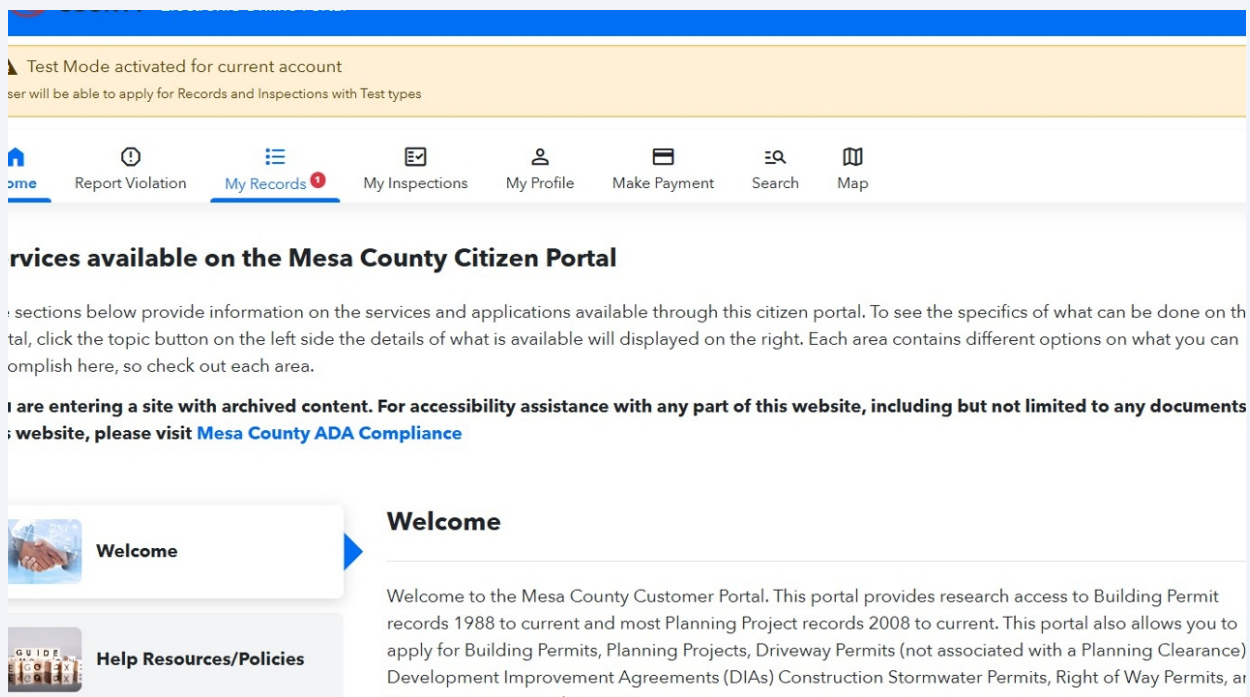# Uploading Inspection Documents through the Portal

1 **This process is to add inspection documents only. Do not submit revisions through this process! It does not go to the inspectors and will delay your ability to schedule or pass inspections!**

2 Navigate to **https://mcgis.mesacounty.us/portal/apps/webappviewer/index.html?id=689fb8d8b9d54ba7b7daf992a856dcd8**

⚠ Test Mode activated for current account
...ser will be able to apply for Records and Inspections with Test types

ome · Report Violation · My Records ❶ · My Inspections · My Profile · Make Payment · Search · Map

...rvices available on the Mesa County Citizen Portal

...e sections below provide information on the services and applications available through this citizen portal. To see the specifics of what can be done on th... ...tal, click the topic button on the left side the details of what is available will displayed on the right. Each area contains different options on what you can ...omplish here, so check out each area.

...1 are entering a site with archived content. For accessibility assistance with any part of this website, including but not limited to any documents ...; website, please visit **Mesa County ADA Compliance**

Welcome

Help Resources/Policies

Welcome

Welcome to the Mesa County Customer Portal. This portal provides research access to Building Permit records 1988 to current and most Planning Project records 2008 to current. This portal also allows you to apply for Building Permits, Planning Projects, Driveway Permits (not associated with a Planning Clearance) Development Improvement Agreements (DIAs) Construction Stormwater Permits, Right of Way Permits, a...

