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e-permits

How to Schedule an Inspection

In your e-Permit account

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As updates are made to the portal, old links can provide outdated information or not load properly.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

1 Visit the Permit Center on our website,
www.hayward-ca.gov/permit-center
and click one of the E-PERMIT PORTAL buttons

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

If you have not created an e-Permits Portal account, you will need to do so before scheduling your inspection
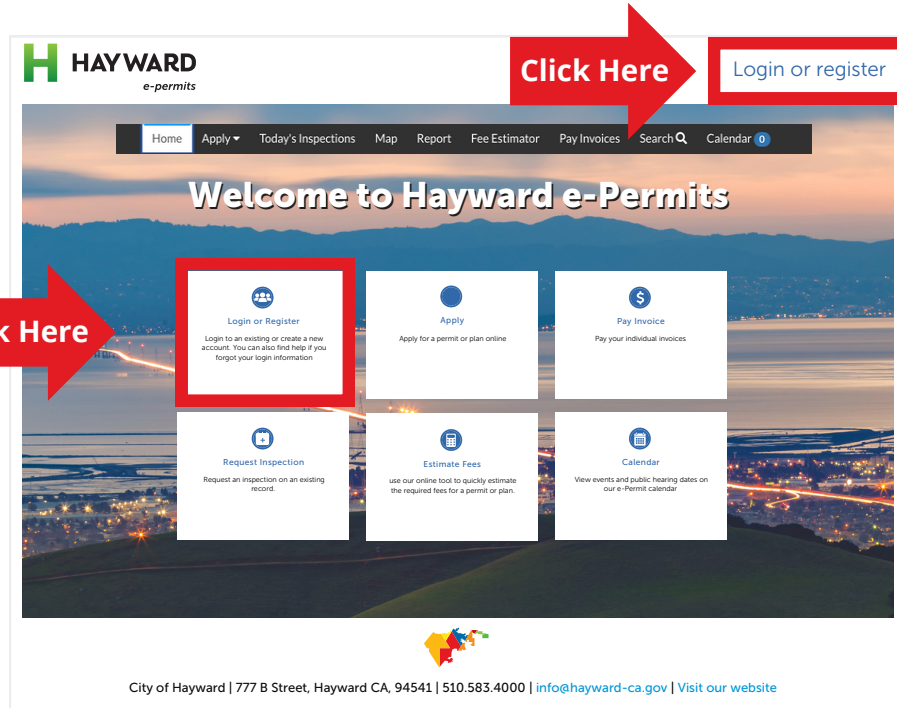
For help registering for an e-Permits Portal account, click on the E-PERMITS PORTAL HELP button on the Permit Center page
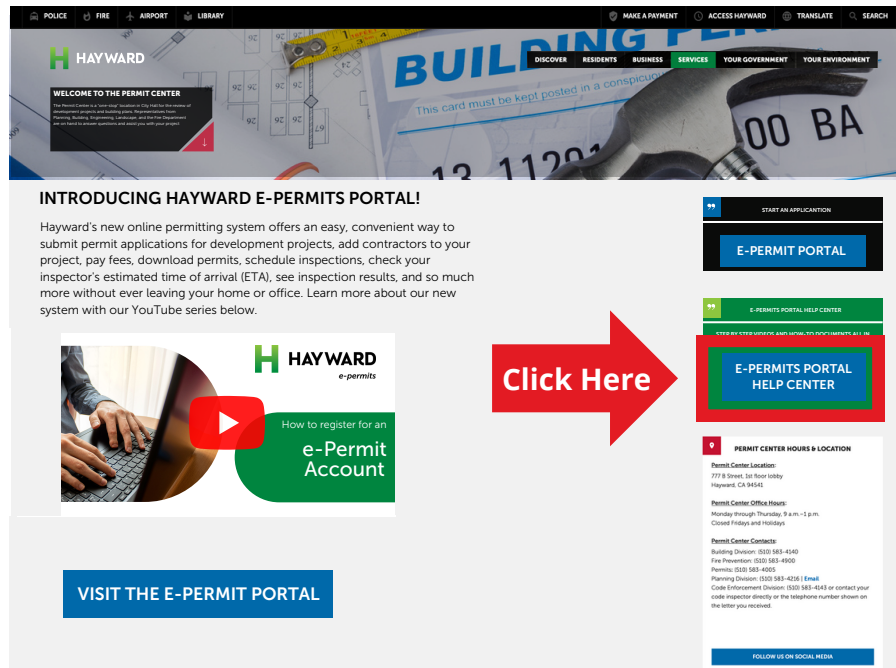
3 After you have signed in to your account, click the REQUEST INSPECTION tile in the menu

