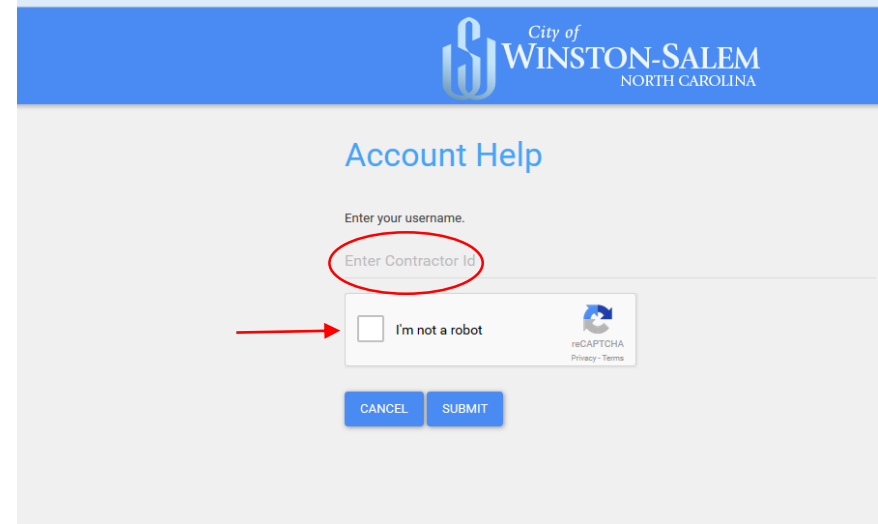
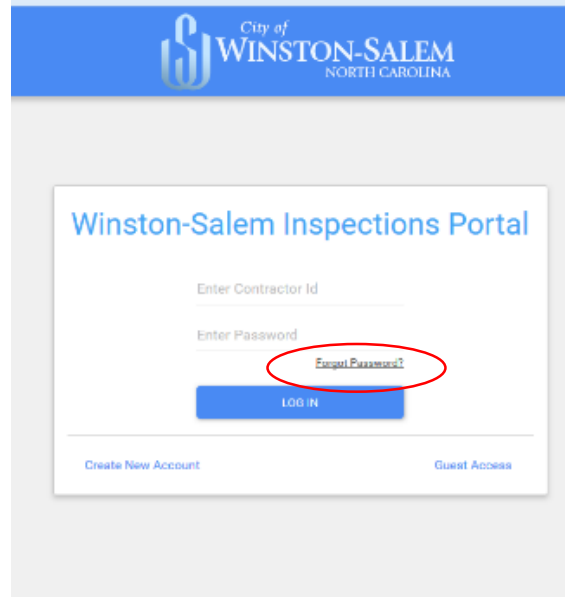


BuildIT On-Line Permitting System
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**For Contractors:
Logging into to the
Winston-Salem
Inspection Portal for
the first time.**

