City of Santa Fe- How to schedule an inspection online

Create an account if one has not been set up for you or your company. See document to provide the steps on how to create a CSS Profile. [https://www.santafenm.gov/document_center/document/12367](https://www.santafenm.gov/document_center/document/12367). After you log in, if the permit is not on your dashboard, please call the office so the permit can be linked to your account.

- **Click on the blue circle titled active from the dashboard page.**

- **Click on the permit number that needs an inspection.**
- Click on the Inspections tab.

- Click the action box for the desired inspection and click the submit button.
Choose a **Requested** date (the next business day at the earliest) for the desired inspection, add the Contact Information and click the submit button. AM/PM Inspections are reserved for emergency occupied spaces only.

Please note that while CSS allows requests for inspection at a specific day and time, the inspection will be conducted on the actual scheduled day during normal business hours, but not at a predetermined time. Due to current Staffing levels and high inspections volume, Terrain Management Inspections may be subject to a three to five business day lag time from the date requested. Please plan requests accordingly.