

# How To Request Residential Use Permit (RUP) Inspections

Updated 3/13/25

Follow the instructions below to schedule inspections for **residential use permits (RUPs)**. RUPs are issued at the end of the zoning permit process for residential construction (“ZON...”). See separate guide: [How To Apply: Residential Building and Zoning Permits](#).

- 1) When construction is finished, log into the [Permit Portal](#) to upload your House Location Survey.
- 2) Hover over “Home” and select “My Records”.



- 3) Locate the applicable Zoning Permit record (“ZON...”) under the Planning drop down menu. Click the record number.

Planning

Showing 1-2 of 2 | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type
<input type="checkbox"/>	07/08/2024	<a href="#">ZON24-00188</a>	Residential
<input type="checkbox"/>	05/08/2024	<a href="#">ZON24-00124</a>	Residential

- 4) Under “Record Info”, click “Inspections.”



- 5) Click “Schedule or Request an Inspection”.



- 6) Select which inspection type you are requesting, then click “Continue”. You can only select one inspection type at a time. If there is an inspection type that is not required for your project scope, you will receive an error message preventing you from scheduling the inspection.

**Notes:**

- Zoning and Public Works inspections are **always** required.
- BAR inspections are required for new **townhouse or detached house** construction as part of a larger development.



- 7) Review contact information. If the information populated is not the correct inspection contact, click “Change Contact” to enter an alternate contact. Click “Continue”.

**Schedule/Request an Inspection** [Close]

*Inspection type: Zoning*

**Location and Contact**

Verify whether the location and contact person for the selected inspection are correct.

Location  
[Redacted]

Contact  
[Redacted]

[Change Contact](#) ▼

[Continue](#) [Back](#) [Cancel](#)

- 8) Review the information on the next screen. If you would like to add any specific requests, click “Include Additional Notes” to add text. This could include a requested day and time for the inspection, whether you would like to meet the inspector onsite, or any other pertinent information.

**Note:** Typically, it is not required that the applicant attend these meetings, so requesting specific days and times is optional and only needed if you opt to meet the inspector onsite for a particular reason.

Click “Finish”.

**Schedule/Request an Inspection** [Close]

**Confirm Your Selection**

Please confirm the details below and click the Finish button to request the inspection.

**Inspection Type:** Public Works  
**Date and Time:** TBD  
**Location:** [Redacted]  
**Contact:** [Redacted]

[Include Additional Notes](#)

[Finish](#) [Back](#) [Cancel](#)

- 9) Repeat steps 4-8 to schedule the remaining inspections individually.

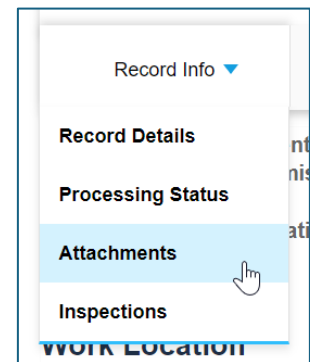
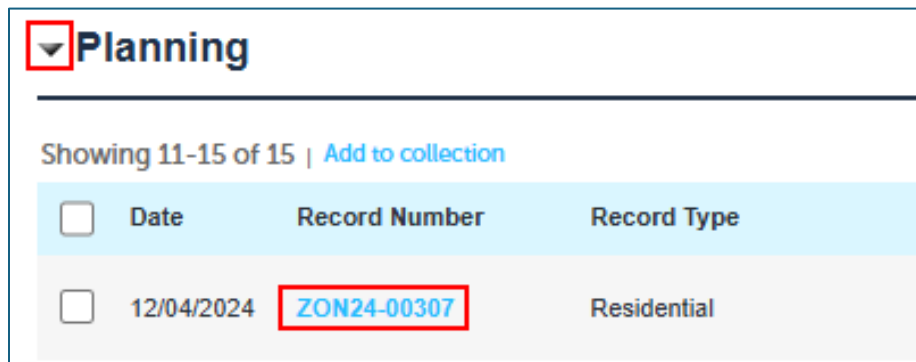
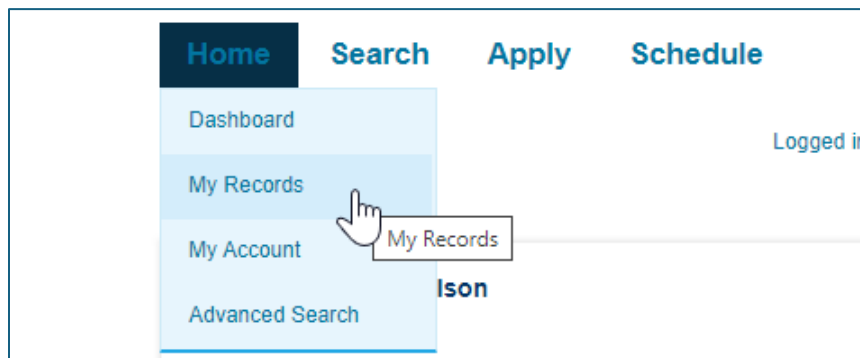
10) You may receive an email from the portal if the inspector has opted to formally schedule the inspection. They may do this in instances where they want to meet with someone onsite. This is **not typical** for RUP inspections.

11) When the inspection is completed, you will receive an email from the portal with an inspection report attached. The email will tell you the result of the inspection. If “Approved” or “Approved with Conditions,” nothing further is needed for that inspection type. If “Rejected,” the attached inspection report will contain comments and/or punch list items that need to be addressed.

**Note:** If the inspection is “Approved with Conditions,” the inspection report will contain additional text containing conditions onsite that must be met.

12) If an inspection is Rejected, another inspection is needed. Follow steps 1-8 to schedule the inspection again.

13) Once all inspections are passed, the RUP will be issued through the portal. To download the RUP, navigate to the Zoning Permit in “My Records”, clicking on the record number (“ZON...”), and navigating to “Attachments” under “Record Info”. Note that you must expand the “Planning” dropdown menu to access Zoning records.



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