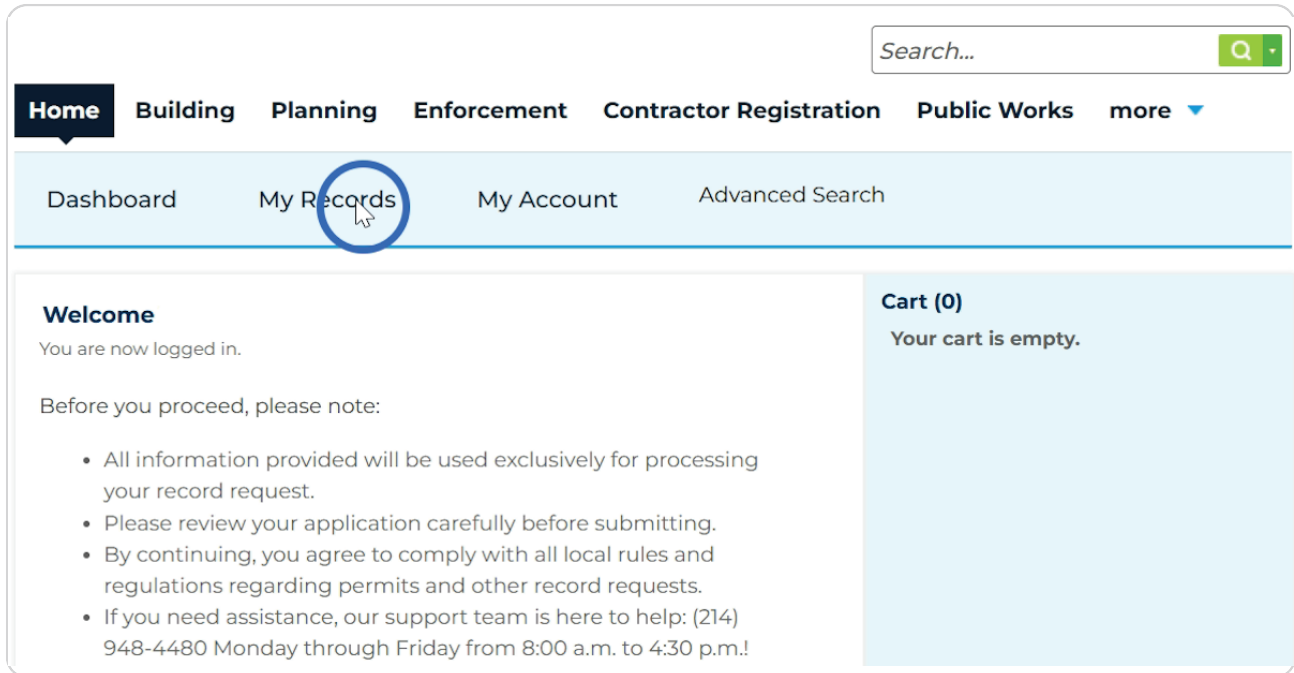


# How to Schedule an Inspection on DallasNow

## STEP 1

After logging into the DallasNow Citizen Access Portal, click on Home and then My Records.



Search...

Home Building Planning Enforcement Contractor Registration Public Works more ▾

Dashboard My Records My Account Advanced Search

**Welcome**  
You are now logged in.

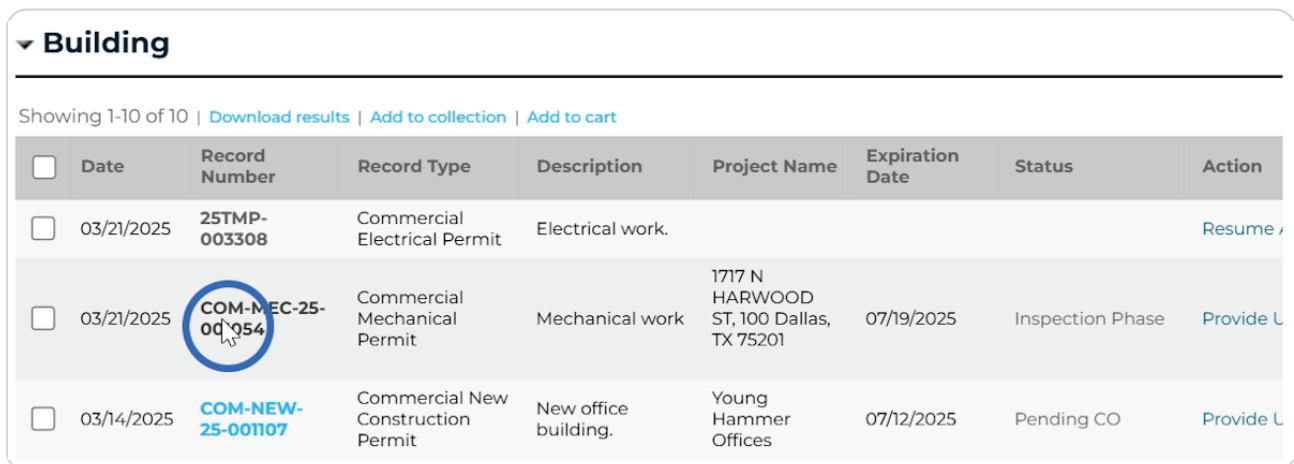
Before you proceed, please note:

- All information provided will be used exclusively for processing your record request.
- Please review your application carefully before submitting.
- By continuing, you agree to comply with all local rules and regulations regarding permits and other record requests.
- If you need assistance, our support team is here to help: (214) 948-4480 Monday through Friday from 8:00 a.m. to 4:30 p.m.!

**Cart (0)**  
Your cart is empty.

## STEP 2

Click on the Record Number for the permit you need to request an inspection for.



▼ Building

Showing 1-10 of 10 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

| <input type="checkbox"/> | Date       | Record Number     | Record Type                        | Description          | Project Name                            | Expiration Date | Status           | Action                    |
|--------------------------|------------|-------------------|------------------------------------|----------------------|-----------------------------------------|-----------------|------------------|---------------------------|
| <input type="checkbox"/> | 03/21/2025 | 25TMP-003308      | Commercial Electrical Permit       | Electrical work.     |                                         |                 |                  | <a href="#">Resume</a>    |
| <input type="checkbox"/> | 03/21/2025 | COM-MEC-25-001954 | Commercial Mechanical Permit       | Mechanical work      | 1717 N HARWOOD ST, 100 Dallas, TX 75201 | 07/19/2025      | Inspection Phase | <a href="#">Provide L</a> |
| <input type="checkbox"/> | 03/14/2025 | COM-NEW-25-001107 | Commercial New Construction Permit | New office building. | Young Hammer Offices                    | 07/12/2025      | Pending CO       | <a href="#">Provide L</a> |

### STEP 3

Click on Record Info.

**Record COM-MEC-25-001054:**  
**Commercial Mechanical Permit**  
**Record Status: Inspection Phase**  
**Expiration Date: 03/21/2027**

[Add to cart](#)  
[Add to collection](#)

Record Info ▼

Payments ▼

Plan Review

#### Work Location

1717 N HARWOOD ST  
Dallas TX 75201  
SUITE: 100 \*



### STEP 4

Click on Inspections.

**Record COM-MEC-25-001054:**  
**Commercial Mechanical Permit**  
**Record Status: Inspection Phase**  
**Expiration Date: 03/21/2027**

[Add to cart](#)  
[Add to collection](#)

Record Info ▼

Payments ▼

Plan Review

**Record Details**  
**Processing Status**  
**Related Records**  
**Attachments**  
**Inspections**



## STEP 5

Click on Schedule or Request an Inspection.

**Record COM-MEC-25-001054:**  
**Commercial Mechanical Permit**  
**Record Status: Inspection Phase**  
**Expiration Date: 03/21/2027**

[Add to cart](#)  
[Add to collection](#)

Record Info ▼

Payments ▼

Plan Review

### Inspections

**Upcoming**  
**Schedule or Request an Inspection**  
*You have not added any inspections.  
Click the link above to schedule or request one.*

**Completed**  

There are no completed inspections on this record.

## STEP 6

Select the type of inspection that is required for your project.

### Schedule/Request an Inspection

Please be aware that inspections can be canceled or rescheduled up until before 7:00 am on the day of the scheduled inspection.

**Available Inspection Types (8)**

☒ Show all inspections

- ☒ **Mechanical Final Inspection** (required)
- ☐ Rigid Ceiling Inspection (required)
- ☐ Mechanical Rough Above Floor Inspection (required)
- ☐ Rough Below Floor Level Inspection (required)
- ☐ Commercial Kitchen Exhaust/Grease Duct Rough Inspection (required)
- ☐ Drop Ceiling Inspection (required)
- ☐ Mechanical Refrigeration Inspection (per scope)
- ☐ Zoning Final Inspection (per scope)

Continue

Cancel

## STEP 7

Click Continue.

