How to request an inspection online and view inspection results:

1. Go to this website [http://www.cityofcapegirardeau.org/Contractors](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:

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.

5. Find your Application in the list and click Details on the right side.
6. Scroll down to the Inspection section of the screen. Find the Inspection type you want to schedule and click Schedule.
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.
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.
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.
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.
11. If the inspector had comments about a specific checklist item, those comments are in the far right column.

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.