



welcome neighbors.

Requesting Inspections

How to Request an Inspection:

1. Access the portal at: <https://twb-bennett-co.smartgovcommunity.com/Public/Home>
2. Select '**Sign Up**' in the upper right corner or '**Log In**' if an account has already been created.

There are two ways to request inspections:

3. Option 1:
 - i. Go to '**My Portal**' > '**My Inspections**'
 - ii. Select the permit for which you are requesting inspection
 - iii. Select the inspection type needed.
 - iv. Select the date you would like to request the inspection for.
Note: Inspection requests must be received by 4:00 p.m. the day before in order to be placed on the schedule the following day. Building inspections are scheduled Monday-Friday. The Town of Bennett observes most Federal Holidays and may have modified schedules around them. Confirm that the Town will be open on your requested day by checking the Town of Bennett website or emailing bennettbuilding@bennett.co.us
 - v. Select any time preference for the inspection.
Note: Inspectors will try to accommodate requests as best they can, however the Town does not provide any guarantee that your inspection will be performed in the window you request. Inspections can occur at any time between 7:00 a.m.- 5:00 p.m. on the date requested.
 - vi. Provide any comments for the inspection (i.e. site contact information, specific areas to be inspected, etc.)
 - vii. Request the Inspection.
4. Option 2:
 - i. Go to '**My Portal**' > '**My Inspections**'
 - ii. Select the permit for which you are requesting inspection
 - iii. Scroll down to the '**Permit Inspections**' section
 - iv. Select '**Request Inspection**' on the row of the inspection you want to request
 - v. Complete the requested for date, time slot, and comments as described above
 - vi. You will come to this location to check the status and notes for any inspections that are completed