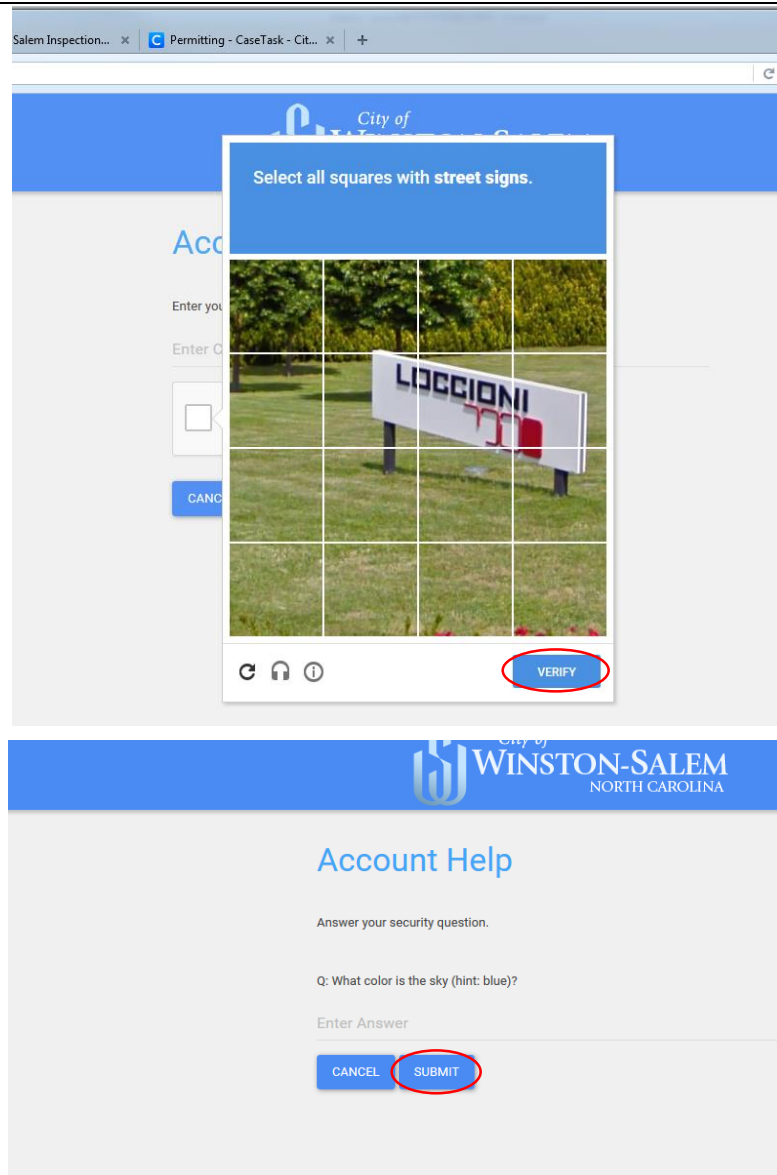
1. Go to <https://buildit.cityofws.org/wsfpermit>
2. Click forgot password.
3. Enter your Contractor Id. Check the box and then click Submit.



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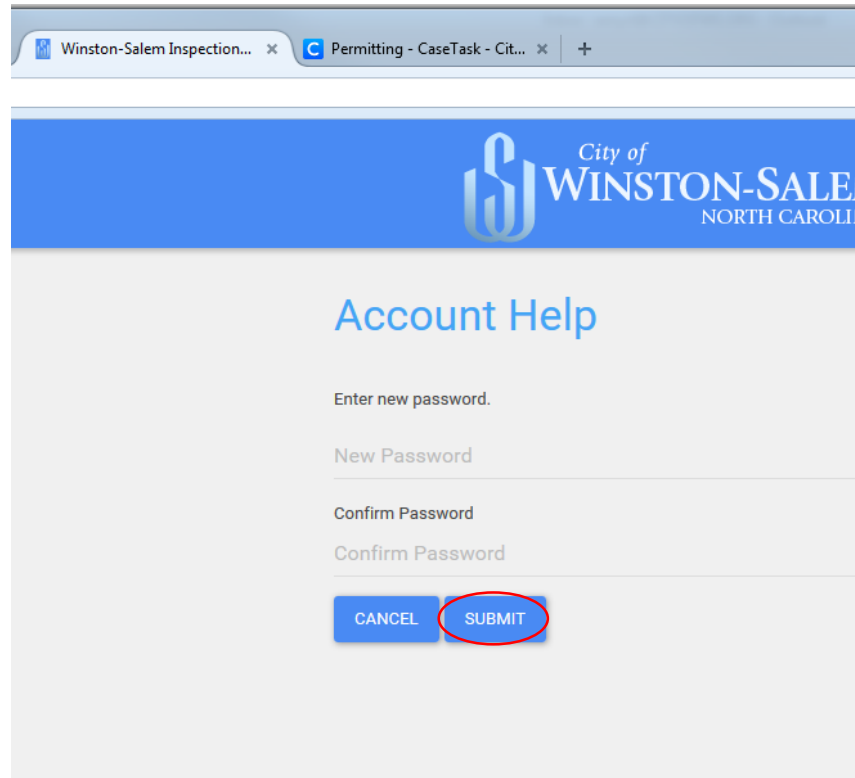
4. Follow the instructions on the instructions on the pop up and click verify.