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
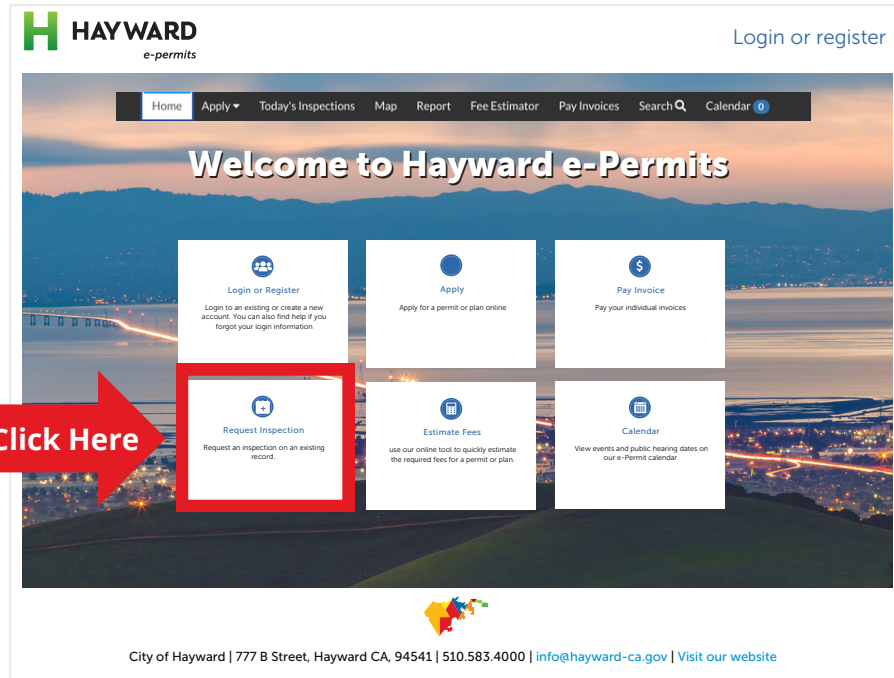

Request Inspections

	Case Number	Address	Type	Inspection Type
	BL-ELEC-2022-00085	1122 Acme St Hayward, CA 94541	Commercial - General Electrical	ELEC - Electrical - In-Slab
	BL-ELEC-2022-00147	1122 Acme St Hayward, CA 94541	Commercial - General Electrical	ELEC - Electrical - Final
	BL-NCOM-2022-00074	1122 Acme St Hayward, CA 94541	Commercial - Addition	ELEC - Electrical - Final
	BL-NCOM-2022-00123	1122 Acme St Hayward, CA 94541	Commercial - Addition	BLDG - Building Final
	BL-NCOM-2022-00032	1122 Acme St Hayward, CA 94541	Commercial - Addition	BLDG - Electrical Final
	BL-NCOM-2022-00456	1122 Acme St Hayward, CA 94541	Commercial - Addition	BLDG - Landscaping Final
	BL-NRES-2022-00065	86753 O'Nine Ln Hayward, CA 94545	Residential - New Single Family	ELEC - New Meter Reset
	BL-NRES-2022-00789	86753 O'Nine Ln Hayward, CA 94545	Residential - New Single Family	BLDG - Shear Nailing
	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...   [X] Export to Excel

