<u>Contractor Portal – Inspection Requests</u>

Access the Town of McCordsville inspection portal.

Search for a permit by using the Permit #, Lot # or Applicant Name

Find the correct permit and select "Request Inspection"

Use the contractor code given to you by the Town of McCordsville (if you do not have a contractor code please email building@mccordsville.org to request one)

Enter your name in "Requested By"

Enter your phone number in "Phone #"

Enter your email in "Email"

Select your "Requested Date" (please allow at least 24 hours for an inspection)

Select your "Requested Time" (AM or PM only)

Select your "Type" of inspection

If you prefer a specific time or need to add any additional information about the inspection please add in the "Comments" box.

Select "Request Inspection"

*This is only a request for inspection pending approval. To cancel an inspection please email building@mccordsville.org at least 2 hours prior to the scheduled inspection. Failure to do so may result in an inspection fee.