

## SCHEDULING AN INSPECTION ONLINE

### If you are already listed as a contact on the permit:

1. Go to <https://ppl.gaithersburgmd.gov/>.
2. Click **Dashboard** in the top menu.
3. Under **My Permits**, select the permit for which you want to schedule an inspection.
4. Open the permit and click the **Inspections** tab.
5. Check the box next to the inspection you want to schedule and click **Request Inspection**.  
*Note: you can schedule multiple inspections at once by checking the box next to each inspection you want to schedule.*
6. Choose your preferred date under **Requested Date**, then click **Submit**.

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### If you are NOT listed as a contact on the permit:

1. Go to <https://ppl.gaithersburgmd.gov/>.
2. Click **Login or Register** and complete the registration process to create an account.
3. After logging in, click **Search** in the top menu.
4. Enter the permit number and click **Search**.
5. Click the permit number to open the permit.
6. Click the **Inspections** tab.
7. Check the box next to the inspection you want to schedule and click **Request Inspection**.  
*Note: you can schedule multiple inspections at once by checking the box next to each inspection you want to schedule.*
8. Choose your preferred date under **Requested Date**, then click **Submit**.

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**Important:** You must have an account and be logged in to schedule inspections online.

### INSPECTION INFO:

- You must schedule an inspection before noon to have it performed the following business day.
- Inspections generally begin at 7:00 a.m. If you wish to contact your assigned inspector, please visit <https://ppl.gaithersburgmd.gov/> and click **Today's Inspections** at the top where you can locate your assigned inspector and their contact information.
- If a particular inspection is needed for this project and is not listed on the "required inspections" list, please contact the plan reviewer or inspector to have this added.

Please make sure to provide this information to the property owner or contractor who will be responsible for scheduling any inspections.