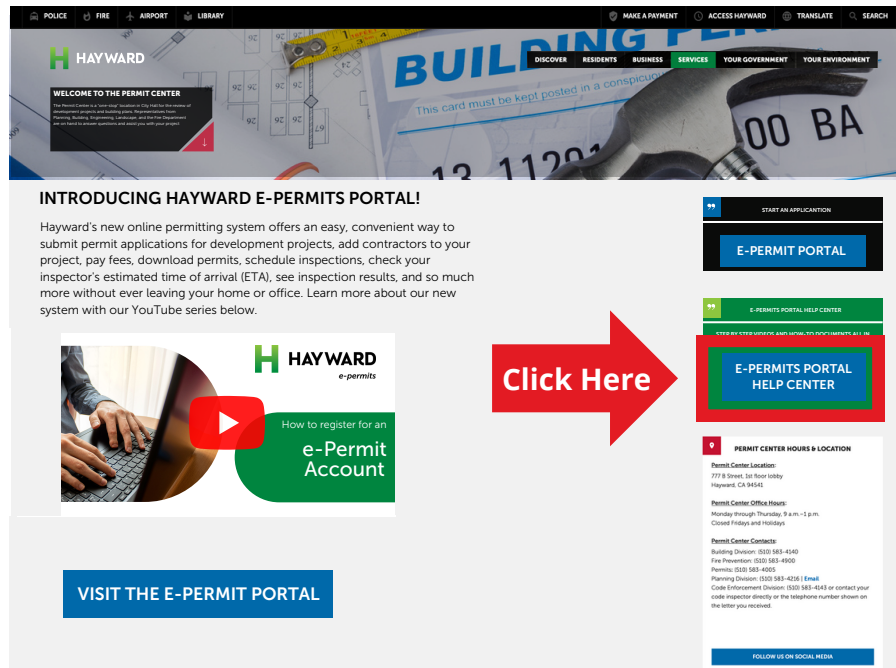
City of Hayward | 777 B Street, Hayward CA, 94541 | 510.583.4000 | [info@hayward-ca.gov](mailto:info@hayward-ca.gov) | [Visit our website](#)



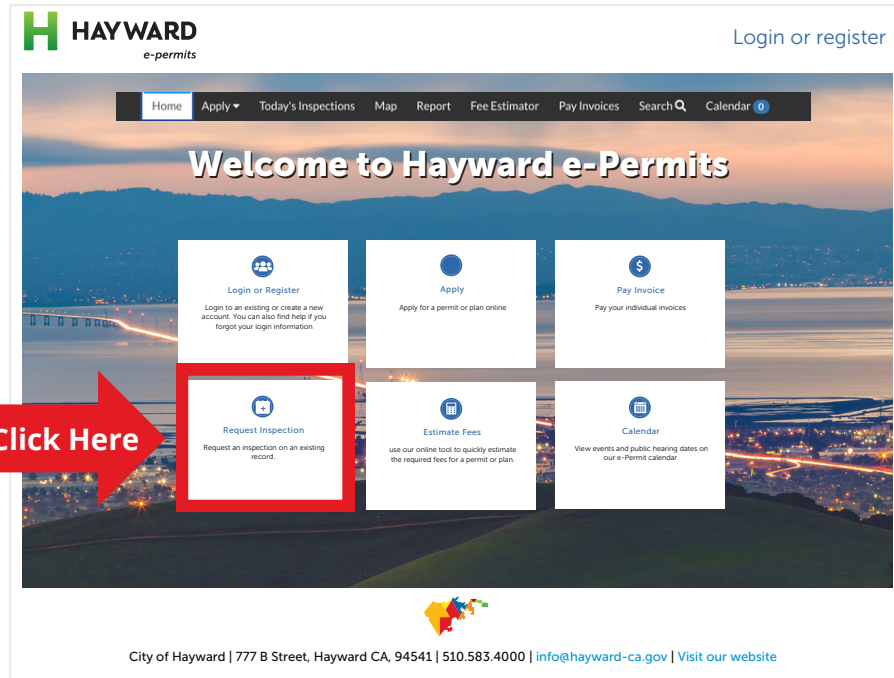
If you have not created an e-Permits Portal account, you will need to do so before scheduling your inspection