### Schedule/Request an Inspection

Please be aware that inspections can be canceled or rescheduled up until before 7:00 am on the day of the scheduled inspection.

**Available Inspection Types (8)**

☒ Show all inspections

- ☒ **Mechanical Final Inspection** (required)
- ☐ **Rigid Ceiling Inspection** (required)
- ☐ **Mechanical Rough Above Floor Inspection** (required)
- ☐ **Rough Below Floor Level Inspection** (required)
- ☐ **Commercial Kitchen Exhaust/Grease Duct Rough Inspection** (required)
- ☐ **Drop Ceiling Inspection** (required)
- ☐ **Mechanical Refrigeration Inspection** (per scope)
- ☐ **Zoning Final Inspection** (per scope)

Continue

Cancel

## STEP 8

Click on the date that you would like the inspection to occur. Only the blue dates are available.

### Schedule/Request an Inspection

Please be aware that inspections can be canceled or rescheduled up until before 7:00 am on the day of the scheduled inspection.

Inspection type: Mechanical Final Inspection

To continue, select an appointment date and time range by clicking a link on the calendar below:

Mar 2025

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

« Prev

Apr 2025

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

May 2025

| Su | Mo | Tu | We | Th |
|----|----|----|----|----|
|    |    |    |    | 1  |
| 4  | 5  | 6  | 7  | 8  |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

Continue

Back

Cancel

## STEP 9

You are unable to select a specific time. Click on the All Day option.

Schedule/Request an Inspection

Inspection type: Mechanical Final Inspection

To continue, select an appointment date and time range by clicking a link on the calendar below:

Mar 2025

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

« Prev

Apr 2025

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

May 2025

| Su | Mo | Tu | We | Th |
|----|----|----|----|----|
|    |    |    |    | 1  |
| 4  | 5  | 6  | 7  | 8  |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

All Day

ContinueBackCancel

## STEP 10

Click Continue.

Schedule/Request an Inspection

Please be aware that inspections can be canceled or rescheduled up until before 7:00 am on the day of the scheduled inspection.

Inspection type: Mechanical Final Inspection

To continue, select an appointment date and time range by clicking a link on the calendar below:

Mar 2025

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

« Prev

Apr 2025

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

May 2025

| Su | Mo | Tu | We | Th |
|----|----|----|----|----|
|    |    |    |    | 1  |
| 4  | 5  | 6  | 7  | 8  |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

All Day

ContinueBackCancel

## STEP 11

You'll see the location and the contact for the inspection. Verify and then click Continue.

### Schedule/Request an Inspection

Please be aware that inspections can be canceled or rescheduled up until before 7:00 am on the day of the scheduled inspection.

*Inspection type: Mechanical Final Inspection*

**Location and Contact**

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

**Location**  
1717 N HARWOOD ST  
Dallas TX 75201

**Contact**  
Lucy Monreal

[Change Contact](#)

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

## STEP 12

Lastly, confirm the information for the inspection you are requesting and then click Finish.

### Schedule/Request an Inspection

Please be aware that inspections can be canceled or rescheduled up until before 7:00 am on the day of the scheduled inspection.

**Confirm Your Selection**

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

Mechanical Final Inspection  
03/24/2025  
1717 N HARWOOD ST  
Dallas TX 75201  
Lucy Monreal

[Include Additional Notes](#)

Cancellation and Reschedule Policy:  
Reschedule must be made before 07:00 AM.  
Cancellations must be made before 07:00 AM.

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

## STEP 13

Now you will see the scheduled inspection in the record.

**Record COM-MEC-25-001054:**  
**Commercial Mechanical Permit**  
**Record Status: Inspection Phase**  
**Expiration Date: 03/21/2027**

[Add to cart](#)  
[Add to collection](#)

Record Info ▼

Payments ▼

Plan Review

### Inspections

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**Upcoming (1)**  
[Schedule or Request an Inspection](#)  
Click the link above to schedule or request one.  
**Scheduled Date: 03/24/2025**  
**Inspection Status: Scheduled**  
**Inspection Type: Mechanical Final Inspection**  
**Inspector: Joaquin Jimenez**  
-----

[Actions ▼](#)