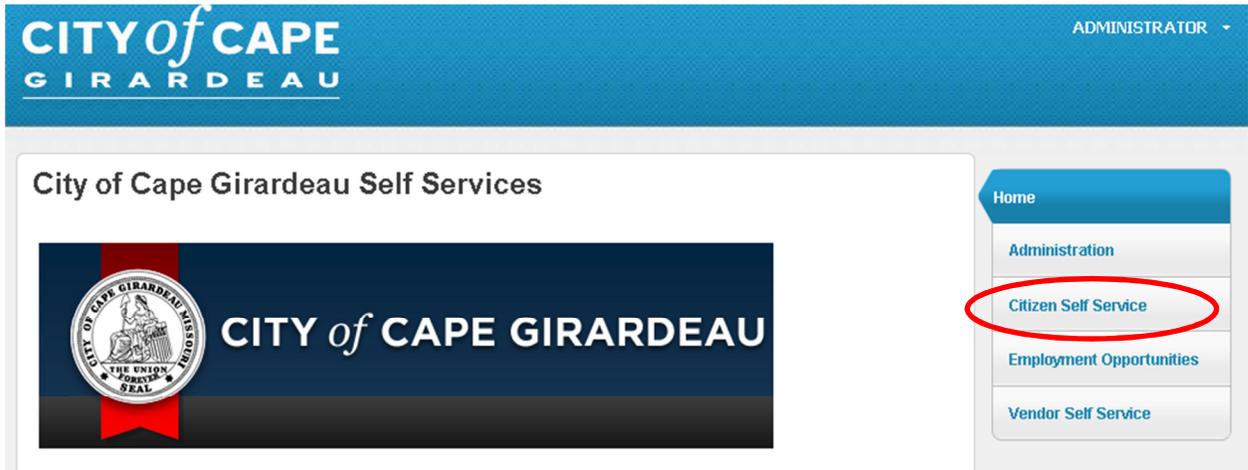
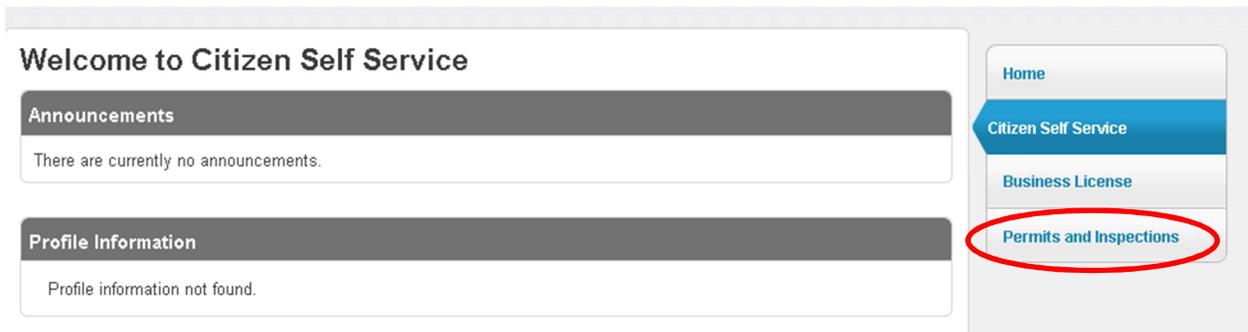


**How to request an inspection online and view inspection results:**

1. Go to this website <http://www.cityofcapegirardeau.org/Contractors> and click on MUNIS Citizen Self-Service and log-in to your account.
2. On the right hand side of the screen, click on Citizen Self Service



3. On the right hand side of the screen, click on Permits and Inspections



4. You can search for the permit two different ways, by the Application reference or by the Location.  
 To search by Application reference, locate the Application number on the bottom left of the permit, enter into the search box and click Search:



**CITY OF CAPE GIRARDEAU**  
 INSPECTOR  
 401 INDEPENDENCE  
 CAPE GIRARDEAU, MO 63901  
 573-339-6327



**PERMIT NUMBER**  
**EL311**  
Issue Date: 12/11/2015

**Permit Type: ELECTRICAL PERMIT**

Project Description	
Parcel Number: 159190007053000000 Street Address: 550 NORTH SILVER SPRINGS ROAD Subdivision: Lot Acreage: 6.210	Lot: Section: 00 Block: 07 Zoning District: C2 Flood Zone: AEFD
Owner Information	Applicant Information
Owner: _____  Owner Address: _____  Phone: _____	Applicant: _____  Applicant Address: POPLAR BLUFF, MO 63901  Phone: _____
Contractor Information	
Contractor: _____ Contractor Address: POPLAR BLUFF, MO 63901  Phone: _____  Tradesman: Lic. Exp. Date: _____	
Project Description	
ELECTRICAL PERMIT	
Scope of Work	
SERVICE FOR LIFT STATION	
Permit Details:	
	ELECTRICAL SERVICE 1.0

I, the undersigned, agree to pay all applicable City fees and charges, and to comply with all applicable laws regulating the work. I have also received a copy of this document and understand that it is my responsibility to inform this office of any change of contractor by completing and submitting a change of contractor form if necessary. I further understand that all inspection requests are to be made by me or my agent.

\_\_\_\_\_  
Signature of Owner/Contractor

\_\_\_\_\_  
Signature of Approving Official

Issue Date: 12/11/2015

Permit Expiration Date: 06/08/2016

Any permit issued expires six (6) months after issuance if no inspections have been made.

<b>Application Number</b> 4813	<b>TOTAL FEES:</b> \$ 25.00
--------------------------------	-----------------------------

Note: The Application Number and Permit Number are not the same!

To search by Location, enter the address Number and Street name. For example, for 550 N Silver Springs Rd, enter 550 in the Number box and Silver Springs in the Street name box. Do not include the direction or the suffix.

Click the checkbox for “Active Applications only”, to narrow the search results.

**Location**

Number

Street name

**Application reference**

**Status**

Active Applications only

Unperformed Inspections only

Remember these values

**Search** **Reset**

5. Find your Application in the list and click Details on the right side.

### Permits and Inspections Search Results

1 Application | 0 Inspections

[Modify Search](#) | [New Search](#)

Show active Applications only

Location / Subdivision	Owner/Contractor	Parcel	Status	Reference	Fees	Due	
401 INDEPENDENCE STREET	CAPE GIRARDEAU CITY OF / SAMPLE CONTRACTOR	211070028013000000	ACTIVE	4768	\$289.90	\$45.00	<a href="#">Details</a>

Show unperformed Inspections only

**Inspections \* (0 found)**

Found no Inspections matching the search criteria.

\* List only includes inspections with no associated application.

- Home
- Citizen Self Service
- Business License
- General Billing
- Non-Emergency Requests
- Parking Tickets
- Permits and Inspections**
- Accounts
- Contact Us

6. Scroll down to the Inspection section of the screen. Find the Inspection type you want to schedule and click Schedule.

<input type="checkbox"/> Pay	FRAMING 1	CAPE GIRARDEAU CITY OF / SAMPLE CONTRACTOR	\$0.00	\$0.00	<a href="#">Details</a>	<a href="#">Schedule</a>
<input type="checkbox"/> Pay	ROOF DECKING & FRAMING1	CAPE GIRARDEAU CITY OF / SAMPLE CONTRACTOR	\$0.00	\$0.00	<a href="#">Details</a>	<a href="#">Alert</a>
<input type="checkbox"/> Pay	DECK 1	CAPE GIRARDEAU CITY OF / SAMPLE CONTRACTOR	\$0.00	\$0.00	<a href="#">Details</a>	<a href="#">Alert</a>
<input type="checkbox"/> Pay	FOOTING/SLAB 1	CAPE GIRARDEAU CITY OF / SAMPLE CONTRACTOR	\$0.00	\$0.00	<a href="#">Details</a>	<a href="#">Schedule</a>
<input type="checkbox"/> Pay	DECK FOOTING 1	CAPE GIRARDEAU CITY OF / SAMPLE CONTRACTOR	\$0.00	\$0.00	<a href="#">Details</a>	<a href="#">Alert</a>
<input type="checkbox"/> Pay	FOUNDATION WALL1	CAPE GIRARDEAU CITY OF / SAMPLE CONTRACTOR	\$0.00	\$0.00	<a href="#">Details</a>	<a href="#">Alert</a>

7. Enter the required information (noted with a red asterisk).

For Shift/Time, leave this blank; it does not function in the software yet.

