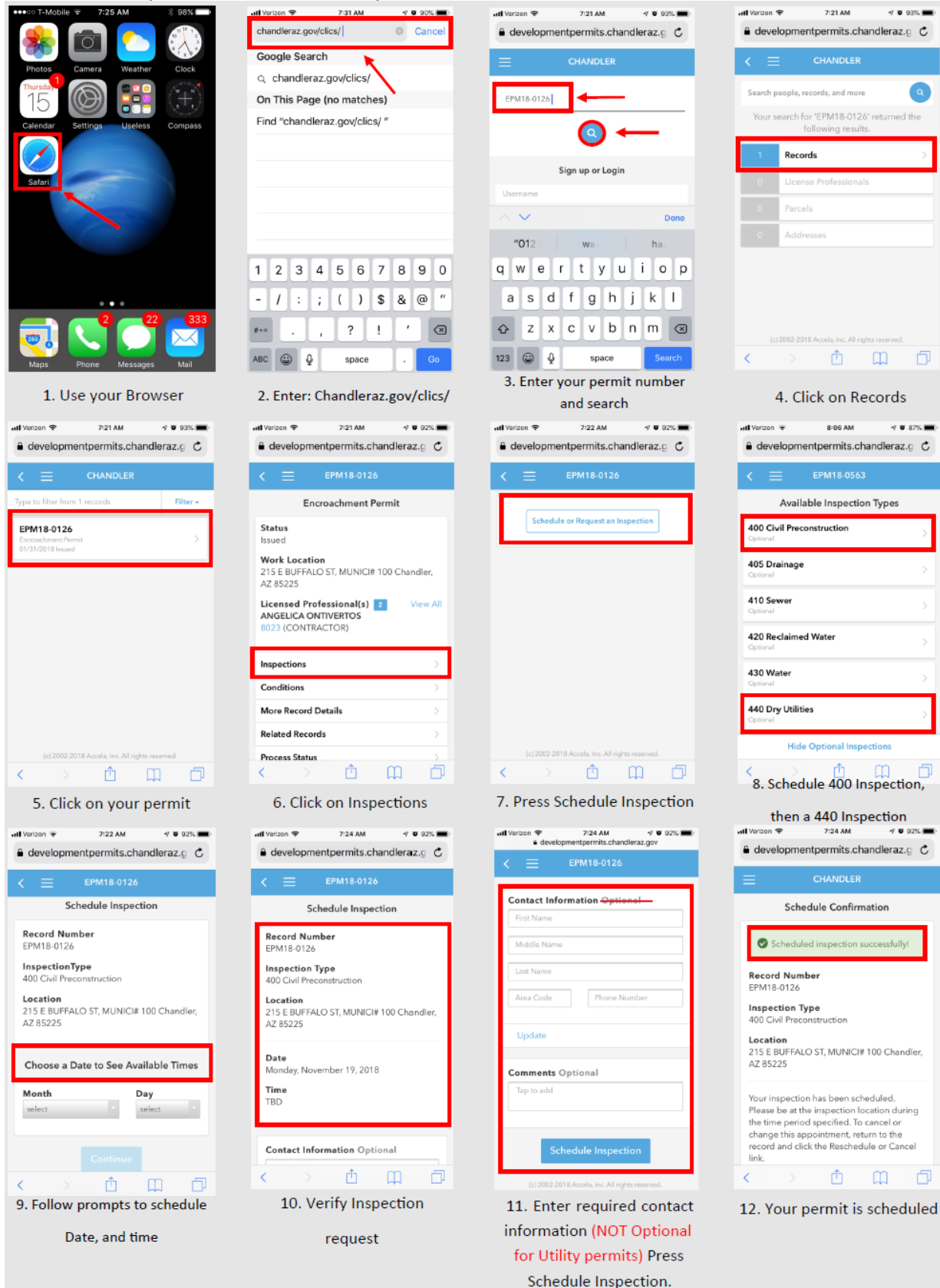


Schedule inspections on a smartphone [schedule via text](#) or via web browser:



1. Use your Browser
2. Enter: Chandleraz.gov/clics/
3. Enter your permit number and search
4. Click on Records
5. Click on your permit
6. Click on Inspections
7. Press Schedule Inspection
8. Schedule 400 Inspection, then a 440 Inspection
9. Follow prompts to schedule Date, and time
10. Verify Inspection request
11. Enter required contact information (NOT Optional for Utility permits) Press Schedule Inspection.
12. Your permit is scheduled

