

How to Schedule an Inspection

Welcome to Citizen Access and ePlan Review! Providing citizens, businesses, and visitors access to services online, 24 hours a day, 7 days a week.

1 Citizen Access

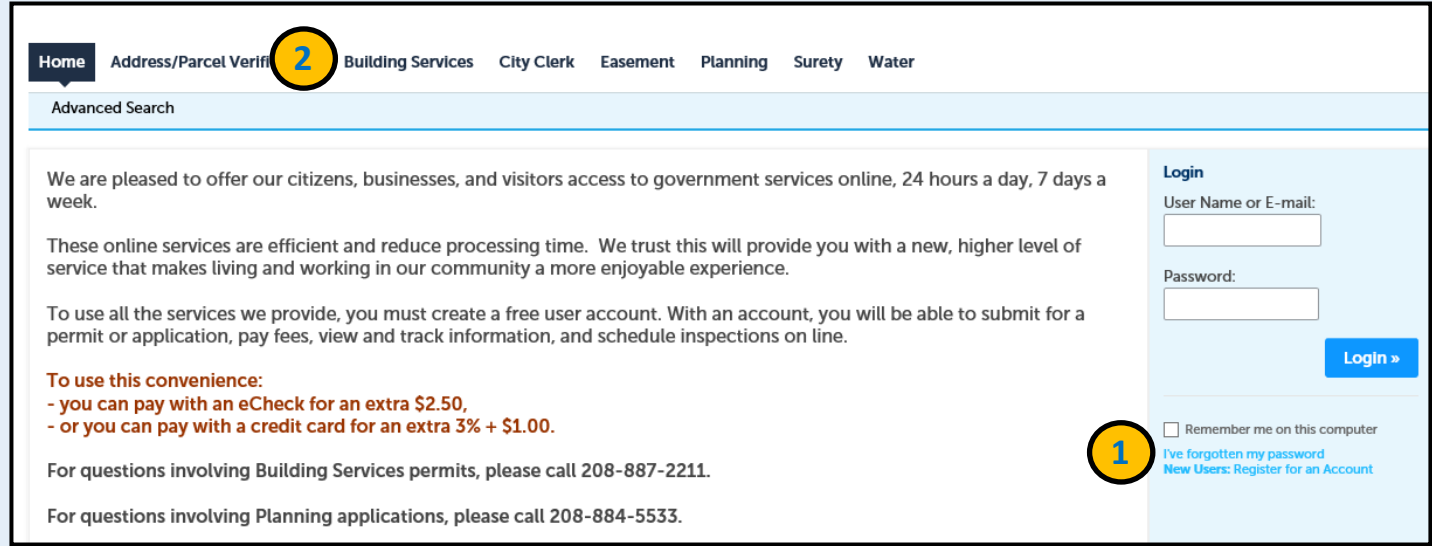


<https://citizenportal.meridiancity.org/CitizenAccess/Default.aspx>

- Login into your existing account or Register for an Account
- New Users, once registered, check your email to activate your account

2 Schedule an Inspection

- Login and Click Building Services tab -- refer to Step 1
- Scroll down to General Search area
- Enter permit number and click search
- Click Record Info
- From the drop-down menu, choose Inspections
- Click Schedule or Request and Inspection



3 Note: To include additional notes for the inspector (Example: access info) There is a link just before hitting Finish