In the Priority/Comments section, indicate if you want a morning or afternoon inspection and any special instructions such as where to meet or the garage key-code.

Click Schedule.

## Permits and Inspections

### Schedule Inspection 67336

Owner/Contractor	CAPE GIRARDEAU CITY OF / SAMPLE CONTRACTOR
Location	401 INDEPENDENCE STREET
Type	FOOTING/SLAB 1

**Contact Information**

Name *	<input type="text" value="Anna test"/>
Phone *	<input type="text" value="3396327"/>
Email *	<input type="text" value="akangas@cityofcape.org"/>

**Schedule Preferences**

Date *	<input type="text" value="11/30/2015"/> <small>Note: Inspection scheduling requires 1 day advanced notice.</small>
Shift/Time	<input type="text" value="No preference"/>
Priority/Comments	<input type="text" value="morning"/>

Enter these validation numbers into the box below them

Enter the following validation numbers into the box provided.



\* indicates required field

- Home
- Citizen Self Service
- Business License
- General Billing
- Non-Emergency Requests
- Parking Tickets
- Permits and Inspections**
- Accounts
- Contact Us
- Application Details
- Search Results
- New Search
- Utility Billing

8. You will receive a confirmation screen. We recommend you print this screen or save a screenshot of it. You will not receive a confirmation email.

## Permits and Inspections

### Inspection 67336

 Request has been scheduled.  
Inspection Date: 11/30/2015  
Inspection Time: 

[Return to Application Details](#)

[View inspection checklist](#)

Inspection Details	
Inspection Type	FOOTING/SLAB 1
Contractor	CAPE GIRARDEAU CITY OF / SAMPLE CONTRACTOR
Contractor ID	22826
Application Contractor ID	22826
Requested	11/25/2015
Scheduled	11/30/2015
Performed	
Inspector	
Comments	
Results	

[Fees](#)

Fee amount	\$0.00
Paid to date	\$0.00
Balance due	\$0.00

- Home
- Citizen Self Service
- Business License
- General Billing
- Non-Emergency Requests
- Parking Tickets
- Permits and Inspections**
- Accounts
- Contact Us
- Application Details
- Search Results
- New Search
- Utility Billing

9. Once the inspection is completed, you will be able to review the results, the inspection checklist and comments the inspector has regarding the inspection. To view this information, follow the instructions from items 1-6, but click on Details (instead of Schedule). From the main screen, you can see if the overall inspection passed or failed.

		CONTRACTOR					
<input type="checkbox"/>	Pay	FLOOR FRAMING 1	CAPE GIRARDEAU CITY OF / SAMPLE CONTRACTOR		\$0.00	\$0.00	<a href="#">Details</a> <a href="#">Alert</a>
<input type="checkbox"/>	Pay	FRAMING 1	CAPE GIRARDEAU CITY OF / SAMPLE CONTRACTOR		\$0.00	\$0.00	<a href="#">Details</a> <a href="#">Schedule</a>
<input type="checkbox"/>	Pay	ROOF DECKING & FRAMING1	CAPE GIRARDEAU CITY OF / SAMPLE CONTRACTOR		\$0.00	\$0.00	<a href="#">Details</a> <a href="#">Alert</a>
<input type="checkbox"/>	Pay	DECK 1	CAPE GIRARDEAU CITY OF / SAMPLE CONTRACTOR		\$0.00	\$0.00	<a href="#">Details</a> <a href="#">Alert</a>
<input type="checkbox"/>	Pay	FOOTING/SLAB 1	CAPE GIRARDEAU CITY OF / SAMPLE CONTRACTOR	11/30/2015 FAIL	\$0.00	\$0.00	<a href="#">Details</a> <a href="#">Schedule</a>
<input type="checkbox"/>	Pay	DECK FOOTING 1	CAPE GIRARDEAU CITY OF / SAMPLE CONTRACTOR		\$0.00	\$0.00	<a href="#">Details</a> <a href="#">Alert</a>
<input type="checkbox"/>	Pay	FOUNDATION WALL1	CAPE GIRARDEAU CITY OF / SAMPLE CONTRACTOR		\$0.00	\$0.00	<a href="#">Details</a> <a href="#">Alert</a>