For help registering for an e-Permits Portal account, click on the **E-PERMITS PORTAL HELP** button on the Permit Center page



**3** After you have signed in to your account, click the **REQUEST INSPECTION** tile in the menu



**4** On the **REQUEST INSPECTIONS** page, there is a list of your projects and permits eligible for an inspection, to select one or more permits for inspection check the boxes to the **LEFT** of the **CASE NUMBERS**

Request Inspections

Search... Export to Excel

Request Inspection

<input type="checkbox"/>	Case Number	Address	Type	Inspection Type
<input type="checkbox"/>	BL-ELEC-2022-00085	1122 Acme St Hayward, CA 94541	Commercial - General Electrical	ELEC - Electrical - In-Slab
<input type="checkbox"/>	BL-ELEC-2022-00147	1122 Acme St Hayward, CA 94541	Commercial - General Electrical	ELEC - Electrical - Final
<input type="checkbox"/>	BL-NCOM-2022-00074	1122 Acme St Hayward, CA 94541	Commercial - Addition	ELEC - Electrical - Final
<input type="checkbox"/>	BL-NCOM-2022-00123	1122 Acme St Hayward, CA 94541	Commercial - Addition	BLDG - Building Final
<input type="checkbox"/>	BL-NCOM-2022-00032	1122 Acme St Hayward, CA 94541	Commercial - Addition	BLDG - Electrical Final
<input type="checkbox"/>	BL-NCOM-2022-00456	1122 Acme St Hayward, CA 94541	Commercial - Addition	BLDG - Landscaping Final
<input type="checkbox"/>	BL-NRES-2022-00065	86753 O'Nine Ln Hayward, CA 94545	Residential - New Single Family	ELEC - New Meter Reset
<input type="checkbox"/>	BL-NRES-2022-00789	86753 O'Nine Ln Hayward, CA 94545	Residential - New Single Family	BLDG - Shear Nailing
<input type="checkbox"/>	BL-NRES-2022-00098	86753 O'Nine Ln Hayward, CA 94545	Residential - New Single Family	BLDG - Sheet Nailing

Showing 272 records.

**5** Click, **REQUEST INSPECTION**

Request Inspections



Search...				Export to Excel
<input type="checkbox"/>	Case Number	Address	Type	Inspection Type
<input checked="" type="checkbox"/>	BL-ELEC-2022-00085	1122 Acme St Hayward, CA 94541	Commercial - General Electrical	ELEC - Electrical - In-Slab
<input type="checkbox"/>	BL-ELEC-2022-00147	1122 Acme St Hayward, CA 94541	Commercial - General Electrical	ELEC - Electrical - Final
<input type="checkbox"/>	BL-NCOM-2022-00074	1122 Acme St Hayward, CA 94541	Commercial - Addition	ELEC - Electrical - Final
<input type="checkbox"/>	BL-NCOM-2022-00123	1122 Acme St Hayward, CA 94541	Commercial - Addition	BLDG - Building Final
<input type="checkbox"/>	BL-NCOM-2022-00032	1122 Acme St Hayward, CA 94541	Commercial - Addition	BLDG - Electrical Final
<input type="checkbox"/>	BL-NCOM-2022-00456	1122 Acme St Hayward, CA 94541	Commercial - Addition	BLDG - Landscaping Final
<input type="checkbox"/>	BL-NRES-2022-00065	86753 O'Nine Ln Hayward, CA 94545	Residential - New Single Family	ELEC - New Meter Reset
<input type="checkbox"/>	BL-NRES-2022-00789	86753 O'Nine Ln Hayward, CA 94545	Residential - New Single Family	BLDG - Shear Nailing
<input type="checkbox"/>	BL-NRES-2022-00098	86753 O'Nine Ln Hayward, CA 94545	Residential - New Single Family	BLDG - Sheet Nailing

Showing 272 records.

