

Scheduling an inspection online

- Start at <https://pals.cityoflakewood.us/palonline/#/dashboard> and click on Login at the top of the page and enter your email address and password.
 - If you do not currently have an account you will need to sign up for one before moving on. You will be asked to provide basic information.



- Once logged in click on “Permit Look Up” along the top of the site.



- Enter the permit number and hit Search

A screenshot of the "Application/Permit Lookup" form. The form has a green header with a question mark icon. It contains several input fields: "Application/Permit #:" with the value "1234", "Tax Parcel #:", "Contractor Id:", "Applicant Name:", "Project Name:", and "Site Address:" (with sub-fields for "House Number" and "Street Name w/o prefix or suffix"). There are three buttons: a green "Search" button, a blue "Clear" button, and a grey "Export" button. Two orange arrows point to the "Search" button and the "Application/Permit #" input field.

- The next screen will show the permit information – on there is an orange button “I Want To...”

Application/Permit Information ?

Appl/Permit: 1234
Site Address: 7620 **Status:** Issued **Area:** Lakewood
Applicant: **Expiration Date:** 03/24/2023 **Owner:**
Address: **Type:** Right-Of-Way and/or Oversized Load **Address:**
Application Date: **Tax Parcel:**
Project Name: (Hard surface cut) A-Advanced Septic and Construction
Work Description: Tap existing public sewer on Harmony Pl. SW. to install a building sewer to the new single-family residence.

I Want To... ▾

Department Status	Reviews	Scheduled Insp	Completed Insp	Inspection Holds	Fees	Related Permits	Documents
This page shows the status for each department that will review or has already reviewed this application/permit.							
Department	Status			Last Updated			
PUBLIC WORKS ENGINEERING	Approved			03/23/2022			

- From the “I Want To...” drop down you will see the option to “Schedule an Inspection”

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I Want To... ▾

Add to eNotification
 Cancel an Inspection
 Create Related Application
 Pay Fees
 Pay Reinspection Fee
 Print
 Renew Application/Permit
 Resubmit
 Schedule an Inspection

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- A second screen will open and ask you for the details of your request. Please make sure to include any notes you would like the inspector to see prior to your appointment. Once the information is filled out you will hit the “Submit” button. **Please Note- you can request either AM or PM, but are unable to select a specific time.

Online Inspection Request



Permit: 1234
Site Address:
Permit Type: Right-Of-Way and/or Oversized Load
Application Date: 03/16/2022

Applicant:
Requested Inspection Date: 

Inspection Type:

Contact Name:

Contact Phone:

Special Instructions/Information:

Comments are limited to 2000 characters



Submit

Cancel