



CITY *of* CLOVIS

BUILDING DEPARTMENT

1033 FIFTH STREET • CLOVIS, CA 93612

BUILDING INDUSTRY BULLETIN

Date: October 25, 2022

TO: Architects, Engineers, Contractors, Developers, and Associations.

SUBJECT: Inspection Request Process Change

BULLETIN NUMBER 2022-3

From:


Jesse D. Newton
Deputy Building Official

Effective January 1, 2023, the process for requesting inspection is changing.

The new process instructions,

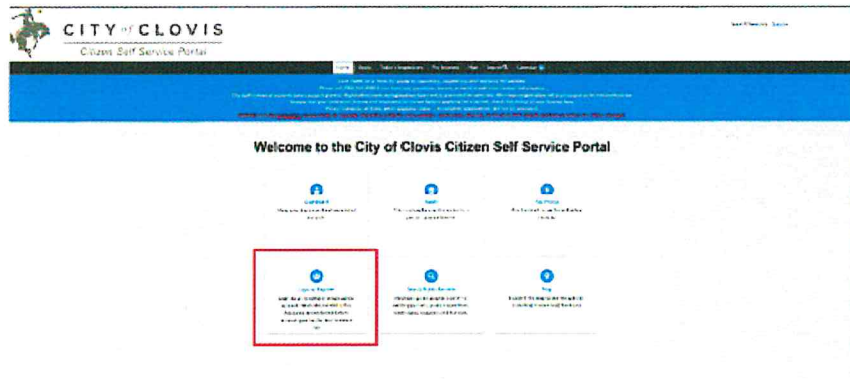
- The Inspection request phone line will be disconnected starting January 1, 2023.
- All requests for inspection will be scheduled through the Customer Self-Service Center.
(<http://css.cityofclovis.com>)
- See the process below to register to the Customer Self-Service Center, how to request inspections, how to verify inspection is scheduled
- For ease of tracking and calling in for inspections, having a specific email address dedicated for your employees to request inspections is recommended.
- Tracking the assigned employees on the dedicated email is the contractor's responsibility. Please let our team know so we can add or remove individuals from the email address.
- Owner builders will use the same process below for registration and requesting inspections.

Customer Self Service Portal

How to Guide

To Login or Register go to, https://css.cityofclovis.com/energov_prod/selfservice/#/home.

Click on Login or Register



Enter Username and Password or click "Register Here" if you do not have an account.

Log In

* Username

Username is required

* Password

Password is required

Log In

Forgot your password? [Reset it](#)
Forgot your username? [Email it](#)
Don't have an account yet? [Register Here](#)

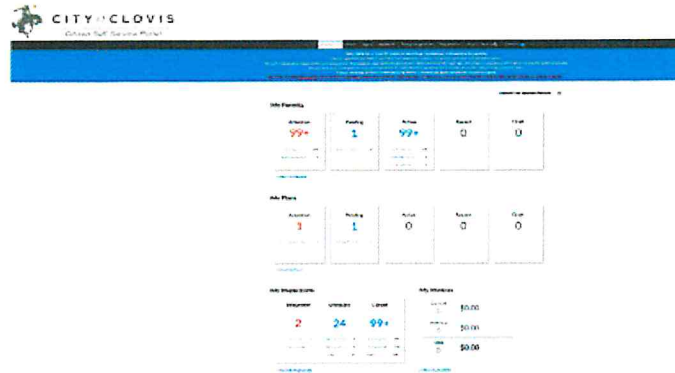
If creating an account, follow the steps and input the correct contact information. This information cannot be changed once created.

City of Clovis staff will review the request to create an account **within 24 hours**. An email will be sent when the account has been approved.

When logged in go to **Dashboard**



On the Dashboard page you will be able to view Permits, Plans, and Inspections.



Inspection Requests will only be available online starting 1/1/2023.

My Inspections

By clicking on "View my inspections" you can view existing inspections, request inspections, and view invoices, plans, and permits.

