

Requesting an Inspection through EnerGov after your BPR Approval

These requests are now processed using the Inspection process in EnerGov. Follow these steps below to request one of the following:

- **Foundation/As-Built Survey**
- **Final Stormwater Compliance**
- **Under Construction**
- **Final Elevation Certificates**
- **Wildlife Lighting Installation Affidavits**

Once you receive your BPR Approval, your project manager will also be adding the conditions found on page 2 to the inspections part of your workflow, as applicable. When you are ready for us to review the document, you will “Request Inspection” from your permit in EnerGov.

Your BPR permit will look like this once you select which one you are inquiring on:

The screenshot displays the EnerGov interface for a BPR permit. At the top, there is a metadata table with the following information:

Type:	BPR Building Plan Review - Single Family Home	Status:	In Review	Project Name:	
IVR Number:	90154	Applied Date:	12/01/2023	Expiration Date:	
District:	NORTH WALTON	Assigned To:	Catalano, Jason	Completion Date:	
Description:	test				

Below the table is a navigation menu with tabs for Summary, Locations, Fees, Reviews, Inspections, Attachments, Contacts, Sub-Records, and More Info. The main content area is divided into three columns:

- Progress:** A donut chart shows 67% completed. The legend indicates: Completed (green), In Progress (blue), and Not Started (grey).
- Fees:** The amount is \$0.00. There are buttons for 'View Details' and 'Add to Cart'.
- Workflow:** A list of steps with their status and dates:
 - Building Plan Review (BPR) - Passed: 12/01/2023
 - Confirm application complete - Passed: 12/01/2023
 - Building Plan Review BPR Final Decision - Passed: 12/01/2023
 - Verify Planning Fees - Passed: 12/01/2023
 - BPR Foundation Survey Inspection - (Not started)
 - Final Stormwater - (Not started)
- Available Actions:** Two 'Request Inspection' buttons are visible:
 - Request Inspection: BPR Foundation Survey Inspection
 - Request Inspection: Final StormwaterA large red arrow points to the 'Request Inspection' button for 'Final Stormwater'.

You will choose a date and time. Our DO Inspectors do their best to accomplish your requested date and time, however, please note: The requested dates and times cannot be guaranteed and are subject to change.

The screenshot displays the 'Request Inspections' page in the Walton County Florida online portal. The page header includes the Walton County logo and navigation links such as 'Dashboard', 'Home', 'Apply', 'My Work', 'Today's Inspections', 'Map', 'Report', 'Fee Estimator', 'Pay Invoices', 'Search', and 'Calendar'. The user is identified as 'Christie Byrd'. The main content area shows a 'Request Inspections (1)' section with a 'Back' link. A modal window for case #BPR23-100436 is open, containing the following information:

- Inspection Type:** BPR Foundation Survey Inspection
- Case Type:** BPR Building Plan Review - Single Family Home
- Address:** 86 MILLERS WAY DEFUNIAK SPRINGS, FL 32433
- * Requested Date:** A date selection field with a calendar icon and a dropdown arrow.
- Comments/Gate Code:** A text input field.

A red arrow points to the 'Requested Date' field, indicating where the user should select a date and time. A 'Submit' button is located at the bottom right of the modal window.

You will receive confirmation that your inspection has been successfully requested. You will need to click the BACK button from here:

The screenshot shows a web browser window with the following details:

- Browser Tabs:** Request Inspections, BPR23-100436- Manage Plan, Review Coordinator
- Address Bar:** waltoncountyfltest-energowebsite.tylerhost.net/apps/selfservice#/plan/request/inspections/58d102df-22ff-4580-b418-7dadd1082fac/false?success
- Page Header:** WALTON COUNTY Florida, Christie Byrd, 3 notifications
- Navigation Menu:** Dashboard, Home, Apply, My Work, Today's Inspections, Map, Report, Fee Estimator, Pay Invoices, Search, Calendar
- Page Content:**
 - Back button
 - Request Inspections (1)
 - REQUIRED
 - Case #BPR23-100436
 - Inspection Type: BPR Foundation Survey Inspection
 - Case Type: BPR Building Plan Review - Single Family Home
 - Address: 86 MILLERS WAY DEFUNIAK SPRINGS, FL 32433
 - Requested Date: 12/04/2023
 - Comments/Gate Code
 - Green checkmark icon indicating success

The Windows taskbar at the bottom shows the search bar with "Type here to search" and the system tray with the date and time: 3:27 PM, 12/17/2023.

