How to Schedule Inspections – OpenDSD 2.0

Options
To schedule inspections for Residential, Roof-Mounted Solar Photovoltaic Systems submitted January 16, 2018 or later, you can either schedule through our automated phone line (IVR) system at (858) 581-7111 or schedule online following the instructions below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Direction</th>
<th>Picture Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Login</td>
<td><img src="image1.png" alt="Login" /></td>
</tr>
<tr>
<td>2.</td>
<td>Click on “My Records”</td>
<td><img src="image2.png" alt="My Records" /></td>
</tr>
<tr>
<td>3.</td>
<td>Click on the permit number for which you would like to schedule inspection.</td>
<td><img src="image3.png" alt="Permit List" /></td>
</tr>
</tbody>
</table>
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4. Click on “Record Info”

5. Click on “Inspections”

1. The Inspections screen will appear showing Upcoming Inspection and Completed Inspections.

2. Click on the “Actions” link of the inspection you would like to schedule. Click on “Schedule” link.

- Approval - Construction - Electrical Pmt-PV Combo
  - Record Status: Issued
  - Expiration Date: 12/15/2017
  - Record PMT-3001005:
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1. Click on the date you would like the inspection
2. Click on the All Day button and then click on “Continue”

The following screen will be displayed. If needed, click on “Change Contact” to enter a new person for the inspector to contact. If no changes are needed, click on “Continue”.

Schedule/Request an Inspection

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

Location:
San Diego, CA 92101

Contact:
(619) 235-0660

Change Contact
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<table>
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<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.</td>
<td>The following screen will be displayed. Review the information and if correct then click “Finish”. If not correct, then click “Back” and you can edit the information or click “Cancel” to begin the process from the start.</td>
</tr>
<tr>
<td>10.</td>
<td>If you click “Continue”, you will be returned to the Inspections screen where you can confirm that the inspection was properly scheduled.</td>
</tr>
</tbody>
</table>