

## Scheduling Building Inspections Online, A Step-by-Step Guide

If you need additional assistance, please call 760-776-6420 or email [buildingsafety@palmdesert.gov](mailto:buildingsafety@palmdesert.gov)

**Step One:** Login Screen: Type in your User Name and Password



Home | Setup an Account Log In Contractor User Name: Password: LOGIN ☒ Remember Me Forgot Password

**PALM DESERT**

Welcome

### Palm Desert Permit Center

The One-Stop online portal for Development Services.  
You can submit applications, schedule inspections,  
and check status.

**Step Two:** Once you log in, your dashboard will display, similar to the screenshot below. Click either the red “Request” link located next to the desired permit shown in the “My Active Permits” table.

My Dashboard

**Permitting**

- Apply for a Permit
- Search for a Permit
- Pay Fees

**Planning**

- Apply for New Project
- Search Projects
- Pay Fees

**Contractors**

- Search Contractors

**Properties**

- Search Property

**Inspections**

- Schedule
- Cancel
- Scheduled

**Shopping Cart**

- Pay All Fees
- Paid Items

**Contact**

- Contact us

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT

LOGGED IN AS: Your Companies Name

Hello Your Companies Name

Below is a Dashboard of your current activities.

My Open Permit Applications

6 total record(s).

Applications In Progress	Permit Type	Created Date	Delete
Continue Application		5/16/2023	Delete
Continue Application		4/26/2023	Delete
Continue Application	HVAC CHANGE OUT RESIDENTIAL	4/26/2023	Delete
Continue Application	HVAC CHANGE OUT RESIDENTIAL	4/26/2023	Delete
Continue Application		4/26/2023	Delete
Continue Application		4/25/2023	Delete

My Active Permits

2 total record(s).

PERMIT NO.	ADDRESS	TYPE	STATUS	EXPIRED	INSPECTION	FEES DUE	ATTACHMENT	PRINT
ADDC21-0005		RESIDENTIAL BUILDING	ISSUED		Request	\$0.00		
HVRC23-0271	73510 CABA...	HVAC CHANGE OUT RESIDENTIAL	ETRAKIT SUBMITTED			\$112.30		

My Active Inspections

36 total record(s).

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE
ADDC21-0005	PERMIT	ISSUED		COLUMN FOOTING PAD	
ADDC21-0005	PERMIT	ISSUED		DRYPACK COLUMNS	
ADDC21-0005	PERMIT	ISSUED		GROUND WASTE	
ADDC21-0005	PERMIT	ISSUED		GREEN BLDG	

**Step Three:** Please take note of the City of Palm Desert's Inspection Policies on the bottom of this page.

[HOME](#) | [DASHBOARD](#) | [VIEW/EDIT PROFILE](#) | [VIEW CART](#) | [LOG OUT](#)    LOGGED IN AS: Your Companies Name

My Dashboard

**Permitting**

- Apply for a Permit
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### PERMIT Inspection Request - ADDC21-0005

\* Contact Name:

\* Phone Number:

\* Site Address:

\* Email Address:

Inspection Remarks:

Notes:

Inspection Type:

Requested Date:

[ADD INSPECTION](#) [CANCEL](#)

Select Type, Request Date and Time then click 'Add Inspection'.

Any items with an \* are REQUIRED fields and must be populated.

### City of Palm Desert Inspection Policies

Inspections can be scheduled up to 2 days in advance from the current date.

Each inspection type has a cap (max inspections per day). When the cap is reached, the day is removed from the "Requested Date" drop down above. If the cap is reached for the entire time period, no dates would be displayed. In this situation please check back as availability can open as the next day becomes available. If there is a continued unavailability, please contact the [Building Department](#) at 760-776-6420 for assistance.

If the preferred date is not available and the inspection request is time sensitive, you may check with the inspectors for an alternate available date. Availability is based on the current inspection load and the priorities for inspections.

Inspections are active once an Inspector's name has been assigned. Inspection status is updated daily.

You may cancel your inspection up to 6:30 a.m. the day of the scheduled inspection using the Online Web Portal.

If you need to cancel AFTER 6:30 a.m. the day of your scheduled inspection, please call the [Building Department](#) at 760-776-6420 for assistance. We cannot guarantee the inspector will be contacted prior to visiting the job site for same day cancelations.



**Step Four:** Select desired “Inspection Type” from the list and the “Requested Date.” Next, click on “Add Inspection” for each inspection desired.

[HOME](#) | [DASHBOARD](#) | [VIEW/EDIT PROFILE](#) | [VIEW CART](#) | [LOG OUT](#)   **LOGGED IN AS:** Your Companies Name

My Dashboard

**Permitting**

- ▶ Apply for a Permit
- ▶ Search for a Permit
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**Inspections**

- ▶ Schedule
- ▶ Cancel
- ▶ Scheduled

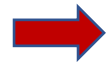
**Shopping Cart**

- ▶ Pay All Fees
- ▶ Paid Items

**Contact**

- ▶ Contact us

### **PERMIT Inspection Request - ADDC21-0005**



\* Contact Name:

\* Phone Number:

( ) -

\* Site Address:

\* Email Address:

Inspection Remarks:

Maximum limit: 40 characters

Notes:

Inspection Type:

PLUMB SEWER HOOK UP RES ▼

Requested Date:

5/26/2023 ▼

ADD INSPECTION

CANCEL

Select Type, Request Date and Time then click 'Add Inspection'.

