Login at:

permit.burbankca.gov

This website link will bring up the login page for the City of Burbank Citizen Access Portal

If you have a login, login in with your email address and password.

If you do not have an account, you will need to create one by clicking on “New User? Register Here” and following the instructions (next page).
The first time you use this Portal you must create a User Account. Complete the fields. Fields marked with an Asterik “*” are required. Then click on Next.
Complete the registration by clicking the boxes asking if you are own property in Burbank or a contactor. Then click Finish.

Now you can log into the Burbank Citizen Access Portal by entering the email address and password you created earlier. Then click Login.
Once you are logged in, you can choose to Request, Review or Cancel a Building Inspection:

You can enter a Building Inspection Request in one of two ways:

- Click on Request an Inspection item on the left
- [Click here to Request an Inspection](link) link
Enter the Permit Number, and the address will be displayed. You may choose a date up to three business days in advance. Holidays and weekends are not available and will be grayed out. Multiple inspections may be requested by creating additional Inspection Requests one at a time.

You then choose the Inspection Type you are requesting from the pulldown.

Next to Contact Information, enter the contact name and phone number of the person (must be an adult) who will be available at the job site for the inspection in case the Inspector needs to reach you.

Then you can enter any special comments in the Comments to Inspector box.

Click on Schedule Inspection Request to finish.
After scheduling the inspection, you will see a list of the inspections you scheduled for this Permit Number.

**Inspection Results**

<table>
<thead>
<tr>
<th>Permit Number</th>
<th>Inspection Date</th>
<th>Inspection Type</th>
<th>Inspection Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>031910085</td>
<td>08/22/2019</td>
<td>102-Station Control</td>
<td>Request For Inspection</td>
</tr>
<tr>
<td>150 THIRD ST, N Burbank OX 01510</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**If you need to Cancel an Inspection Request.**

Click on the ➔ Cancel a Scheduled Inspection item on the left.
This box will appear

Then enter the Permit Number and choose the Date of the Scheduled Inspection that you want to Cancel.

Then click Press the Inspections List button at the bottom right.
ONLINE INSPECTION REQUEST – TESTING USER GUIDE

A list of all of the Inspections Requested on the Date you entered will be displayed so you can choose one or more to cancel.

Once you check the box(es) and click Cancel Inspection, the Requested Inspection will be removed from this current list.

**Note: Please call inspectors between 7 AM and 8 AM on business days for any questions**

You will then see this screen:

**Note: Please call inspectors between 7 AM and 8 AM on business days for any questions**
To review the list of Scheduled Inspections:

Click on the ➔ Review Scheduled Inspections item on the left

You can also review a list all of the Inspections for the Building Permit by entering the number, then clicking View Inspections.

Note: Please call inspectors between 7 AM and 8 AM on business days for any questions

This box will appear: