



## **BUILDING AND SAFETY DEPARTMENT**

Form: B-016

Phone: (310) 605-5509 [www.comptoncity.org](http://www.comptoncity.org)

### **Online Portal Steps to Schedule, Viewing Inspection, Times and Permits**

**OBTAINING USER ID & PASSWORD:** You must be the contractor or real estate broker (for pre-sales) on both permit and business license account in order for the City of Compton Business License Department to issue/ re-set any User ID and password.

- **Enter the User Name and Password issued by the City of Compton Business License Department**  
~ The Building and Safety Department does not issue nor re-set login information ~

If you are **NOT** the contractor or the real estate broker, you will **NOT** be able to schedule an inspection. Please make sure the log-in information is the same that Business License Department provided, when trying to log into the account. **Do not create a separate account**, it will not be linked to the permits.

### **SCHEDULING INSPECTIONS:**

- **Go to [www.comptoncity.org](http://www.comptoncity.org)**
- **Move mouse over Departments**
- Under **Building & Safety** (Then must click on **Citizen Serve Portal** to be redirected to the portal)
- Click **My Account** (top-right corner)
- **Log-In**
- Click **View My Requests** (column on the left)
- Click on the **Permit** for scheduling (3 different tabs for permits **Under Review**, **Issued**, and **All**)  
- (If we issued a permit it would be under the "ISSUED" tab and if a project is still pending to be approved it would be under the "UNDER REVIEW" tab. The tab labeled "ALL" would show you all permits whether they are issued or not)
- Click on **Request an Inspection** (column on the left)  
- (If documents need to be uploaded the option to do so is right below and it states **Upload a Document**)
- Complete the questions thoroughly. An e-mail confirmation will be sent once the request has been submitted.

**VIEWING INSPECTION TIME:** View an inspection time on the day of the scheduled inspection.

- Go to **[www.comptoncity.org](http://www.comptoncity.org)**
- **Move mouse over Departments**
- Click on **Building & Safety** (Then must click on **Citizen Serve Portal** to be redirected to the portal)
- Click on **Daily Inspections** (located on left side under "City Hall Operating hours")
- Enter the **Inspection Date** and then **Click Submit**
- A list of inspections scheduled for that day and their times will then appear. Locate the inspection by job address. (Please Note: Sometimes there will be two pages of scheduled inspections listed for that day. Make sure you look thoroughly before calling the office with any questions).

**YOU MAY ONLY USE THE USER NAME AND PASSWORD ISSUED BY THE CITY. PLEASE ENSURE TO RECEIVE THEM FROM THE BUSINESS LICENSE DEPARTMENT.**

# Permit Holder

## (Contractor or Agent for Contractor)

ALL INSPECTIONS ARE REQUIRED TO BE SCHEDULED ONLINE, CITY OF COMPTON LICENSE HOLDERS HAVE ACCESS TO OUR PORTAL TO SECURE THE REQUIRED INSPECTIONS BY USING THEIR USERNAME AND PASSWORDS.

### CRC Section 109 Required Inspection

For on-site construction, from time to time the **Building Official** upon notification from the **permit** holder or his agent, shall make or cause to be made any necessary inspections and shall either approve that portion of the construction as completed or shall notify the **permit** holder or his or her agent wherein the same fails to comply with this code. The enforcing agency upon notification if the **permit** holder or their agent shall within a reasonable time make the inspections set forth in Sections: **R109.1.1, R109.1.1.1, R109.1.3, R109.1.4, R109.1.4.1, R109.1.4.2, R109.1.5, R109.1.5, R109.1.5.1, R109.1.5.2, R109.1.5.3, R109.1.6, R109.1.6.1 and R109.1.6.2**

### CMC 105.2 CPC 105.2 Required Inspections

New mechanical system work and such portions of existing systems as affected by new work, or changes, shall be inspected by the Authority Having Jurisdiction to ensure compliance with the requirements of this code and to ensure the installation and construction of the mechanical system are in accordance with approved plans. The Authority Having Jurisdiction shall make the following inspections and other such inspections as necessary. The permittee or the permittee's authorized agent shall be responsible for the scheduling of such inspections.

CURRENTLY WE WILL NOT PROCESS AND/OR ACCEPT REQUESTS FOR INSPECTIONS VIA TELEPHONE AND/OR IN PERSON.