**6** Fill in the required information on the request form.

Request Inspections (1)

**REQUIRED**

1 #BL-ELEC-2022-00085

Inspection Type: ELEC - Electrical - In Slab      Case Type: Commercial - General Electrical

Address: 1122 Acme St Hayward, CA 94541

\* Contact Name:

\* Contact Phone:

\* Requested Date:  AM

Comments/Gate Code:

Submit





Make sure to include any notes that would help your inspector, like gate codes, in the **COMMENTS** field

Request Inspections (1)

**REQUIRED**

#BL-ELEC-2022-00085

Inspection Type: ELEC - Electrical - In Slab Case Type: Commercial - General Electrical

Address: 1122 Acme St Hayward, CA 94541

\* Contact Name: John Smith

\* Contact Phone: 510-555-5555

\* Requested Date: 11/18/2022 AM

Comments/Gate Code: Gate Code: 8675309

Submit

7

Click, **SUBMIT**

Request Inspections (1)

**REQUIRED**

#BL-ELEC-2022-00085

Inspection Type: ELEC - Electrical - In Slab Case Type: Commercial - General Electrical

Address: 1122 Acme St Hayward, CA 94541

\* Contact Name: John Smith

\* Contact Phone: 510-555-5555

\* Requested Date: 11/18/2022 AM

Comments/Gate Code: Gate Code: 8675309

Click Here → Submit

8

Your form has been received when you see the **INSPECTION REQUEST CONFIRMATION PAGE**

1 #BL-ELEC-2022-00085

**Inspection Type:** ELEC - Electrical - In Slab


**Case Type:** Commercial - General Electrical

**Address:** 1122 Acme St Hayward, CA 94541

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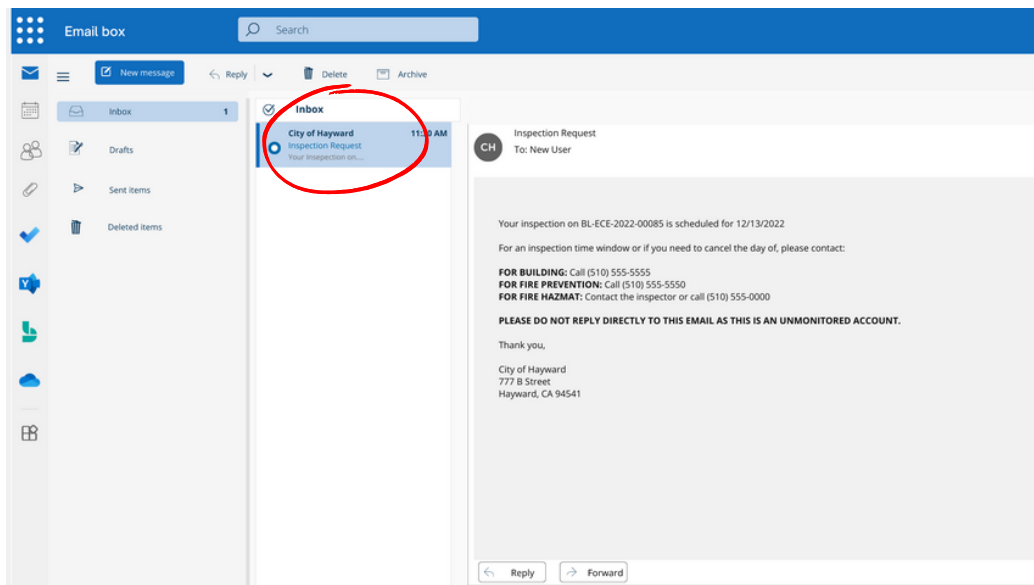
**Requested Date:** 11/18/2022

