



City of Santa Fe- How to schedule an inspection online

Create an account if one has not been set up for you or your company. See document to provide the steps on how to create a CSS Profile. https://www.santafenm.gov/document_center/document/12367 . After you log in, if the permit is not on your dashboard, please call the office so the permit can be linked to your account.

- Click on the blue circle titled active from the dashboard page.

The screenshot shows the dashboard navigation bar with 'Dashboard' highlighted. Below it is a blue banner with a message: "Plans for new residential houses and all commercial permits are unable to be uploaded online at this time. Please bring in hard copy plans to the office." The main content area is titled 'Permits' and contains five status cards: Attention (0), Pending (0), Active (1), Draft (0), and Recent (1). The 'Active' card is highlighted with a red box and shows a link to 'Residential New Bu...' with a count of 1. Below the cards is a 'View Full List' link. The 'Plans' section below shows five status cards, all with a count of 0.

- Click on the permit number that needs an inspection.


The screenshot shows the 'My Permits' page. At the top, there is a search bar and an 'Exact Match' checkbox. Below the search bar are filters for 'Display' (set to 'Active'), 'Select Case Type' (set to 'Residential New Building (Single Family Home)'), and 'Sort' (set to 'Permit Number'). An 'Export' button is also visible. The main content is a table with the following data:

Permit Number	Project	Address	Permit Type	Status	Attention Reason
2020-11098		4505 SADDLEBACK LN Santa Fe, NM	Residential New Building (Single Family Home)	Active, Recent	

At the bottom of the table, there is a pagination control showing 'Results per page' set to 10, '1 - 1 of 1', and navigation arrows.



- Click on the Inspections tab.

Permit Number: 2020-11098 

Permit Details | Tab Elements | Main Menu

Type:	Building (Residential) 1 and 2 Family Single Family Attached	IVR Number:	104054	Application Date:	03/12/2020
Status:	Issued	Project Name:		Issued Date:	04/09/20
District:	Saddleback Ridge Estates	Assigned To:	Campos, Andres	Expiration Date:	10/21/20
Square Feet:	8,221.00	Valuation:	\$1,500,000.00	Finalized Date:	
Description:	New residential construction Calais Custom Homes 505990-0046				

- [Locations](#) [Inspections](#) [Fees](#) [Sub-Records](#) [eReviews](#) [Attachments](#) [Contacts](#) [Submittals](#) [Holds](#) [Meetings](#) [More Info](#)

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Locations

Main	Address
<input checked="" type="checkbox"/>	4505 SADDLEBACK LN Santa Fe, NM

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- Click the action box for the desired inspection and click the submit button.

Remaining Inspections

Sort Order

Description	Reinspection	Action
Grading and Drainage Erosion Control v.1	No	<input type="checkbox"/>
Building, Foundation v.1	No	<input type="checkbox"/>
Green, Radon System v.1	No	<input type="checkbox"/>
Building, Slab Monolithic v.1	No	<input type="checkbox"/>
Building, Footing v.1	No	<input type="checkbox"/>
Building, Slab v.1	No	<input type="checkbox"/>
Building, Frame v.1	No	<input type="checkbox"/>
Building, Exterior Lath v.1	No	<input type="checkbox"/>
Green, Insulation v.1	No	<input type="checkbox"/>
Green Energy & Water v.1	No	<input type="checkbox"/>

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- Grading and Drainage Erosion Control v.1
- Building, Footing v.1
- Building, Foundation v.1
- Green, Radon System v.1
- Building, Slab Monolithic v.1
- Building, Slab v.1
- Green, Thermal Bypass v.1
- Building, Frame v.1
- Fire Interim v.1
- Green, Insulation v.1
- Green Energy & Water v.1
- Building, Exterior Lath v.1
- Building, Exterior Sheathing/Roof Deck v.1
- Escarpment Interim v.1
- Historic Interim v.1
- Landscape v.1

Optional Inspections

Description	Reinspection
No records to display.	



- Choose a **Requested** date (the next business day at the earliest) for the desired inspection, add the Contact Information and click the submit button. AM/PM Inspections are reserved for emergency occupied spaces only.

* Requested Date 

Comments/Gate Code

* Contact Name

* Contact Phone

Please note that while CSS allows requests for inspection at a specific day and time, the inspection will be conducted on the actual scheduled day during normal business hours, but not at a predetermined time.

Due to current Staffing levels and high inspections volume, Terrain Management Inspections may be subject to a three to five business day lag time from the date requested. Please plan requests accordingly.