



# City of New Hope Community Development

4401 Xylon Ave N • New Hope MN 55428 • Phone: 763-531-5127 • Fax: 763-531-5136  
• newhopemn.gov • newhopeinspections@newhopemn.gov

## eScheduling

### General Information

- Must have an account to schedule online.
- Can schedule up to 10 days in advance. Same day inspections are not available.
- If needing to cancel or change an inspection, contact us at 763-531-5127.
- **Inspections are being conducted through video using FaceTime or Google Duo. In comments field, please indicate which platform will be used and the contact information.**
- Not available for new construction inspections. Please call 763-531-5127 to schedule.

### Getting Started

- Go to the ePermits website <https://epermits.logis.org/home.aspx?city=nh>
- If an existing account, click Login and enter credentials.
- If no existing account, one will need to be created.
  - Click Login > Register for an Account
  - Enter required information and click Create Account.

### How to Schedule an Inspection

- Once logged in, click Search for Permit.
- Enter permit number or address.
  - Can also search by Contractor, Permit Type, Sub Type, Work Type, Issued Date or Applied Date.

**Enter all or part of any of the following fields. At least one field is required.**

Permit #:	<input type="text" value="NH_____"/>
Number:	<input type="text"/>
Street Name:	<input type="text"/>
Unit:	<input type="text"/>
Contractor:	<input type="text"/>

- Locate permit and click Inspections link.

Permit #	Inspections	Permit Type
<a href="#">NH062121</a>	<a href="#">Inspections</a>	Building
<a href="#">NH062123</a>	<a href="#">Inspections</a>	Building

- Check Inspection Type under Schedule a New Inspection section and click Schedule Inspection.

**Schedule a New Inspection**

Check each inspection that you want to schedule.

<input type="checkbox"/>	Inspection Type	Estimated Duration (Minutes)
<input checked="" type="checkbox"/>	Final	30

**Schedule Inspection →**



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- Select desired date for inspection.
  - Available dates will show in bold.

Inspection Date: \*

October 2020						
S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	24
25	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	31
1	2	3	4	5	6	7

- Once day is selected, available times will display. Select time.

Inspection Time: \*

09:00 AM - 09:30 AM

09:30 AM - 10:00 AM

10:00 AM - 10:30 AM

- Select Meet Contractor or Meet Owner.

Meet Contractor:

Meet Owner:

- Permit applicant and phone will automatically populate with information from permit.
- Enter On-Site Contact and On-Site Phone. Under Comments, list preferred video platform or any other pertinent information related to the inspection.
- Click Schedule Inspection.

Permit Applicant: \*

Applicant Phone: \*

On-Site Contact: \*

On-Site Phone: \*

Comments:  
300 character  
maximum length

- An email confirmation will automatically be sent.