

## INSTRUCTIONS FOR SCHEDULING INSPECTIONS ON PORTAL

1. Go to [colliergov.net](http://colliergov.net)
2. Click on "I WANT TO"
3. Click on "Check Status of"
4. Click on "Building/Planning/Code/Licensing"
5. The "WELCOME" screen will pop-up.
6. Above the word "WELCOME", you will see "Sign In/Register". Please click on "Register".
7. After you Register/Sign In, go back to "WELCOME" screen.
8. Under "Building Department", click on "Request an Inspection".
9. A search for permits screen will pop-up.
10. Under "Search", input the permit number without the 01 at the end, click on "Go".
11. Under "Permit Application", click on "Schedule Inspection".
12. Select an inspection to schedule.
13. Click on "Date" and "Time".
14. Select a "Date".
15. "Complete".