**Comments/GateCode:** Gate Code: 8675309



9

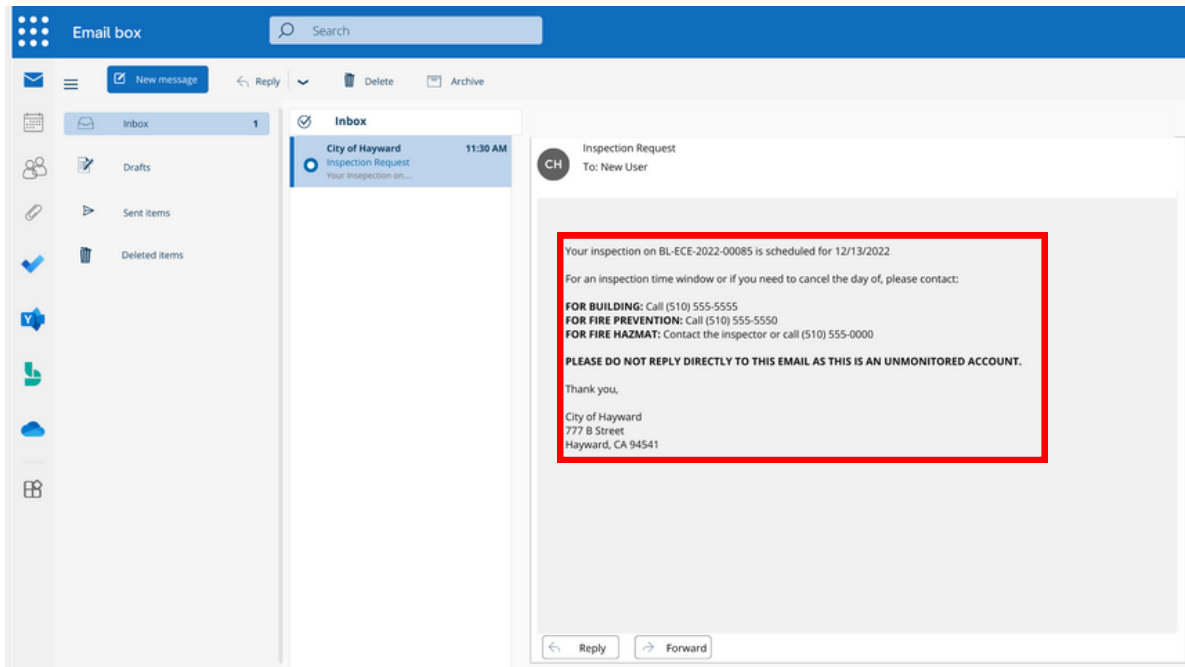
An **INSPECTION CONFIRMATION** email will be sent to the contact you listed on the Request Inspection Form







This email will contain important information, like what time of day your inspection will be held (AM or PM) and who to contact if you need to cancel or reschedule your inspection



Keep reading to learn how to schedule an inspection if you don't have any permits listed on the **REQUEST INSPECTIONS** page

### Need more help?

Contact our Hayward e-Permits help desk for additional help with registering for a new account, updating an existing application, navigating the portal, and more.

[e-permits@hayward-ca.gov](mailto:e-permits@hayward-ca.gov)

# How to schedule an inspection if you don't have any permits listed on the **REQUEST INSPECTIONS** page

**Request Inspections**

Search... Export to Excel

[Request Inspection](#)

<input type="checkbox"/>	Case Number	Address	Type	Inspection Type
Showing 0 records.				

10

Click the **SEARCH** button in the toolbar

**HAYWARD**  
e-permits

Dashboard Home Apply My Work Today's Inspections **Click Here** Search Calendar New User 0

**Request Inspections**

Search... Export to Excel

[Request Inspection](#)

<input type="checkbox"/>	Case Number	Address	Type	Inspection Type
Showing 0 records.				

11

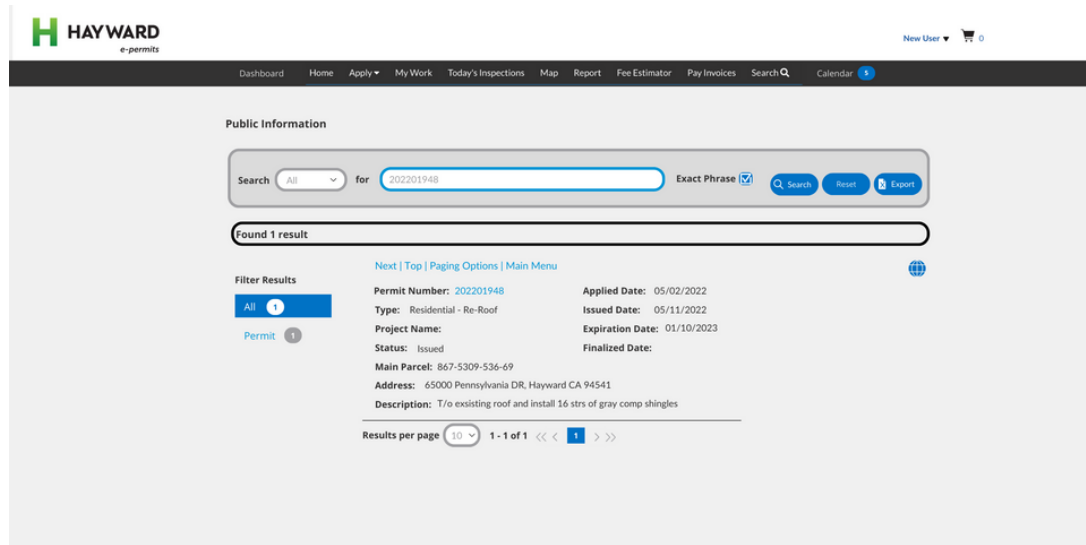
Enter your permit number into the search field and click, **SEARCH**

