



BUILDING AND SAFETY DEPARTMENT

Phone: (310) 605-5509 www.comptoncity.org

Online Portal Steps to Schedule, Viewing Inspection, Times and Permits

OBTAINING USER ID & PASSWORD: You must be the contractor or real estate broker (for pre-sales) on both permit and business license account in order for the City of Compton Business License Department to issue/ re-set any User ID and password.

- **Enter the User Name and Password issued by the City of Compton Business License Department**
~ *The Building and Safety Department does not issue nor re-set login information ~*

If you are **NOT** the contractor or the real estate broker, you will **NOT** be able to schedule an inspection. Please make sure the log-in information is the same that Business License Department provided, when trying to log into the account. **Do not create a separate account**, it will not be linked to the permits. If you applied for your business license online, please continue using the login information you created.

SCHEDULING INSPECTIONS:

- **Go to www.comptoncity.org**
- **Move mouse over Departments**
- Under **Building & Safety** *(Then must click on Citizen Serve Portal to be redirected to the portal)*
- Click **My Account** *(top-right corner)*
- **Log-In**
- Click **View My Requests** *(column on the left)*
- Click on the **Permit** for scheduling *(3 different tabs for permits Under Review, Issued, and All)*
- *(If we issued a permit it would be under the "ISSUED" tab and if a project is still pending to be approved it would be under the "UNDER REVIEW" tab. The tab labeled "ALL" would show you all permits whether they are issued or not)*
- Click on **Request an Inspection** *(column on the left)*
- *(If documents need to be uploaded the option to do so is right below and it states Upload a Document)*
- Complete the questions thoroughly. An e-mail confirmation will be sent once the request has been submitted.

VIEWING INSPECTION TIME: View an inspection time on the day of the scheduled inspection.

- Go to **www.comptoncity.org**
- **Move mouse over Departments**
- Click on **Building & Safety** *(Then must click on Citizen Serve Portal to be redirected to the portal)*
- Click on **Services** to choose the option **Building/Safety/PW**
- Click on **Daily Inspections** *(located on left side under "City Hall Operating hours")*
- Enter the **Inspection Date** and then **Click Submit**
- A list of inspections scheduled for that day and their times will then appear. Locate the inspection by job address. (Please Note: Sometimes there will be two pages of scheduled inspections listed for that day.)

Make sure you look thoroughly before calling the office with any questions.

Instructions for Scheduling Inspections on your Cellphone:

- Search and go to www.comptoncity.org not to SENDIO that is not the city's website
- On the **top left hand side** you will see the option **☰** and click on it
- You will then **click on Departments** chose the **Building and Safety option**
- Then select the **Citizen Serve Portal** option *(it will redirect you to the page)*
- On the **top right hand side** you will see the option to **LOGIN**
- Once logged in click on **NAVIGATE TO..**
- Chose the option **My Account**
- On the **left hand side** you will see **View My Requests** click on it
- Click on the **PERMIT** you want to schedule for
- On the **left hand side** you will see **Request an Inspection** click on it

How to apply for a permit through our portal (only if you have an active Business License with the City) :

- Once logged in click on **Services**
 - Choose the option **Building/Safety/PW**
 - On the **left hand side** you will click on the option **Apply Online**
 - Under **Application Type** you choose what type of permit *(Building/Electrical/Mechanical/Plumbing)*
 - Choose the **Sub Type** relevant to the project
 - Fill out the areas you require
 - Fill out all contractors information and attach the city license number
 - Sign everywhere it states to **Sign Here**
 - Then click on **SUBMIT**
- * *The system will accept your application and generate a **permit number** that should then be provided to the permit technicians at the counter. **
- **KEEP IN MIND PLANS ARE NOT TO BE SUBMITTED ONLINE ONLY THE APPLICATION**

To view Building and Safety Department Forms on the website:

- Go to www.comptoncity.org
- Click on **Departments**
- Choose the option **Building and Safety** then **Citizen Serve Portal** *(it will redirect you to the page)*
- Click on **Services** and choose **Building/Safety/PW**
- Scroll down and you will see the Forms listed from B-000 to B-059

Permit Holder

(Contractor or Agent for Contractor)

ALL INSPECTIONS ARE REQUIRED TO BE SCHEDULED ONLINE, CITY OF COMPTON LICENSE HOLDERS HAVE ACCESS TO OUR PORTAL TO SECURE THE REQUIRED INSPECTIONS BY USING THEIR USERNAME AND PASSWORDS.

CRC Section 109 Required Inspection

For on-site construction, from time to time the Building Official upon notification from the permit holder or his agent, shall make or cause to be made any necessary inspections and shall either approve that portion of the construction as completed or shall notify the permit holder or his or her agent wherein the same fails to comply with this code. The enforcing agency upon notification if the permit holder or their agent shall within a reasonable time make the inspections set forth in Sections: R109.1.1, R109.1.1.1, R109.1.3, R109.1.4, R109.1.4.1, R109.1.4.2, R109.1.5, R109.1.5.1, R109.1.5.1, R109.1.5.2, R109.1.5.3, R109.1.6, R109.1.6.1 and R109.1.6.2

CMC 105.2 CPC 105.2 Required Inspections

New mechanical system work and such portions of existing systems as affected by new work, or changes, shall be inspected by the Authority Having Jurisdiction to ensure compliance with the requirements of this code and to ensure the installation and construction of the mechanical system are in accordance with approved plans. The Authority Having Jurisdiction shall make the following inspections and other such inspections as necessary. The permittee or the permittee's authorized agent shall be responsible for the scheduling of such inspections.

CURRENTLY WE WILL NOT PROCESS AND/OR ACCEPT REQUESTS FOR INSPECTIONS VIA TELEPHONE AND/OR IN PERSON.