3 Click "My Records".

4 Under "My Records" select the permit you need to attach documents to.

5 Click "Request New Inspection"

⚠ Test Mode activated for current account
User will be able to apply for Records and Inspections with Test types

⌂ Home ⓘ Report Violation ☰ My Records ❶ ☑ My Inspections ⌂ My Profile ▭ Make Payment ⌕ Search ▭ Map

‹ BACK

Record: ▮▮▮▮▮▮▮
Single Family
✓ Permit Application Received/ Completeness Check > ✓ Building Plans Review > ⦿ Additional Info required > ⦿ Issuance Readiness Check > ⦿ SS Additio

🖨 PRINT   PAY   REQUEST NEW INSPECTION   REVISION FOR ISSUED PERMIT

Record   Details   Fees/Receipts ❶   Application Status   Attachments

Application Type
Single Family

Address
⦿ ▮▮▮▮▮▮▮▮▮▮▮▮

Parcel
▯ ▮▮▮▮▮

Issued

Expiration Date
Feb 2, 2026

Record Status
🟩 Issued

Closed Date

Description
test permit for portal functions

Contacts
Owner ▮▮▮▮

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6 Click "Select Inspection Type(s)"

User will be able to apply for Records and Inspections with Test types

⌂ Home ⓘ Report Violation ☰ My Records ❶ ☑ My Inspections ⌂ My Profile ▭ Make Payment ⌕ Search ▭ Map

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I'd like to request an inspection for ...

Select Permit Number

PM▮▮▮ - Residential - Single Family - ▮▮▮▮▮▮▮▮▮▮

SELECT INSPECTION TYPE(S)

SUBMIT   CLEAR

7 If you are trying to schedule an inspection that needs the document, such as framing, you can attach the document directly to the inspection. Otherwise click "Building Document Only - B". You will see there are two Building Document Only" inspections, both work the same. There is also Electrical Document Only, Mechanical Document Only, and Plumbing Document Only.

Select Inspection Types   ✕

Select type(s) of Inspection(s) you would like to schedule. For scheduling of multiple Inspections please use checkboxes.

🔍 Search Inspection types

☐ 110 - Fireplace - B
☐ 111 - Mid-Roof - B
☐ 112 - Structural Steel - B
☐ 113 - Fire Wall - B
☐ 114 - Masonry/ Grout - B
☐ 115 - Stucco/ Lath - B
☐ 116 - Final - B
☐ 118 - Manufactured Home - B
☐ 120 - Set Backs - B
☐ 175 - RESIDENTIAL UFER - B
☐ Building Document Only - B
☐ Building Documents 2-B

SELECT   CANCEL

8 Click the "Schedule for" date field. These follow the same rule, the following or two days out. Select the date on the calendar.

Select Permit Number
PM2▮▮▮▮▮ - Residential - Single Family - 2▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮

SELECT INSPECTION TYPE(S)

Selected Inspection Types:
Building Document Only - B   ⊗

Please Note: Inspections can be scheduled for the Same Day or the next Business Day if received by 7 am. All the Inspections requested later than 7 am can be sche
Days.

Schedule for (required)
MM/DD/YYYY   ✕

Comments

Add attachments

Document Type	File
Engineer / Third Party Inspection (required)	📄 UPLOAD

9 Click the "Comments" field if you would like to leave a comment for the inspector.

Residential - Single Family -

SELECT INSPECTION TYPE(S)

Selected Inspection Types:

Building Document Only - B

Please Note: Inspections can be scheduled for the Same Day or the next Business Day if received by 7 am. All the Inspections requested later than 7 am can be sche
Days.

Schedule for (required)

08/12/2025   ×

Comments

Add attachments

Document Type	File
Engineer / Third Party Inspection (required)	🗋 UPLOAD

10 Click "Upload" and upload the desired document.

Number

- Residential - Single Family -

PECTION TYPE(S)

ection Types:

ument Only - B

e: Inspections can be scheduled for the Same Day or the next Business Day if received by 7 am. All the Inspections requested later than 7 am can be scheduled for the one of the Next 2 Business

required)

×

ments

ype	File
hird Party Inspection (required)	🗋 UPLOAD

11   Click "Upload more" if you have multiple documents.

ential - Single Family - █████████████████████████

N TYPE(S)

ypes:

ly - B   ⊗

ctions can be scheduled for the Same Day or the next Business Day if received by 7 am. All the Inspections requested later than 7 am can be scheduled for the one of the Next 2 Business

d)

×

File

ty Inspection (required)   📄 Permit Narrative.pdf   remove
                                📄 UPLOAD MORE

SUBMIT   CLEAR

12   Once you have attached all of your documents click "Submit" and the document will go to the inspector assigned to that area.

Building Document Only - B   ⊗

Please Note: Inspections can be scheduled for the Same Day or the next Business Day if received by 7 am. All the Inspections requested later than 7 am can be scheduled f Days.

Schedule for (required)

08/12/2025   ×

Comments

TOF

Add attachments

Document Type	File
Engineer / Third Party Inspection (required)	📄 Permit Narrative.pdf remove 📄 UPLOAD MORE

SUBMIT   CLEAR

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