10. If the inspector had comments, those are in the Comments section. To see which checklist items passed or failed, click on View inspection checklist at the top right.

## Permits and Inspections

### Inspection 67336

[Return to Application Details](#)

[View inspection checklist](#)

Inspection Details	
Inspection Type	FOOTING/SLAB 1
Contractor	CAPE GIRARDEAU CITY OF / SAMPLE CONTRACTOR
Contractor ID	22826
Application Contractor ID	22826
Requested	11/25/2015
Scheduled	11/30/2015
Performed	11/25/2015
Inspector	ANNA KANGAS
Comments	CALL FOR REINSPECTION
Results	FAIL

**Fees**

Fee amount	\$0.00
Paid to date	\$0.00
Balance due	\$0.00

- Home
- Citizen Self Service
- Business License
- General Billing
- Non-Emergency Requests
- Parking Tickets
- Permits and Inspections**
- Accounts
- Contact Us
- Application Details
- Contractor Information
- Search Results
- New Search
- Utility Billing

11. If the inspector had comments about a specific checklist item, those comments are in the far right column.

### Permits and Inspections Inspection Checklist

[Return to Inspection Details](#)

Description	Pass/Fail	Comments
VERIFY BUILDING SETBACKS	PASSED	
UNDISTURBED SOIL OR PROPERLY COMPACTED FILL MATERIAL	PASSED	
MIN. 18" DEEP FOUNDATIONS	PASSED	
AREA UNDER FTG & SLAB FREE OF VEGETATION & FOREIGN MATERIALS	PASSED	
FOOTING WIDTH AND DEPTH ARE PER APPROVED PLANS	PASSED	
TOP OF FTG LEVEL OR STEPPED, SLOPED MAX 10%	PASSED	
CORRECT REBAR SIZE	PASSED	
REBAR HAS CORRECT OVERLAP AND APPROVED SUPPORTS	PASSED	
CORRECT CONCRETE COVER OVER REBAR	PASSED	
MIN 20' LONG ELECTRODE ATTACHED TO REBAR W/ MIN 2 CLAMPS	FAILED	ONLY 1 CLAMP PROVIDED
VERIFY COLUMN, DECK, PORCH, FIREPLACE FOOTINGS ARE PER APPROVED PLANS	PASSED	
VERIFY GRADE STAKES OR STRINGS SET FOR PROPER DEPTH	PASSED	
VERIFY CORRECT SLEEVING FOR PENETRATIONS	PASSED	
VERIFY FOUNDATION DRAIN	PASSED	
GEOTECHNICAL REPORT PROVIDED FOR FILL	PASSED	

- [Home](#)
- [Citizen Self Service](#)
- [Business License](#)
- [General Billing](#)
- [Non-Emergency Requests](#)
- [Parking Tickets](#)
- Permits and Inspections**
- [Accounts](#)
- [Contact Us](#)
- [Application Details](#)
- [Contractor Information](#)
- [Search Results](#)
- [New Search](#)
- [Utility Billing](#)

**Note:**

At this time, re-inspections may not be requested online. The inspector can schedule the re-inspection from the field, or you may call in to schedule the re-inspection. The results, comments and checklist items for re-inspections are available online after the inspection is complete.