Steps to Online Inspections

Our online inspection results may be found by following the instructions below.

1. Cobbcounty.org
2. Select the “Doing Business” drop down box
   - (or “Menu” if using a Smart Phone, then select “Doing Business”)
3. Select “Building Inspections”
4. Click on the “Online Inspections Portal” and it will take you to the Citizens Access Portal Page

You are prompted to login or register for a new account if you are a new customer.
1. **New user:** Register for an Account – Button is in the upper right-hand corner of page, underneath the search bar.
   a. *For instructions on how to set up an account, please refer to page three of this document.*
2. Once you are logged in, **Across the top, click ‘Building Permits’**
3. In the General Search area, enter Permit Number with the dash:
   a. Example: 2009-0028156
   b. You do **not** need to change the search dates.
4. Click Search Button at Bottom.

**Reviewing Comments on Inspections:**

Click on “Record Info” underneath the Building Permit
1. Click on Inspections
2. Choose desired inspection by Clicking on “View Details”
3. Click on “View Result Comments”
Scheduling Inspections on Permits:

Click on “Record Info” underneath the Building Permit – *(NOT the “Schedule an Inspection” located in the Blue Bar at the Top of Page)*

1. Click on “Inspections”
2. Select “Schedule.... Inspection” (Shown below in Blue below)

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**Inspections**

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3. The window to Schedule/Request and Inspection will appear *(see below)*
4. As highlighted by the **Yellow Bar,** you may advance to each page of inspections that are listed.
5. Click on your type of inspection, then hit “Continue”
   a. *You can only select one inspection at a time.*

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6. Confirm your contact info
7. Confirm your selection and select Finish

The inspection will show up underneath “Upcoming” on the Inspection page.

For further assistance, please contact the Development & Inspections division at 770-528-2051
1. To register a new account, click on “Register for an Account”.

You will be asked to provide the following information to open an account:
- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Review the Disclaimer and accept the terms to proceed. Click on “Continue Registration.”

3. Login Information: Fill in all fields.
   a. **Username:** Keep this easy to remember!!
   b. **Password:** Keep this easy to remember!!
   c. **Password:** Keep this easy to remember!!
   d. 8-20 characters.

4. Contact Information: Click “Add New”
   a. **Select the Contact Type.**

5. Fill in all fields. Click “Continue.”
   a. A dialogue box will appear. Click “Continue.”
   b. **Contact added successfully.** This will appear above your newly added contact. Click “Continue Registration.”
6. Your New Account has been created.
7. Login with the credentials you created.