My Inspections

Inspection Number	Inspection Type	Address	Status	State	Case Number	Requested	Scheduled	Cost
INSP-2022-431913	R/D Ground Water M/D	15444 Main...	Requested	Scheduled	RD-CHWB-21-431913	04/12/2022	04/12/2022	
INSP-2022-431913	R/D Fuel Gas Meter Set SPD	15444 Main...	Requested	Scheduled	RD-CHWB-21-431913	02/01/2022	02/02/2022	
INSP-2022-431913	R/D Fuel Gas Meter Set SPD	15444 Main...	Requested	Scheduled	RD-CHWB-21-431913	02/01/2022	02/02/2022	
INSP-2022-431913	R/D Fuel Gas Meter Set SPD	15444 Main...	Requested	Scheduled	RD-CHWB-21-431913	02/01/2022	02/02/2022	
INSP-2022-431913	R/D Fuel Gas Meter Set SPD	15444 Main...	Requested	Scheduled	RD-CHWB-21-431913	02/01/2022	02/02/2022	
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INSP-2022-431913	R/D Fuel Gas Meter Set SPD	15444 Main...	Requested	Scheduled	RD-CHWB-21-431913	02/01/2022	02/02/2022	
INSP-2022-431913	R/D Fuel Gas Meter Set SPD	15444 Main...	Requested	Scheduled	RD-CHWB-21-431913	02/01/2022	02/02/2022	

To Request an inspection click Request Inspections tab and select the Case Number that you want to request an inspection for.

Request Inspections

Case Number	Address	Type	Inspection Type
RD-CHWB-21-431913	200 N Sunnyside Ave Clovis, CA 93211	Combustion Non-Residential - Alteration	R/D Shower / Bath CNI
RD-CHWB-21-431913	200 N Sunnyside Ave Clovis, CA 93211	Combustion Non-Residential - Alteration	R/D Fan Ceiling CNI
RD-CHWB-21-431913	200 N Sunnyside Ave Clovis, CA 93211	Combustion Non-Residential - Alteration	R/D Rough Framing CNI
RD-CHWB-21-431913	200 N Sunnyside Ave Clovis, CA 93211	Combustion Non-Residential - Alteration	R/D Accessibility CNI
RD-CHWB-21-431913	200 N Sunnyside Ave Clovis, CA 93211	Combustion Non-Residential - Alteration	R/D Mechanical CNI
RD-CHWB-21-431913	200 N Sunnyside Ave Clovis, CA 93211	Combustion Non-Residential - Alteration	R/D Firefighting CNI
RD-CHWB-21-431913	200 N Sunnyside Ave Clovis, CA 93211	Combustion Non-Residential - Alteration	R/D Fuel Gas CNI
RD-CHWB-21-431913	200 N Sunnyside Ave Clovis, CA 93211	Combustion Non-Residential - Alteration	R/D Interior Gypsum Walling CNI
RD-CHWB-21-431913	200 N Sunnyside Ave Clovis, CA 93211	Combustion Non-Residential - Alteration	R/D Exterior Gypsum Walling CNI
RD-CHWB-21-431913	200 N Sunnyside Ave Clovis, CA 93211	Combustion Non-Residential - Alteration	R/D 1st Up Floor CNI
RD-CHWB-21-431913	200 N Sunnyside Ave Clovis, CA 93211	Combustion Non-Residential - Alteration	R/D Insulation Ceiling - Vent CNI

[illegible]

Injection Number: INSP-2022-004232

[Injection Details](#) [Task Overview](#) [Main Menu](#)

Injection Type: ELD Foundation CHR	Requested Date: 02/14/2022
Injection Status: In progress	Scheduled Date: 02/16/2022
Permit Number: CHRPV-000056-2030	Completed Date: Completed Time:
Inspector Name: Jonathan Whitefield	
Main Address: 23583 Monroe Church LA 70503*	

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Checked Item	Description	Passed	Comments	Order
<input checked="" type="checkbox"/>	General	Yes	Standard values were approved	1
<input checked="" type="checkbox"/>	Address	No		2
<input checked="" type="checkbox"/>	Services	No		3

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For Additional Information regarding the Customer Service Portal:

Please click on the link: <https://cityofclovis.com/wp-content/uploads/2021/10/CSS-Portal-Guide.pdf>

Or,

Scan the QR code

