



Benton County Public Services

Civic Access – How to Schedule an Inspection

SCHEDULING ON CIVIC ACCESS

When viewing the **Summary** tab, you can check the **Workflow** box to confirm that the permit has passed plan review, all fees have been paid, and the permit has been issued. Once these requirements are met, the **Available Actions** box will display all inspections that are eligible to be scheduled. Keep in mind that not every listed inspection may be required for your project. You can schedule an inspection directly from the **Available Actions** box or by navigating to the **Inspections** tab.

Permit Number: BLDR-2026-0090



[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Residential - Single-Family Dwelling	Status:	Issued	Project Name:	
IVR Number:	100546	Applied Date:	06/22/2026	Issue Date:	06/22/2026
District:	Benton County	Assigned To:		Expire Date:	06/21/2028
Square Feet:	1,200.00	Valuation:	\$350,000.00	Finalized Date:	
Description:	Test				

[Summary](#) | [Locations](#) | [Fees](#) | [Inspections](#) | [Attachments](#) | [Contacts](#) | [Sub-Records](#) | [More Info](#)

Progress



36% Completed

- Completed
- In Progress
- Not Started

Fees

\$0.00

[View Details](#)

Workflow

- ✓ Road Approach Approval - Passed
- ✓ A Building Standards Review - Passed
- ✓ Building Manager Review - Passed
- ✓ Building Intake Checklist - Passed
- ✓ Verify Permit Fees - Passed : 06/22/2026
- ✓ Issue Permit - Passed : 06/22/2026
- ✓ Fees Paid - Passed : 06/22/2026
- ✓ Invoice Fees - Passed : 06/22/2026
- ✓ Release Documents to Citizen - Passed : 06/22/2026

Available Actions

- [Request Inspection](#)
COB - Setbacks [Request](#)
- [Request Inspection](#)
COB - Foundation [Request](#)
- [Request Inspection](#)
Footing [Request](#)
- [Request Inspection](#)
COB - Plumbing Groundwork [Request](#)
- [Request Inspection](#)
COB - Underfloor [Request](#)

Civic Access – How to Schedule an Inspection

If you click on the **Available** tab, you can view all the available inspections. If your permit has not been issued yet, you will see a red banner like in the below screenshot, and you are prevented from selecting anything or scheduling any inspections.

SummaryLocationsFeesInspectionsAttachmentsContactsSub-RecordsMore Info

Existing Inspections | Request Inspections | Optional Inspections | Next Tab | Permit Details | Main Menu

Existing Inspections

SortDescription

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
No records to display.						

- Cannot request inspections. The permit hasn't been issued

Request Inspections

SortOrder

Description	Reinspection	Action
COB - Setbacks	No	
COB - Foundation	No	
Footing	No	
COB - Plumbing Groundwork	No	
COB - Underfloor	No	
COB - Underslab	No	
COB - Shear Nailing	No	
COB - Gas Piping	No	
COB - Rough Heat & Vent	No	
COB - Rough Plumbing	No	

Results per page101 - 10 of 14<<<12>>>

Request Inspection

Optional Inspections

Description
No records to display.

Page | 2

Civic Access – How to Schedule an Inspection

If your permit has been issued and inspections are available to schedule the red banner disappears, and you see checkboxes under the **Action** column.

SummaryLocationsFeesInspectionsAttachmentsContactsSub-RecordsMore Info

Existing Inspections | Request Inspections | Optional Inspections | Next Tab | Permit Details | Main Menu

Existing Inspections

SortDescription

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
No records to display.						

Request Inspections

SortOrder

Description	Reinspection	Action
COB - Setbacks	No	☐
COB - Foundation	No	☐
Footing	No	☐
COB - Plumbing Groundwork	No	☐
COB - Underfloor	No	☐
COB - Underslab	No	☐
COB - Shear Nailing	No	☐
COB - Gas Piping	No	☐
COB - Rough Heat & Vent	No	☐
COB - Rough Plumbing	No	☐

Results per page101 - 10 of 14<<<12>>>

Request Inspection

Optional Inspections

Description
No records to display.

Civic Access – How to Schedule an Inspection

To schedule an inspection, click the check boxes next to the inspections you want to schedule. You can schedule them one at a time or select more than one. Once you have checked the ones you want, click **Request Inspection** at the bottom.

SummaryLocationsFeesInspectionsAttachmentsContactsSub-RecordsMore Info

Existing Inspections | Request Inspections | Optional Inspections | Next Tab | Permit Details | Main Menu

Existing Inspections

SortDescription

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
No records to display.						

Request Inspections

SortOrder

Description	Reinspection	Action
COB - Setbacks	No	☐
COB - Foundation	No	☒
Footing	No	☐
COB - Plumbing Groundwork	No	☐
COB - Underfloor	No	☐
COB - Underslab	No	☐
COB - Shear Nailing	No	☐
COB - Gas Piping	No	☐
COB - Rough Heat & Vent	No	☐
COB - Rough Plumbing	No	☐

Results per page101 - 10 of 14<<<12>>>

Request Inspection

Optional Inspections

Description

No records to display.