Any items with an \* are REQUIRED fields and must be populated.

#### **City of Palm Desert Inspection Policies**

**Inspections can be scheduled up to 2 days in advance from the current date.**

**Each inspection type has a cap (max inspections per day). When the cap is reached, the day is removed from the “Requested Date” drop down above. If the cap is reached for the entire time period, no dates would be displayed. In this situation please check back as**

**Step Five:** Next, click “Submit” to confirm your request.

[HOME](#) | [DASHBOARD](#) | [VIEW/EDIT PROFILE](#) | [VIEW CART](#) | [LOG OUT](#)    **LOGGED IN AS:** Your Companies Name

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***PERMIT Inspection Request - ADDC21-0005***

\* **Contact Name:**

\* **Phone Number:** ( ) -

\* **Site Address:**

\* **Email Address:**

**Inspection Remarks:**  Maximum limit: 40 characters

**Notes:**

**Inspection Type:**

**Requested Date:**

**ADD INSPECTION**

**CANCEL**

Select Type, Request Date and Time then click 'Add Inspection'.

Any items with an \* are REQUIRED fields and must be populated.

Inspection Type	Request Date	Time	Delete
PLUMB SEWER HOOK UP RES	5/26/2023	Any	<a href="#">Delete</a>



**SUBMIT**

**RESET**

**City of Palm Desert Inspection Policies**

**Step Six:** Next read the Disclaimer and Click “Accept” as shown below. An email confirmation will be sent to the email address on file.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: Your Companies Name

My Dashboard

**PERMIT Inspection Request - ADDC21-0005**

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\* Contact Name: BEDARD CONSTRUCTION AND SERVI

\* Phone Number: (951) 712-9677

\* Site Address: 73510 Fred Waring Drive

\* Email Address: azarco@holisticsystemint.com

**Disclaimer**

While The City of Palm Desert tries to accommodate all requests, we cannot guarantee that the requested inspection time will be honored.

Inspection scheduling is at the complete discretion of The City of Palm Desert.

ACCEPT CANCEL

If the preferred date is not available and the inspection request is time sensitive, you may check with the inspectors for an alternate available date. Availability is based on the

**Step Seven:** The inspection(s) will display under “My Active Inspections”

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT LOGGED IN AS: Your Companies Name

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**Hello** Your Companies Name

*Below is a Dashboard of your current activities.*



#### My Open Permit Applications

1 total record(s).



Applications In Progress	Permit Type	Created Date	Delete
Continue Application		5/16/2023	Delete



#### My Active Permits

2 total record(s).



PERMIT NO.	ADDRESS	TYPE	STATUS	EXPIRED	INSPECTION	FEES DUE	ATTACHMENT	PRINT
ADDC21-0005		RESIDENTIAL BUILDING	ISSUED		Request	\$0.00		
HVRC23-0271	73510 CABA...	HVAC CHANGE OUT RESIDENTIAL	ETRAKIT SUBMITTED			\$112.30		



#### My Active Inspections

37 total record(s).



REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	CANCEL
ADDC21-0005	PERMIT	ISSUED		PLUMB SEWER HOOK UP RES	6/01/2023	
ADDC21-0005	PERMIT	ISSUED		COLUMN FOOTING PAD		
ADDC21-0005	PERMIT	ISSUED		DRYPACK COLUMNS		



To cancel an inspection, Step One: Click the "Red X" to the right of the inspection(s).

[HOME](#) | [DASHBOARD](#) | [VIEW/EDIT PROFILE](#) | [VIEW CART](#) | [LOG OUT](#)    LOGGED IN AS: Your Companies Name

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#### Permitting

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#### My Open Permit Applications

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Applications In Progress	Permit Type	Created Date	Delete
<a href="#">Continue Application</a>		5/16/2023	<a href="#">Delete</a>



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ADDC21-0005	PERMIT	ISSUED		COLUMN FOOTING PAD		
ADDC21-0005	PERMIT	ISSUED		DRYPACK COLUMNS		





To cancel an inspection, Step Two: Next, click "OK."

Welcome County of Riverside... Search

etrakit.palmdesertgov.com says  
Are you sure you want to unschedule this inspection?

**OK** Cancel

Office Supplies, Tec... eTRAKIT

LOGGED IN AS: Your Companies Name

**HOME SERVICES.**

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### My Active Inspections

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REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	CANCEL
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ADDC21-0005	PERMIT	ISSUED		COLUMN FOOTING PAD		
ADDC21-0005	PERMIT	ISSUED		BRICKWORK COLUMN		

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