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## Automated Online Inspection Scheduling and Appointment Notification

On-line features include a customized home page with access to real-time information from the Department of Community Development construction activity tracking system. Protected by a user ID and password, customers can:

- Schedule an inspection request
- Cancel an inspection
- Review project specific information
- Receive automated e-mail notifications of changes including notification of an estimated 2 hour time of arrival window
- Receive automatic e-mail notifications of inspection results
- Write a short message about specific project information directly to the assigned Building Inspector.

### Inspection Procedures

Inspections may be scheduled at any time for the following day. However, inspections scheduled for a particular day, must be made by 3 pm of that day, pending availability.

The online system will accept cancellations of inspection requests no later than 6am the day of the scheduled inspection.

Inspections occur between the hours of 8 am and 4 pm every business day. Customers will be notified with a two-hour window through either the automated IVR telephone or email notification if a customer has provided the required contact information. Automated notifications of the estimated two-hour time of arrival window are sent as early as 6:30am the day of the scheduled inspection.

### How to Enroll and Register for MyOBC services

Customers are automatically enrolled into the department database if a valid email address is provided at the time of permit issuance. To retroactively enroll, contact Department of Community Development staff at (310) 285-1141, and provide an email address and project information. Once enrollment is confirmed by City staff, online registration must be initiated at [www.beverlyhills.org/obc](http://www.beverlyhills.org/obc).