Civic Access – How to Schedule an Inspection

When you move to the next screen, you'll be able to select the date for your inspection and add any comments. If you're scheduling multiple inspections at once, a separate box will appear for each one. Each inspection box will also include a number in the top-left corner so you can easily tell them apart.

Request Inspections (2)

*REQUIRED

1 #BLDR-2026-0090

Inspection Type: Foundation

Case Type: Residential - Single-Family Dwelling

Address: 102206 E WISER PKWY Kennewick, WA 99338

* Requested Date

06/30/2026

* PM

Comments/Gate Code

Test

☐ Use same date for all

Submit

When you click the date button, a drop-down calendar will appear. The earliest available appointment will be the next day. You can also schedule inspections several weeks in advance.

Request Inspections (1)

*REQUIRED

1 #BLDR-2026-0090

Inspection Type: Foundation

Case Type: Residential - Single-Family Dwelling

Address: 102206 E WISER PKWY Kennewick, WA 99338

* Requested Date

07/15/2026

Comments/Gate Code

Submit

June 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	01	02	03	04
05	06	07	08	09	10	11

Today Clear Close

Page | 5

Civic Access – How to Schedule an Inspection

If you want to schedule multiple inspections for the same day, you can also use the checkbox “Use same date for all”. Once you are sure everything is correct, click the **Submit** button.

Request Inspections (2)

*REQUIRED

1 #BLDR-2026-0090

Inspection Type: Foundation

Case Type: Residential - Single-Family Dwelling

Address: 102206 E WISER PKWY Kennewick, WA 99338

* Requested Date

06/30/2026

* PM

Comments/Gate Code

Test

☐ Use same date for all

Submit

Once you click **Submit**, you'll see a confirmation box, like the below. To return to your permit, click the **Back** button at the top.

[Back](#)

Request Inspections (2)

*REQUIRED

1 Case #BLDR-2026-0090

Inspection Type: Foundation

Case Type: Residential - Single-Family Dwelling

Address: 102206 E WISER PKWY Kennewick, WA 99338

Requested Date

06/30/2026

Comments/Gate Code

Test

Civic Access – How to Schedule an Inspection

When you return to your permit, you'll see your scheduled inspections along with a **Cancel Inspection** button on the right. Below that, you can view any remaining inspections that are still available to schedule. Each scheduled inspection is also labeled with a number for easy reference.

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
IBLD-000121-2026	COB - Foundation	Requested	06/30/2026			Cancel Inspection

Results per page 10 1 - 1 of 1 << < 1 > >>

Request Inspections Sort Order

Description	Reinspection	Action
COB - Setbacks	No	☐
Footing	No	☐
COB - Plumbing Groundwork	No	☐
COB - Underfloor	No	☐
COB - Underslab	No	☐
COB - Shear Nailing	No	☐
COB - Gas Piping	No	☐
COB - Rough Heat & Vent	No	☐
COB - Rough Plumbing	No	☐
COB - Framing	No	☐

Results per page 10 1 - 10 of 13 << < 1 2 > >>

If you click on the inspection number, it will take you into the inspection record.

Inspection Number: IBLD-000121-2026 [Cancel Inspection](#)

[Inspection Details](#) | [Tab Elements](#) | [Main Menu](#)

Inspection Type:	Foundation	Requested Date:	06/30/2026	Requested Time:	01:00 PM
Inspection Status:	Requested	Scheduled Date:		Scheduled Time:	
Permit Number:	BLDR-2026-0090	Completed Date:		Completed Time:	
Main Address:	102206 WISER KennewickWA 99338				

[Locations](#) [Contacts](#) [Checklist](#) [Fees](#) [Attachments](#)

[Locations](#) | [Next Tab](#) | [Inspection Details](#) | [Main Menu](#)

Locations Sort Main

Type: Location

US

102206 E WISER PKWY ,
Kennewick, WA, 99338...

Main Address ☒

Parcel Number

111882012958003

Main Parcel ☒

Civic Access – How to Schedule an Inspection

If you click the **Cancel Inspection** button, you'll be asked to confirm the cancellation. If you need to cancel an inspection on the same day it is scheduled, please also contact the building department or the public works department.

Cancel Inspection

Are you sure, you are going to cancel this inspection?

Yes

No

On the day of the inspection, select the **Today's Inspections** button from the main menu bar. This screen displays only the inspections scheduled for **today**, along with the **assigned inspector** for each one.

Please note: Changing the date field will not load inspections for any other day. This screen is designed exclusively for viewing today's inspections, not tomorrows or any future date.

Dashboard

Home

Public Works

Planning Division Suppl. Docs

Rural Water Supply Program

Building Division

My Work

Today's Inspections

Apply

Map

Pay Invoices

Search

Calendar

Today's Inspections

Search for Case Number, Inspection Type, Address

Exact Match

*Date06/23/2026

Exclude Completed

SortCase Number

View Inspection	Case Number	Case Type	Inspection Type	Address	Primary Inspector	Estimated Start Time	Estimated End Time	Status	Order
No records to display.									