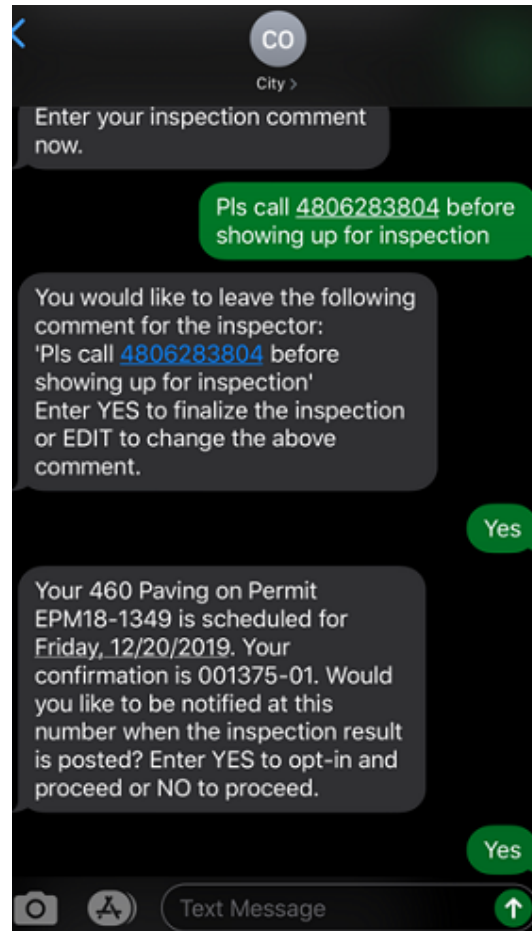
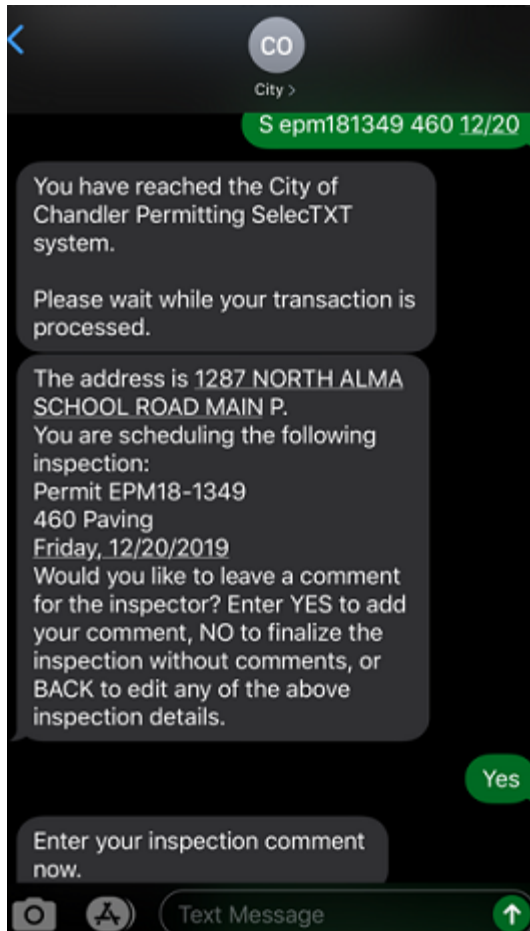
Mailing Address  
Mail Stop 405  
PO Box 4008  
Chandler, Arizona 85244-4008

Development Services Department  
Telephone (480) -782-3300  
[www.chandleraz.gov](http://www.chandleraz.gov)