5. Enter the answer to the security question. The answer is blue. Then click submit.



6. Enter and confirm your new password and click submit.

You will see a pop up that reads "Password successfully reset. Please Login using your new password." Close this box and login with your contractor Id and new password.



The screenshot shows a web browser window with two tabs: "Winston-Salem Inspection..." and "Permitting - CaseTask - Cit...". The page header features the City of Winston-Salem logo and the text "City of WINSTON-SALEM NORTH CAROLINA". The main heading is "Account Help". Below the heading, the text "Enter new password." is followed by two input fields: "New Password" and "Confirm Password". At the bottom of the form, there are two buttons: "CANCEL" and "SUBMIT". The "SUBMIT" button is circled in red.

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3. Once you have found the Inspection you want to schedule check the box and click schedule.

The screenshot displays the 'Schedule Inspection' interface for the City of Winston-Salem. The page title is 'Schedule Inspection' and it includes a search bar and a calendar icon. Below the title, there is a message: 'If you are looking for an inspection and cannot find it, please call inspections at 336-727-2624.' The main section is titled 'Available Inspections' and shows a table with 6 entries. The first entry is selected, indicated by a red circle around the checkbox. At the bottom right, there is a blue 'SCHEDULE' button, also circled in red.

Permit Number	Permit Type	Inspection Type	Inspection Description	Location
P1700008	P-RALT	B-PLMBRGH	Plumbing Rough In	1171 RED SAGE RD
P1700008	P-RALT	B-UNDRINS*	Underground Inspection	1171 RED SAGE RD
P1700008	P-RALT	B-PLMBFIN	Final Plumbing Inspection	1171 RED SAGE RD
P1700008	P-RALT	P-RELEASE	Gas Release	1171 RED SAGE RD
P1700008	P-RALT	B-SEPTINS*	Septic Sewer Inspection	1171 RED SAGE RD
P1700008	P-RALT	B-MSLWH	Public Sewer Inspection	1171 RED SAGE RD

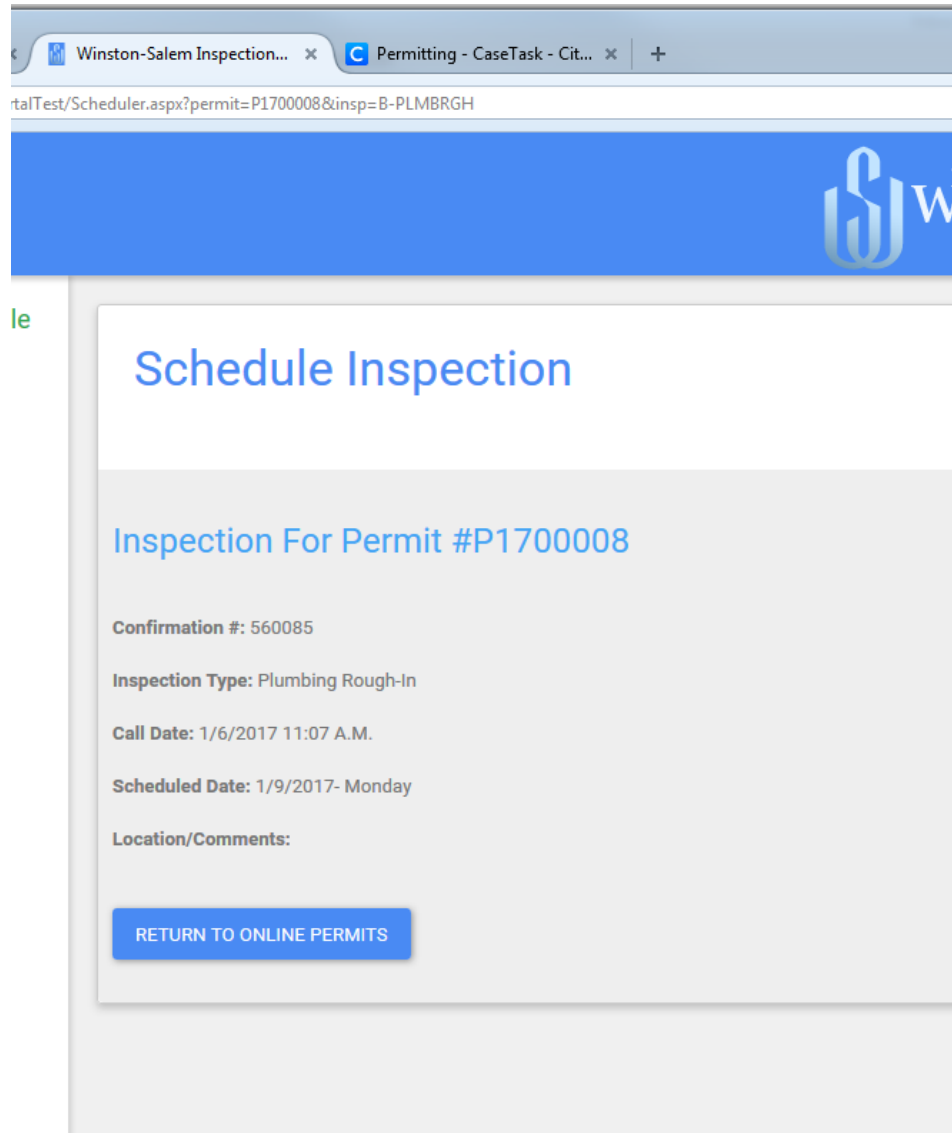
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4. The next screen will give you the days that you may schedule the inspection. Select the day by clicking the circle to the left of the day.

Type any comments in the comments section at the bottom and click Schedule.

The screenshot shows a web browser window with two tabs: 'Winston-Salem Inspection...' and 'Permitting - CaseTask - Cit...'. The address bar shows the URL: 'PortalTest/Scheduler.aspx?permit=P1700008&insp=B-PLMBRGH'. The page header features the City of Winston-Salem logo and the text 'City of WINSTON-SALEM NORTH CAROLINA'. Below the header, the current date and time are displayed as '1/6/2017 10:57 A.M.'. The main content area is titled 'Inspection Information:' and lists the following details: 'Inspection Type: B-PLMBRGH', 'Inspection Description: Plumbing Rough-In', 'Permit Number: P1700008', 'Permit Type: P-RALT', 'Permit Description: Plumbing Residential Alteration/Repair', and 'Location: 1171 RED SAGE RD'. Below this information is a section titled 'Schedule Day:' with a list of dates and days: '1/9/2017- Monday', '1/10/2017- Tuesday', '1/11/2017- Wednesday', '1/12/2017- Thursday', and '1/13/2017- Friday'. The radio button for '1/9/2017- Monday' is selected and circled in red. Below the date list is a 'Location/Comments:' section with a text input field. A red arrow points to this input field. At the bottom right of the form is a blue 'SCHEDULE' button. The footer of the page contains the text 'ALL FOLDERS ARE'.

The next screen will give you a confirmation number and the information about the scheduled inspection.



The screenshot shows a web browser window with two tabs: 'Winston-Salem Inspection...' and 'Permitting - CaseTask - Cit...'. The address bar shows the URL: 'ortalTest/Scheduler.aspx?permit=P1700008&insp=B-PLMBRGH'. The page features a blue header with a logo on the right. Below the header, the main content area is titled 'Schedule Inspection' in blue. Underneath, there is a grey box containing the following information:

- Inspection For Permit #P1700008**
- Confirmation #:** 560085
- Inspection Type:** Plumbing Rough-In
- Call Date:** 1/6/2017 11:07 A.M.
- Scheduled Date:** 1/9/2017- Monday
- Location/Comments:**

At the bottom of the grey box is a blue button labeled 'RETURN TO ONLINE PERMITS'.