**Public Information**

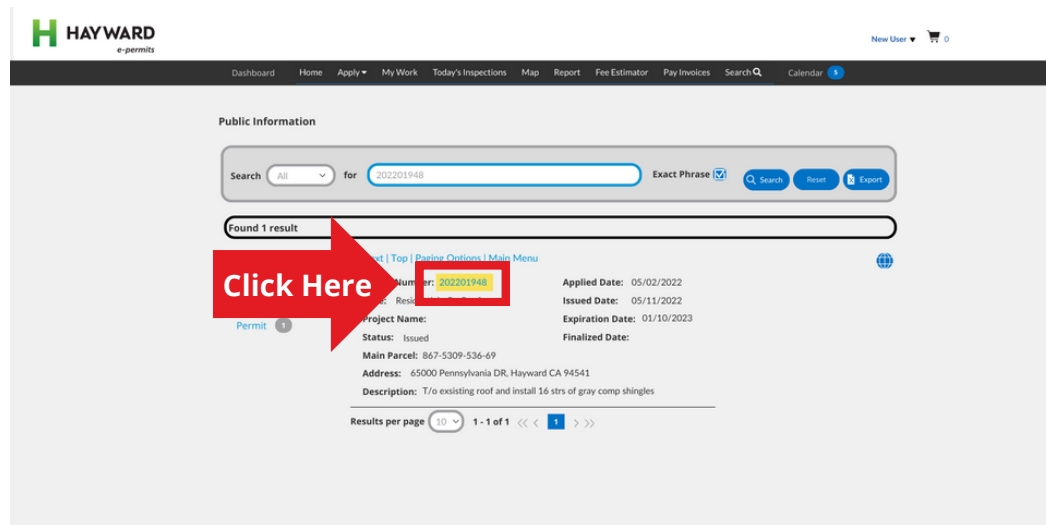
Search All for  **Click Here** Search Reset



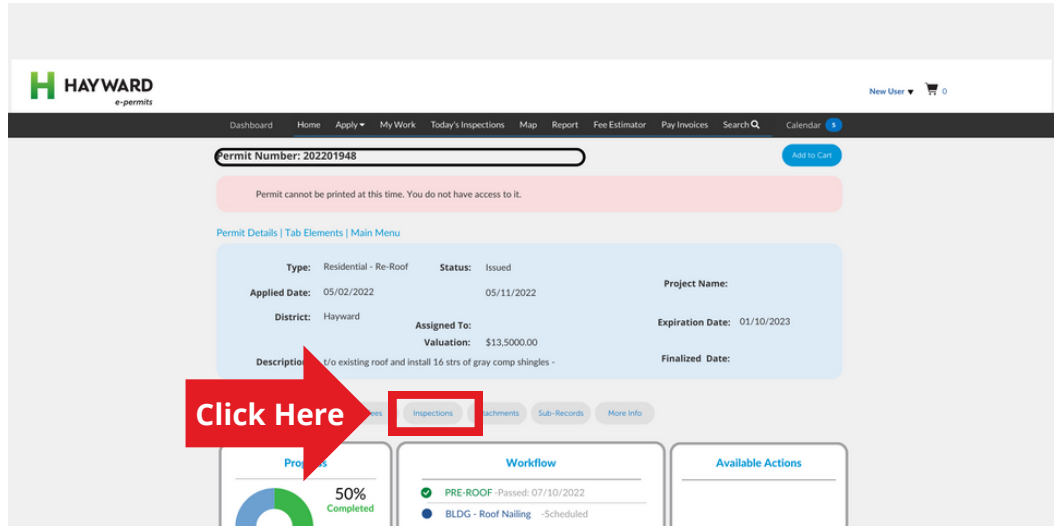
If the permit number is in our system, the record will appear in the search results