Click Here → Request Inspection

	Case Number ▼	Address ▼	Type ▼	Inspection Type ▼
☑	BL-ELEC-2022-00085	1122 Acme St Hayward, CA 94541	Commercial - General Electrical	ELEC - Electrical - In-Slab
☐	BL-ELEC-2022-00147	1122 Acme St Hayward, CA 94541	Commercial - General Electrical	ELEC - Electrical - Final
☐	BL-NCOM-2022-00074	1122 Acme St Hayward, CA 94541	Commercial - Addition	ELEC - Electrical - Final
☐	BL-NCOM-2022-00123	1122 Acme St Hayward, CA 94541	Commercial - Addition	BLDG - Building Final
☐	BL-NCOM-2022-00032	1122 Acme St Hayward, CA 94541	Commercial - Addition	BLDG - Electrical Final
☐	BL-NCOM-2022-00456	1122 Acme St Hayward, CA 94541	Commercial - Addition	BLDG - Landscaping Final
☐	BL-NRES-2022-00065	86753 O'Nine Ln Hayward, CA 94545	Residential - New Single Family	ELEC - New Meter Reset
☐	BL-NRES-2022-00789	86753 O'Nine Ln Hayward, CA 94545	Residential - New Single Family	BLDG - Shear Nailing
☐	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.

◀ Back
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: John Smith

* Contact Phone: 510-555-5555

* Requested Date: 11/18/2022   📅   * AM ⌄

Comments/Gate Code: Gate Code: 8675309

Submit

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

◀ Back
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: John Smith

*Contact Phone: 510-555-5555

*Requested Date: 11/18/2022 📅 * AM ˅

Comments/Gate Code: Gate Code: 8675309

Submit

7 Click, SUBMIT

◀ Back
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: John Smith

*Contact Phone: 510-555-5555

*Requested Date: 11/18/2022 📅 * AM ˅

Comments/Gate Code: Gate Code: 8675309

Click Here ➡ Submit

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

1 **#BL-ELEC-2022-00085**

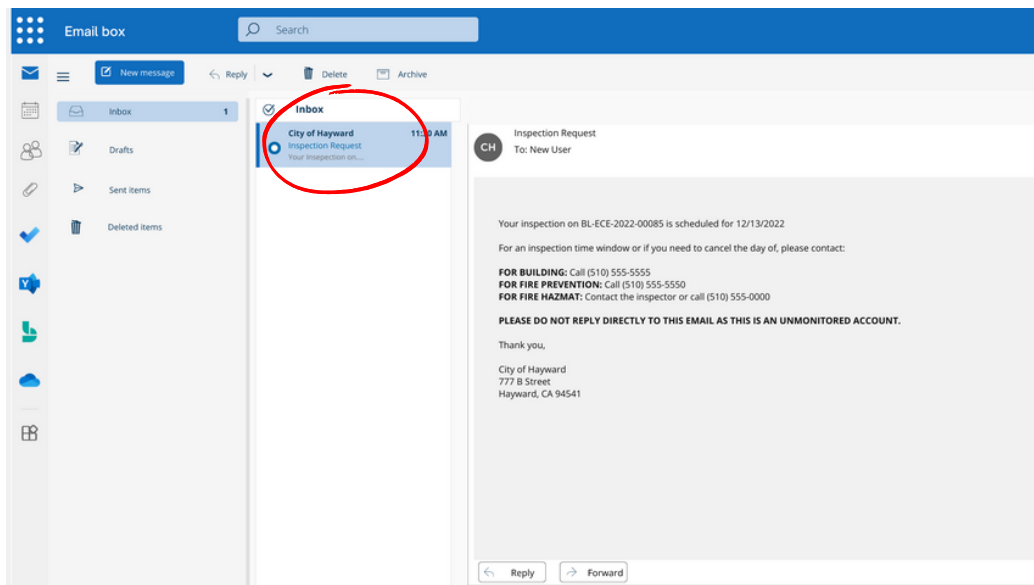|	
Inspection Type:	ELEC - Electrical - In Slab
Case Type:	Commercial - General Electrical
Address:	1122 Acme St Hayward, CA 94541
Requested Date:	11/18/2022
Comments/GateCode:	Gate Code: 8675309

