



# CITY OF NEW HOPE COMMUNITY DEVELOPMENT

4401 Xylon Ave N • New Hope MN 55428 • Phone: 763-531-5127 • Fax: 763-531-5136

• newhopemn.gov • newhopeinspections@newhopemn.gov

## ESCEDULING INSTRUCTIONS

### GENERAL INFORMATION

- Must have an account to schedule online.
- Can schedule up to 10 days in advance. Same day inspections are not available.
- If needing to cancel or change an inspection, contact us at 763-531-5127.
- Not available for new construction inspections. Please call 763-531-5127 to schedule.

### GETTING STARTED

- Go to the ePermits website <https://epermits.logis.org/home.aspx?city=nh>
- If an existing account, click Login and enter credentials.
- If no existing account, one will need to be created.
  - Click Login > Register for an Account
  - Enter required information and click Create Account

### HOW TO SCHEDULE AN INSPECTION

- Once logged in, click Search for Permit.
- Enter permit number or address.
  - Can also search by Contractor, Permit Type, Sub Type, Work Type, Issued Date or Applied Date.

Enter all or part of any of the following fields. At least one field is required.

Permit #:	<input type="text" value="NH_____"/>
Number:	<input type="text"/>
Street Name:	<input type="text"/>
Unit:	<input type="text"/>
Contractor:	<input type="text"/>

- Locate permit and click Inspections link.

Permit #		Permit Type
<a href="#">NH062121</a>	<a href="#">Inspections</a>	Building
<a href="#">NH062123</a>	<a href="#">Inspections</a>	Building

- Check Inspection Type under Schedule a New Inspection section and click Schedule Inspection.

**Schedule a New Inspection**

Check each inspection that you want to schedule.

<input type="checkbox"/>	Inspection Type	Estimated Duration (Minutes)
<input checked="" type="checkbox"/>	Final	30

[Schedule Inspection →](#)



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- Select desired date for inspection.
  - Available dates will show in bold.

Inspection Date: \*

October 2020						
S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

- Once day is selected, available times will display. Select time.

Inspection Time: \*

09:00 AM - 09:30 AM

09:30 AM - 10:00 AM

10:00 AM - 10:30 AM

- Select Meet Contractor or Meet Owner.

Meet Contractor:

Meet Owner:

- Permit applicant and phone will automatically populate with information from permit.
- Enter On-Site Contact and On-Site Phone.
- Click Schedule Inspection.

Permit Applicant: \*

Applicant Phone: \*

On-Site Contact: \*

On-Site Phone: \*

Comments:  
300 character  
maximum length

- An email confirmation will automatically be sent.