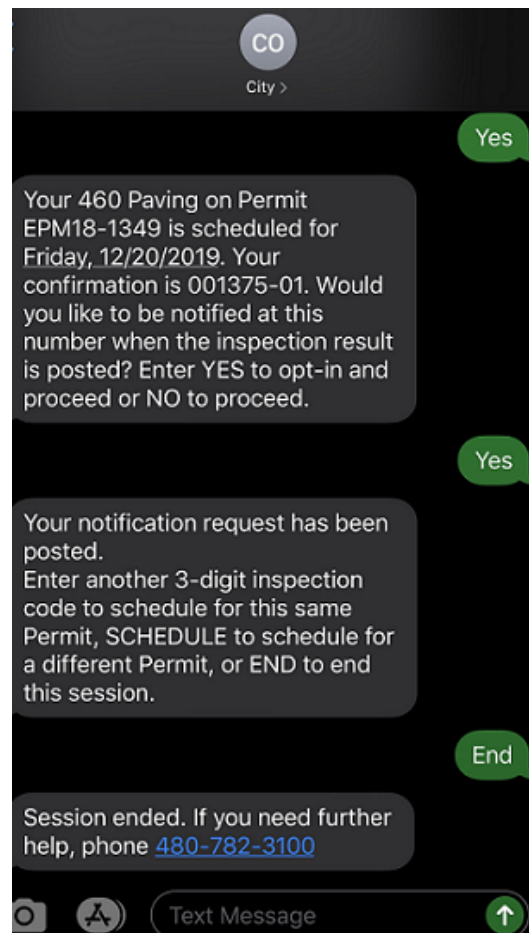
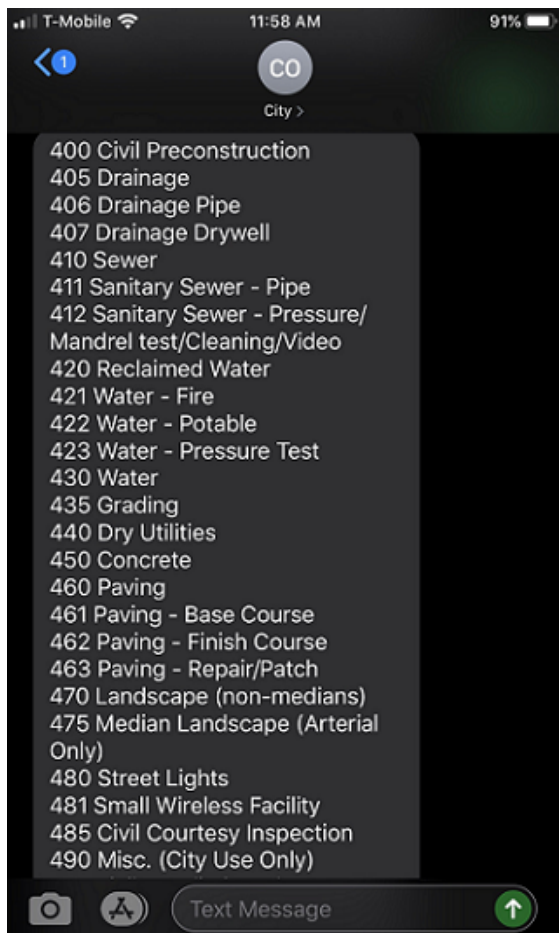
Location  
215 E. Buffalo Street  
Chandler, Arizona 85225  
Page 1 of 13

# SelecTXT Inspections – *Texting option*

1. Text **S UTL##-#### 406 12/20** to the following phone number: **844-281-3520**.
2. Verify info is correct and add a comment text **Yes**.
3. Type in the name and phone number of the foreman/supervisor that will be on site (**NOT optional**) and any other pertinent information as the comment, click **Send**.



## List of inspections:



### Examples:

**S UTL##-#### 406 12/11**

**Schedule UTL##-#### 407 12/12/19**

For **Cancel and Reschedule** requests text the command (c, can, cancel, canc, reschedule, resched), the desired permit number and Inspection code with spaces in between.

### Examples

**C UTL##-#### 406**

**Resched UTL##-####**

**Can UTL##-#### 407**

**Reschedule UTL##-#### 400**

For **Result** requests text the command (r, result, results) and the desired permit number with spaces in between.

### Examples

**R UTL##-####**

**Result UTL##-####**

**Results UTL##-####**

Or schedule inspections on a desktop computer through the Citizen Access portal:

The screenshot shows the Chandler Arizona Citizen Access portal. At the top, there are navigation links for 'JOBS' and 'CONTACT'. Below that, the 'Chandler Arizona' logo is on the left, and 'EXPLORE RESIDENTS BUSINESS GOV' is on the right. A search bar is located below the navigation. The main content area is divided into sections: 'Home', 'Development Services', 'Planning', and 'Public Works'. Under 'Development Services', there is a 'Maintenance Notice' in red text, a 'Welcome' message, and a section titled 'What would you like to do today?'. This section contains instructions on how to look up permit application status, apply for a permit, and schedule inspection requests. At the bottom of the page, there are four columns of links: 'Development Services' (with 'Schedule an Inspection' circled in red), 'Planning', 'General Information', and 'Public Works'. On the right side of the page, there is a 'Login' section with input fields for 'User Name or E-mail' and 'Password', a 'Login' button, and a 'Remember me' checkbox. Below the login section, there are links for 'I've forgotten my password' and 'New Users; Register for an Account'. At the bottom of the right side, there is a link to 'Electronic Document Review Instructions' for Building Permits and Civil Site.