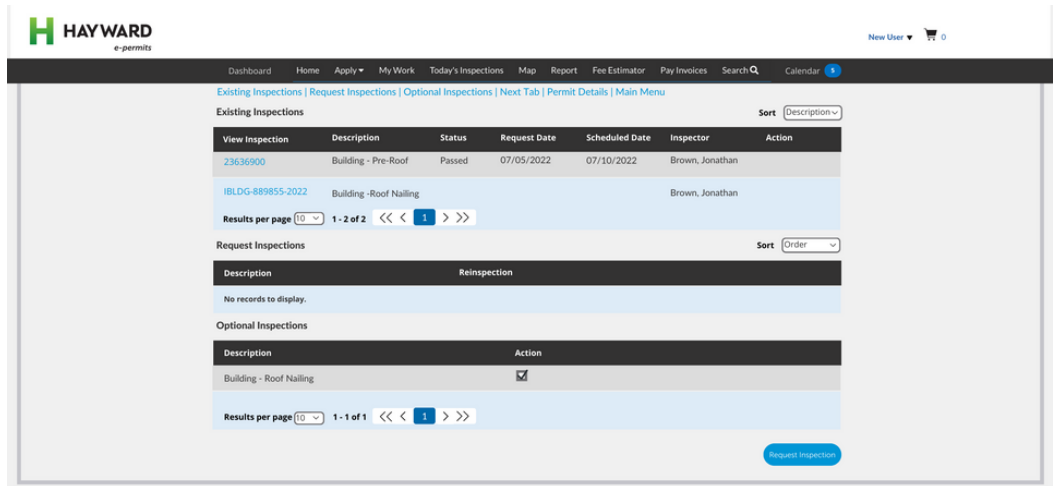
Click the highlighted **PERMIT NUMBER** link to open the Permit Information Page



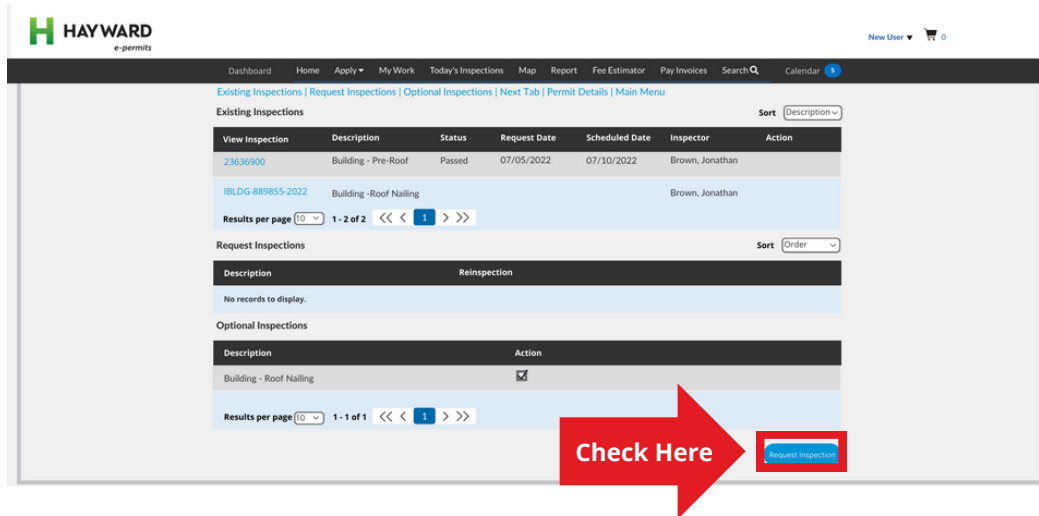
**13** On the permit information page, click the **INSPECTIONS** button



**14** Scroll down to **OPTIONAL INSPECTIONS** and check the box under **ACTION**



**15** Click **REQUEST INSPECTION**



**\*** The **INSPECTIONS FORM** will open, to complete the scheduling process, follow steps 6 & 7 above.

**!** **Please Note:** The inspection email will be sent to the contact(s) listed on the **PERMIT APPLICATION** only. Not who was added to the Inspection form.

**Need more help?**

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