



Olmsted County Inspections

Scheduling Information

- If you need an inspection at a specific time of day for Footings, Foundation, or Backfill, please indicate a time in the notes section for that inspection.
- Available time frames for inspections are Morning (8:30 AM – 12:00 PM) or Afternoon (1:00 PM – 3:30 PM)
- Please note that there is a limited amount of inspections available each day due to staffing levels.

One of the many features of ACA is the ability for applicants/contractors to schedule inspections online. In order to do this, you will select "Inspections" from the Record Info menu on the permit details page for the permit for which you would like to schedule the inspection(s).

A screenshot of the ACA permit details page. The header shows "Building O20-0002CB: Commercial Building (New Building)" and "Record Status: Issued". There are two buttons: "Add to cart" and "Add to collection". Below the header is a navigation bar with "Record Info" and "Payments" dropdown menus. A dropdown menu is open under "Record Info", listing "Permit Details", "Processing Status", "Related Permits", "Attachments", and "Inspections". The "Inspections" item is circled in red. Below the dropdown, the address "8378 SE 14 HWY" and "TEY Township of Eyota" is visible. A warning message is partially visible: "The Inspection you must be logged on as a Registered User, and then click above on... down to select Inspections. Here is an Example. Actions for permits other than your own is prohibited, doing so may result S."

The inspections page will show all completed and scheduled inspections for this permit. You can select the "View Details" link which will allow you to view any comments that were entered by the inspector for this particular inspection. From there, you will select the "Schedule or Request and Inspection" link. A separate window will pop open on the page and prompt you to select a type of inspection.

If no options are showing, make sure you are logged into the site and you have the box under "Available Inspection Types" selected.

Schedule/Request an Inspection ×

More Information on [Inspection Times](#)

Make sure this box is checked

Available Inspection Types (20)

*Inspections noted as Optional may be required based on your scope of work.

- Footing (optional)
- Poured Walls (optional)
- Foundation backfill (optional)
- Under-ground Plumbing (optional)
- Under-ground Mechanical (optional)
- Radon (optional)
- Gas Piping (optional)
- Above-ground Plumbing (optional)
- Above-ground Mechanical (optional)
- Fireplace Rough-In (optional)

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Continue

Cancel

Once you have selected an inspection type, click "Continue" and you will be prompted to select a date for the inspection to occur. After you select the date, a time frame option will be come available for you to select. Please note – depending on other inspections scheduled for the day, we cannot guarantee that the time frame you select will be available. Our staff will reach out to you if there is any issue with the requested date/time. If the date you want is not available to select (will be gray as opposed to blue), this means there are no available inspections that day and you must select another day.

Schedule/Request an Inspection



More Information on [Inspection Times](#)

Inspection type: Heating Final

To continue, select an appointment date and time range by clicking a link on the calendar below (please note that if the time is greyed out that day is full):

Mar 2021							Apr 2021							May 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th		
	1	2	3	4	5	6				1	2	3								
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6		
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13		
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20		
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27		
														30	31					

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Available Times for Wednesday, Mar 24 2021

- Morning (08:30 AM - 12:00 PM)
- Afternoon (01:00 PM - 03:30 PM)

Next step is to include contact information for the inspection – who will the inspector contact if there are questions or concerns. You will have the option to select the property owner or contractor or add a new contact (typically used for subcontractors on a job).

Schedule/Request an Inspection

TEY Township of Eyota

Contact
PAT GERKEN
5073287350

[Change Contact](#)

Select an existing contact

PAT GERKEN (5073287350)

Specify another person (for this inspection only)

* First Name	Middle Name	* Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

* Phone Number

Submit [Cancel](#)

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

After the contact information has been selected/entered for the inspection, you will have a final chance to review the information you entered and add comments if necessary, such as where the site packet will be located or any access codes the inspector may need. NOTE: any comments entered in this field is visible to the inspector only and will not be viewable to the public.

Schedule/Request an Inspection

[More Information on Inspection Times](#)

Confirm Your Selection

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

Inspection Type:	Footing
Date and Time:	11/19/2020 Morning
Location:	8378 SE 14 HWY TEY Township of Eyota
Contact:	PAT GERKEN 5073287350

[Include Additional Notes](#)

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