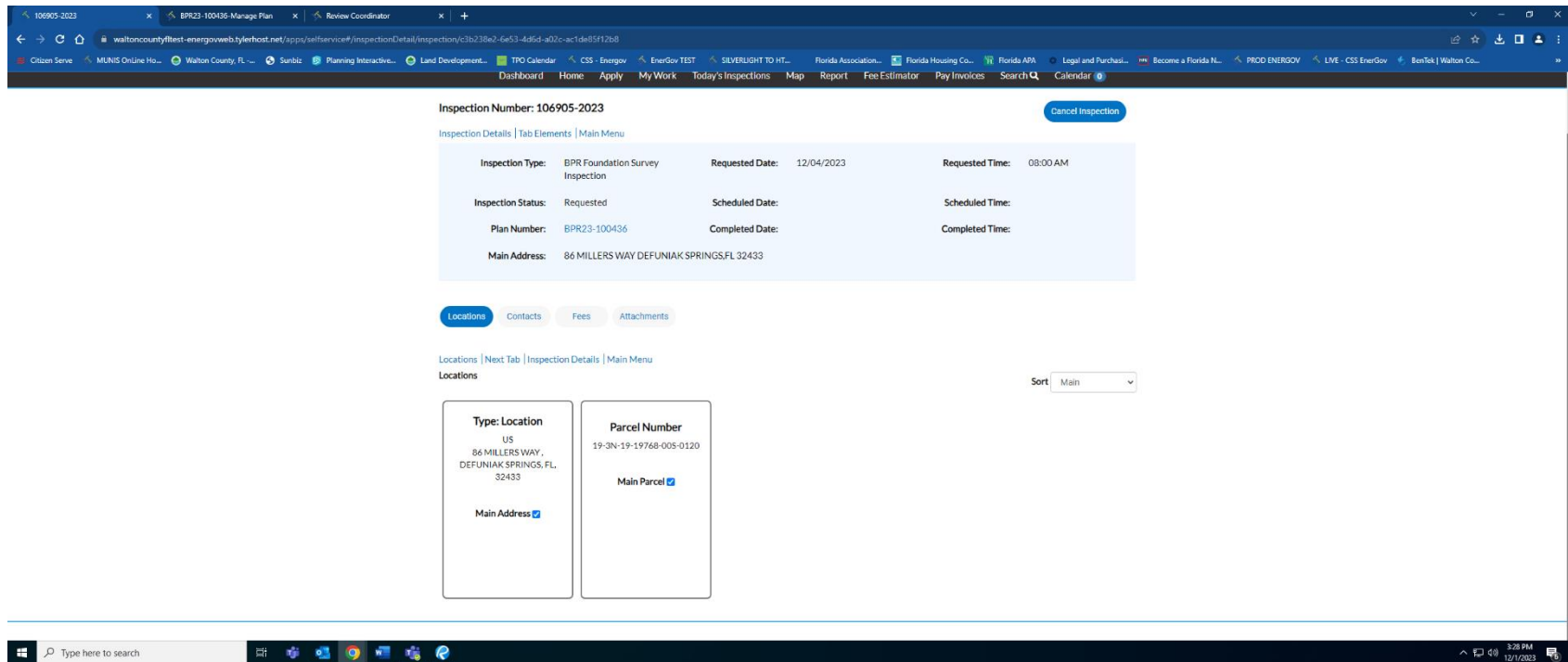
The next process is the new process for you as our customer. Instead of uploading as you did for your original BPR review, you will upload into the Inspection specific page. Select Inspection from your bubbles of options of viewing then click on the inspection you would like to upload your applicable document to:

The screenshot displays a web application interface for managing inspections. At the top, there are several browser tabs and a navigation bar with various links. The main content area is divided into sections:

- Project Information:** A light blue box containing details for a BPR Building Plan Review - Single Family Home. Fields include Type, Status (In Review), Project Name, IVR Number (90154), Applied Date (12/01/2023), Expiration Date, District (NORTH WALTON), Assigned To (Catalano, Jason), Completion Date, and Description (test).
- Navigation Tabs:** A row of tabs including Summary, Locations, Fees, Reviews, **Inspections** (highlighted), Attachments, Contacts, Sub-Records, and More Info.
- Existing Inspections:** A section with a table listing inspections. A red arrow points to this section from the left. The table has columns for View Inspection, Description, Status, Request Date, Scheduled Date, Inspector, and Action. One inspection is listed: 106905-2023, BPR Foundation Survey Inspection, Requested, 12/04/2023, with a 'Cancel Inspection' button.
- Request Inspections:** A section with a table for requesting inspections. It has columns for Description, Reinspection, and Action. One entry is listed: Final Stormwater, No, with an empty checkbox.

At the bottom of the page, there is a search bar and a system tray showing the time as 3:37 PM on 12/1/2023.

You will need to select Attachments:



Select the Plus sign to add your attachment and hit submit.

****Please note, these instructions were created in the Department's TEST Environment. The Production or "Live" environment should show you an attachment after it has been uploaded.****

Once you have your attachment added, hit Submit at the bottom.

ENG-106906-2023 | Review Coordinator | BPR23-100436-Manage Plan | Attachments

Inspection Number: **BPR23-100436** [Cancel Inspection](#)

Inspection Details | Tab Elements | Main Menu

Inspection Type:	Final Stormwater	Requested Date:	12/05/2023	Requested Time:	08:00 AM
Inspection Status:	Requested	Scheduled Date:		Scheduled Time:	
Plan Number:	BPR23-100436	Completed Date:		Completed Time:	
Main Address:	86 MILLERS WAY DEFUNIAK SPRINGS, FL 32433				

[Locations](#) | [Contacts](#) | [Checklist](#) | [Fees](#) | **[Attachments](#)**

Attachments | Next Tab | Inspection Details | Main Menu

Attachments

click or drag files

Add Attachment

+

Supported: .pdf, .jpg, .png

[Submit](#)

Type here to search | 3:51 PM 12/11/2023

Your BPR will now look like this:

Once the inspections are complete, you will automatically receive an email notification from the Inspector and your Workflow and Progress Wheel will update accordingly.

The screenshot displays a web application interface for a Building Plan Review (BPR). The browser address bar shows the URL: waltoncountytiftest-energoweb.tylerhost.net/apps/selfservice#/plan/58d020f-22ff-4580-b418-7deedd1062fac. The page title is "Plan Details | 140 elements | Main Menu".

Plan Details:

Type:	BPR Building Plan Review - Single Family Home	Status:	In Review	Project Name:	
IVR Number:	90154	Applied Date:	12/01/2023	Expiration Date:	
District:	NORTH WALTON	Assigned To:	Catalano, Jason	Completion Date:	
Description:	test				

Navigation: Summary (selected), Locations, Fees, Reviews, Inspections, Attachments, Contacts, Sub-Records, More Info

Progress: 67% Completed. Legend: Completed (green), In Progress (blue), Not Started (grey).

Fees: \$0.00. Buttons: View Details, Add to Cart.

Workflow:

- Building Plan Review (BPR) - Passed: 12/01/2023
- Confirm application complete - Passed: 12/01/2023
- Building Plan Review BPR Final Decision - Passed: 12/01/2023
- Verify Planning Fees - Passed: 12/01/2023
- BPR Foundation Survey Inspection - Requested
- Final Stormwater -

Available Actions:

- Request Inspection (Final Stormwater) - Request

The Windows taskbar at the bottom shows the search bar, task icons, and system tray with the time 3:28 PM on 12/1/2023.