Step 1)

On a desktop/laptop login to the following web address:

<https://developmentpermits.chandleraz.gov/clics/>

Under the "Development Services" heading near the bottom of the page on the left side, click on the "Schedule an Inspection" link.

Search... [Magnifying Glass Icon]

Search for Records

Enter information below to search the City's permitting database. Permits can be searched for by entering any of the following information:

- General Search
- Site Address
- Contractor License Information
- Parcel Number
- Permit Information

Use the dropdown menu to change the Search type.

General Search

General Search [Dropdown Arrow]

Record Number:  Record Type:

Project Name:

Start Date:  End Date:

License Type:  State License Number:

Step 2) Under "General Search", enter Permit Number in the "Record Number" box and press the "Enter" key on the keyboard.

[Register for an Account](#) [Reports \(1\)](#)

Search...

[Home](#) **Development Services** [Planning](#) [Public Works](#)

[Apply for a Permit/Plan Review](#) [Search Permits/Plan Review Status](#) [Schedule an Inspection](#)

**Record EPM19-0134:**  
**Encroachment Permit**  
**Record Status: Issued**

[Record Info](#)

[Payments](#)

[Custom Component](#)

### Inspections

#### Upcoming

[Schedule or Request an Inspection](#)

*You have not added any inspections.  
Click the link above to schedule or request one.*

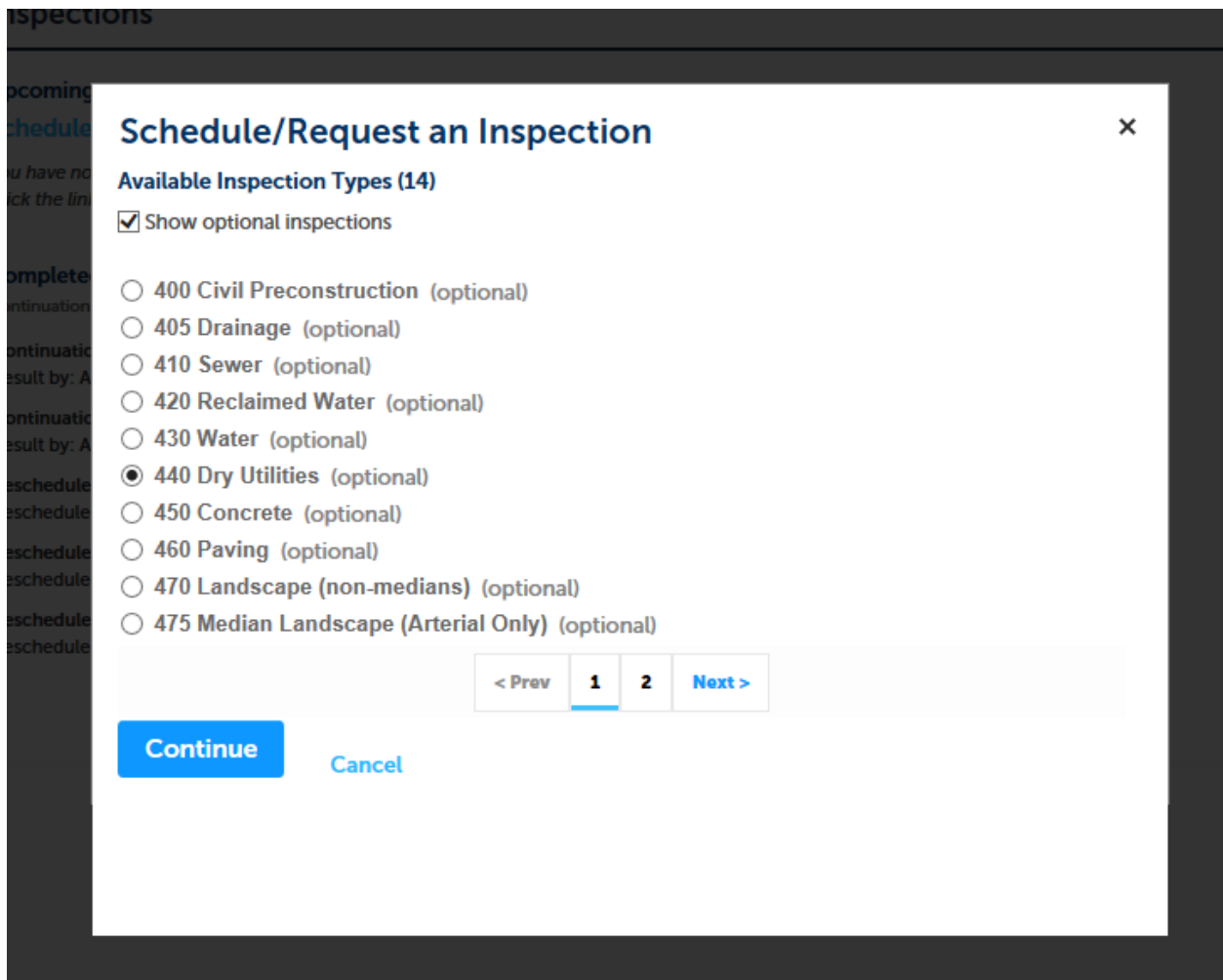
#### Completed (11)