✅

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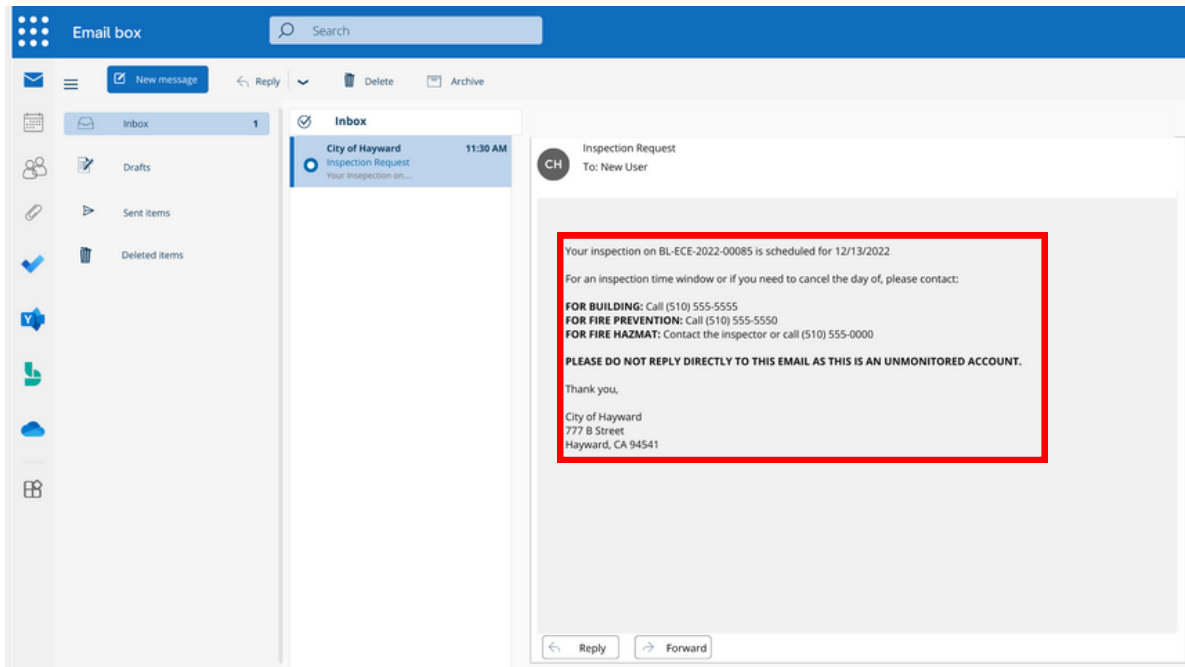
Keep reading to learn how to schedule an inspection if you don't have any permits listed on the REQUEST INSPECTIONS page

