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**
   - 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

   ![Image](https://citizenportal.meridiancity.org/CitizenAccess/Default.aspx)

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

   **Include Additional Notes**
   Cancellation and Reschedule Policy:
   Reschedule must be made before 12:00 AM. Cancellations must be made before 12:00 AM.