Continuation - 7; Rescheduled - 4

Continuation 440 Dry Utilities (1466393)  
Result by: Adan Clemente on 02/06/2019 at 10:52 AM

[View Details](#)

Step 3)  
Under "Inspections", click on the "Schedule or Request an Inspection" link.



Step 4)

Select - 400 Civil Preconstruction for a Pre-construction meeting.

\*\*For utility company projects call the inspector or send an email to [tuf@chandleraz.gov](mailto:tuf@chandleraz.gov) to schedule a time for the pre-con and for Development projects call the inspector or contact Civil of the Day at 480-782-3079 \*\*

Or

Select Inspection Type (for example: 440 Dry Utilities for the inspection).

Or

Select - 499 Civil Final Inspection for the final inspection.

**\*\*Final Inspection is required** once everything is complete (work, restoration, etc.). The one year MAG Warranty period does not begin until the 499 inspection is approved by the City inspector.\*\*

Click on "Continue".

## Schedule/Request an Inspection ×

Inspection type: 440 Dry Utilities

---

*To continue, select an appointment date and time range by clicking a link on the calendar below:*

Feb 2019

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Mar 2019

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Apr 2019

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

« Prev Next »

---

Continue
Back
Cancel

Step 5)  
 Select the date for the work.

**\*\*Weekends are not selectable\*\* Please contact the City inspector for night and weekend work requests.**



## Schedule/Request an Inspection ✕

*Inspection type: 440 Dry Utilities*

---

**To continue, select an appointment date and time range by clicking a link on the calendar below:**

**Feb 2019**

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

**Mar 2019**

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**Apr 2019**

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

« Prev
Next »