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

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

10 Click the SEARCH button in the toolbar

11 Enter your permit number into the search field and click, SEARCH
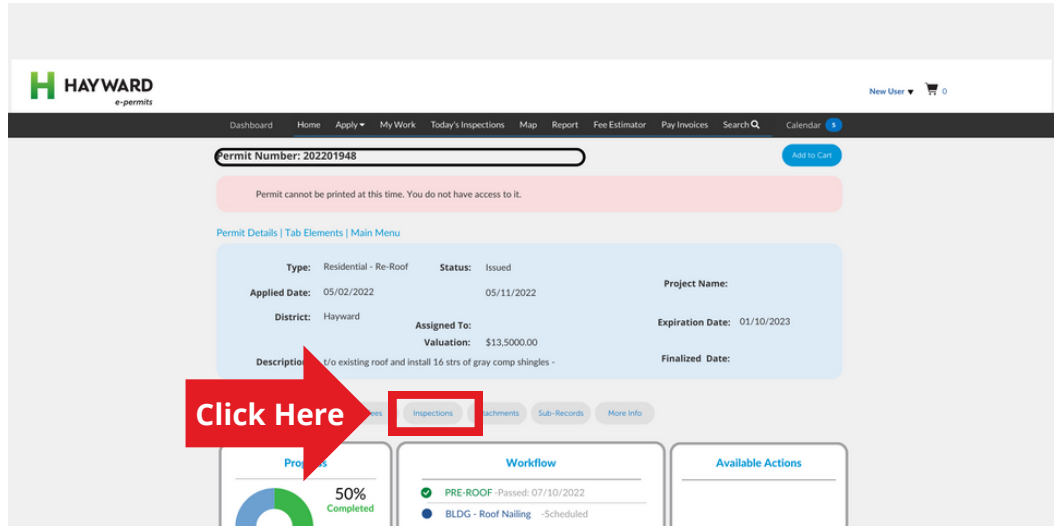
* **If the permit number is in our system, the record will appear in the search results**
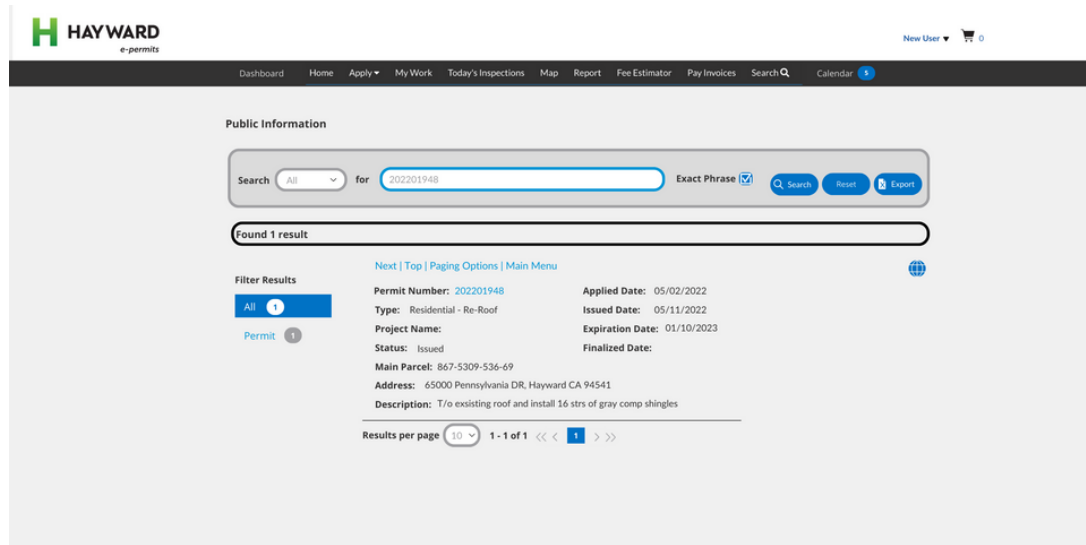