---

**Available Times for Wednesday, Feb 27 2019**

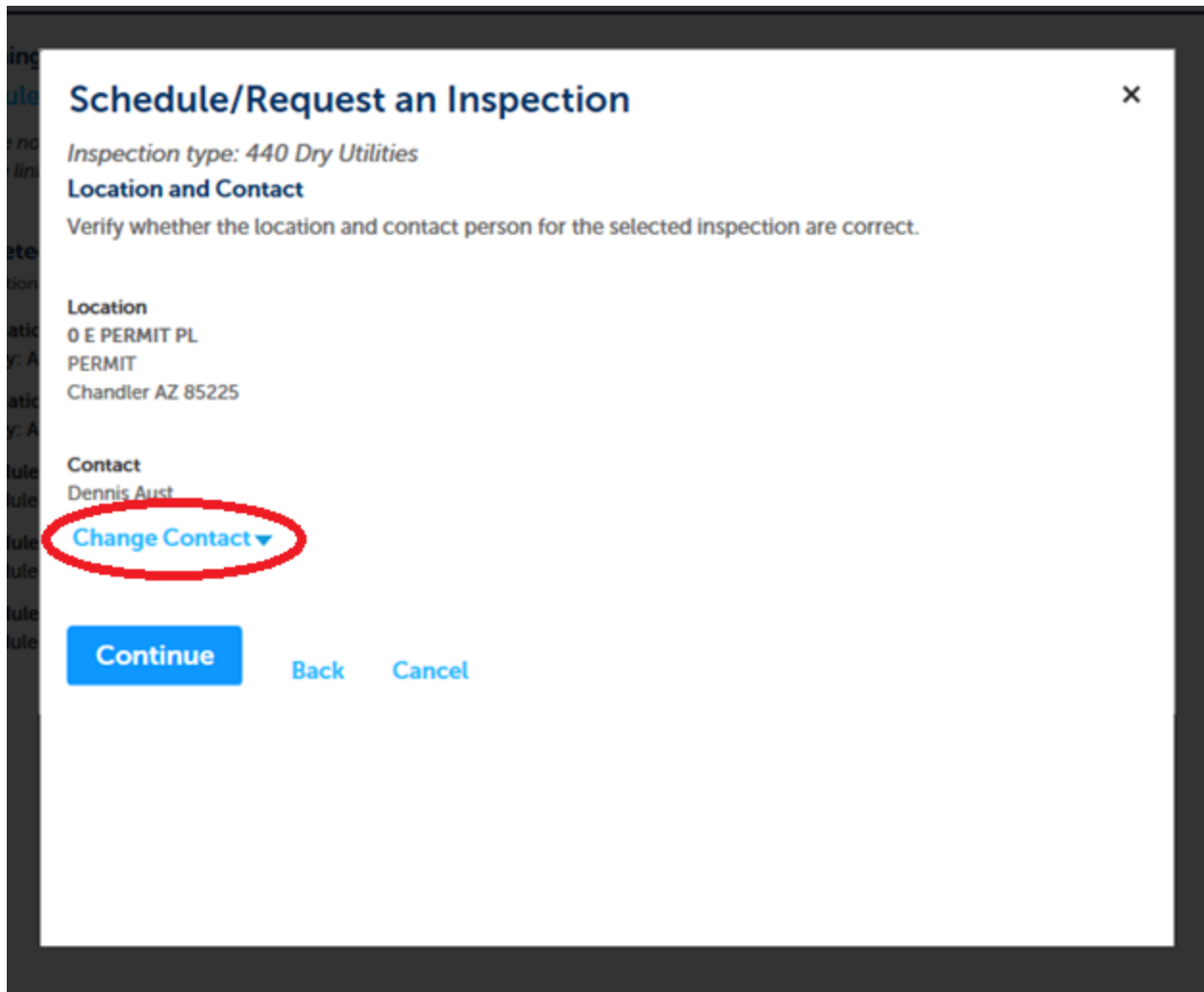
All Day

---

Continue
Back
Cancel

Step 6)  
Select "All Day".

Click on "Continue".



Step 7)  
Select "Change Contact".

inspections

## Schedule/Request an Inspection

Location and Contact

Verify whether the location and contact person for the selected inspection are correct.

**Location**  
0 E PERMIT PL  
PERMIT  
Chandler AZ 85225

**Contact**  
Dennis Aust

[Change Contact](#) ▼

Select an existing contact

Dennis Aust ▼

Specify another person (for this inspection only)

\*First Name      Middle Name      \*Last Name

\*Phone Number

     [Cancel](#)

     [Back](#)      [Cancel](#)

Step 8)  
Select "Specify another person".

Fill in the name and phone number of the contact person that will be in charge and at the job site.

Click on "Submit".

Click on "Continue".

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## Schedule/Request an Inspection ×

### Confirm Your Selection

Please confirm the details below and click the Finish button to schedule the inspection.

<b>Inspection Type:</b>	440 Dry Utilities
<b>Date and Time:</b>	02/27/2019
<b>Location:</b>	0 E PERMIT PL PERMIT Chandler AZ 85225
<b>Contact:</b>	Dennis Aust

[Include Additional Notes](#)

**Finish**    Back    Cancel

Step 9)  
Select "Include Additional Notes".

**Schedule/Request an Inspection**

Inspection type: The City of Chandler  
 Date and Time: 04/02/2019  
 Location: 0 E PERMIT PL  
 PERMIT  
 Chandler AZ 85225  
 Contact: a a 3333333333

**Include Additional Notes**

**BUILDING -Instructions for your Inspector:**  
 To request a specific time call Forrest Gittus 480-782-3152 between 6 - 6:30AM the day of the inspection. We will do our best to accommodate.  
**NOTE: Any time requests added to the comments box below will not be honored.**

**Encroachment -Instructions for your Inspector:**  
 To schedule an inspection for a specific time, please include a contact name and phone number and a City Inspector will contact that person to schedule the inspection time. The City inspector will try to accommodate specific time requests whenever possible. If a City Inspector has not made contact within 24 hours prior to a requested inspection that needs to be time specific, please contact Development Service at 480-782-3000 with the permit number.

(Please include an alternate phone number if different from the contact information provided in your application.)

**Finish**    Back    Cancel

Step 10)

In the text box - Fill in the address or cross streets where the work will be done.

Click on "Finish".