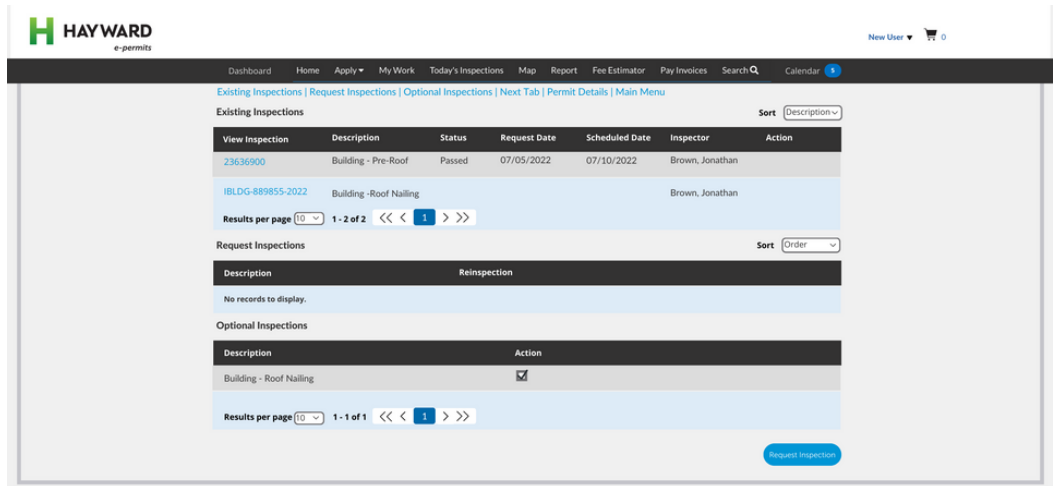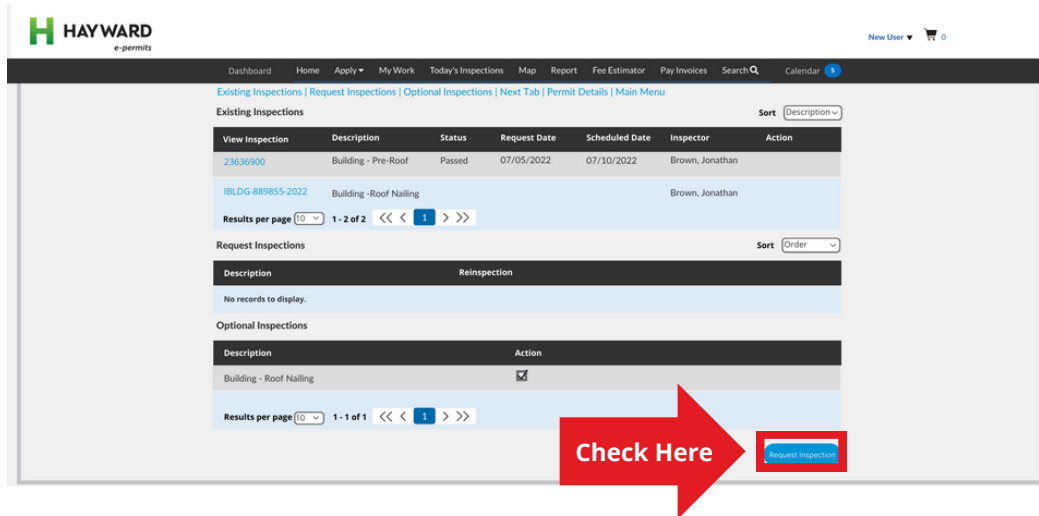**12** **Click the highlighted PERMIT NUMBER link to open the Permit Information Page**
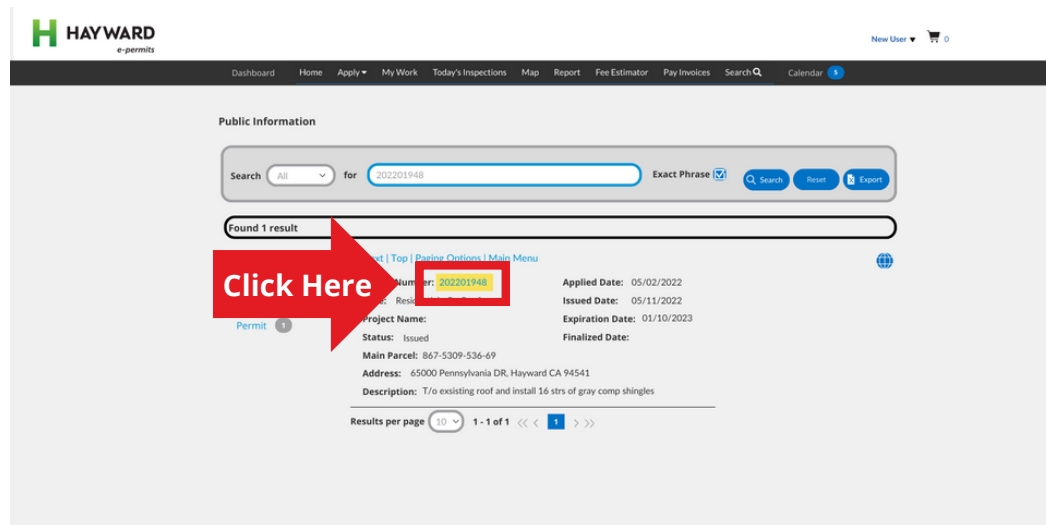
13 On the permit information page, click the INSPECTIONS button

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, <u>follow steps 6 & 7 above</u>.

⚠ **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.

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