

Schedule an Inspection

Staunton Community Development Department | City Hall, 3rd Floor | 540.332.3862

Step 1: Navigate to Staunton's Civic Access Site



Step 2: Click "Login or Register" and Log into the Civic Access Site



Step 3: Click "Request Inspection"



Step 4: Click your permit number to open the permit record.

Case Number	Address	Type	Inspection Type
ADEV-2026-0001		Amusement Device	Amusement Device Inspection
RE-2026-0001	143 RFLVIEW ST STAUNTON VA 24401	Building (Residential) - New Single Family D	Insulation

Step 5: Under the available actions section, click "Request" next to the inspection type you need to schedule.

Permit Number: ADEV-2026-0001

Permit Details | Tab Elements | Main Menu

Type: Amusement Device **Status:** Issued **Project Name:**

Applied Date: 03/10/2026 **Issue Date:** 03/10/2026

District: City of Staunton **Assigned To:** Armstrong, Delana **Expire Date:** 09/06/2026

Finalized Date:

Description: sdfsfdf

Summary | Locations | Fees | Inspections | Attachments | Contacts | Sub-Records | More Info

Progress: 60% Completed

Workflow:

- Print Permit - Passed
- Confirm Application Completeness - Passed: 03/10/2026
- Issue Permit - Passed: 03/10/2026
- Amusement Device Inspection -
- No Further Inspections/Project Closed

Available Actions:

Request Inspection (Amusement Device Inspection) **Request**

Step 6: Click the calendar icon next to the "Requested Date" field.

Request Inspections (1)

***REQUIRED**

#ADEV-2026-0001

Inspection Type: Amusement Device Inspection **Case Type:** Amusement Device

Address:

*** Requested Date** [Calendar Icon]

Comments/Gate Code

Submit

Step 7: Click the date you want to schedule the inspection.

*REQUIRED

#ADEV-2026-0001

Inspection Type: Amusement Device Inspection Case Type: Amusement Device

Address:

* Requested Date

Comments/Gate Code

March 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	01	02	03	04
05	06	07	08	09	10	11

Today Close Open

Hours: 8 a.m. to 5 p.m.

Submit

Step 8: Select the "AM" or "PM" option for your preferred inspection time.

*REQUIRED

#ADEV-2026-0001

Inspection Type: Amusement Device Inspection Case Type: Amusement Device

Address:

* Requested Date

Comments/Gate Code

03/16/2026

PM

Submit

Step 9: Click the "Comments/Gate Code" field and type any comments, gate code or to request a specific time for the inspection. We try to accommodate for specific time requests but they are not guaranteed.

*REQUIRED

#ADEV-2026-0001

Inspection Type: Amusement Device Inspection Case Type: Amusement Device

Address:

* Requested Date

Comments/Gate Code

03/16/2026

PM

Submit

Step 10: Click "Submit" to submit your inspection request.

*REQUIRED

#ADEV-2026-0001

Inspection Type: Amusement Device Inspection Case Type: Amusement Device

Address:

* Requested Date: 03/16/2026 PM

Comments/Gate Code:

[Submit](#)

Step 11: You will see a confirmation message. Click "Back" to return to the permit record.

[Home](#) [Dashboard](#) [Apply](#) [My Work](#) [Today's Inspections](#) [Map](#) [Fee Estimator](#) [Pay Invoices](#) [Search](#) [Calendar](#)

[Back](#)

Request inspections (1)

*REQUIRED

#ADEV-2026-0001

Inspection Type: Amusement Device Inspection
Case Type: Amusement Device
Address:

Requested Date: 03/16/2026
Comments/Gate Code: Enter comments, gate code or other important

Step 12: Once the Community Development office processes your request and schedules the inspection you will receive an email similar to this. If your specific time request can be accommodated it will be noted in the inspection comments field of the email.

From: noreply@eplmail.tylerapp.com

Your Amusement Device Inspection for [address] has been scheduled for 3/16/2026.

Inspection Comments: PM Inspection

Please note that AM inspections are generally between the hours of 9:30am and 12:00pm. PM inspections are generally between the hours of 1:00pm and 4:00pm.

Please do not reply to this email as it is not monitored and cannot receive replies.

City of Staunton
Community Development Department
540.332.3862

Step 13: Click "Inspections" to view the inspections tab.

Permit Number: ADEV-2026-0001 Add to Cart 

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Amusement Device

Applied Date: 03/10/2026

District: City of Staunton

Finalized Date:

Description: sdfsfdf

Status: Issued

Issue Date: 03/10/2026

Assigned To: Armstrong, Delana

Project Name:

Expire Date: 09/06/2026

[Summary](#) [Locations](#) [Fees](#) [Inspections](#) [Attachments](#) [Contacts](#) [Sub-Records](#) [More Info](#)

Progress

60% Completed

Completed

In Progress

Not Started

Workflow

- Print Permit - Passed
- Confirm Application Completeness - Passed: 03/10/2026
- Issue Permit - Passed: 03/10/2026
- Amusement Device Inspection - Scheduled
- No Further Inspections/Project Closed

Available Actions

Step 14: Click the inspection number to view the scheduled inspection.

Permit Number: ADEV-2026-0001 Add to Cart 

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Amusement Device

Applied Date: 03/10/2026

District: City of Staunton

Finalized Date:

Description: sdfsfdf

Status: Issued

Issue Date: 03/10/2026

Assigned To: Armstrong, Delana

Project Name:

Expire Date: 09/06/2026

[Summary](#) [Locations](#) [Fees](#) [Inspections](#) [Attachments](#) [Contacts](#) [Sub-Records](#) [More Info](#)

[Existing Inspections](#) | [Request Inspections](#) | [Optional Inspections](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

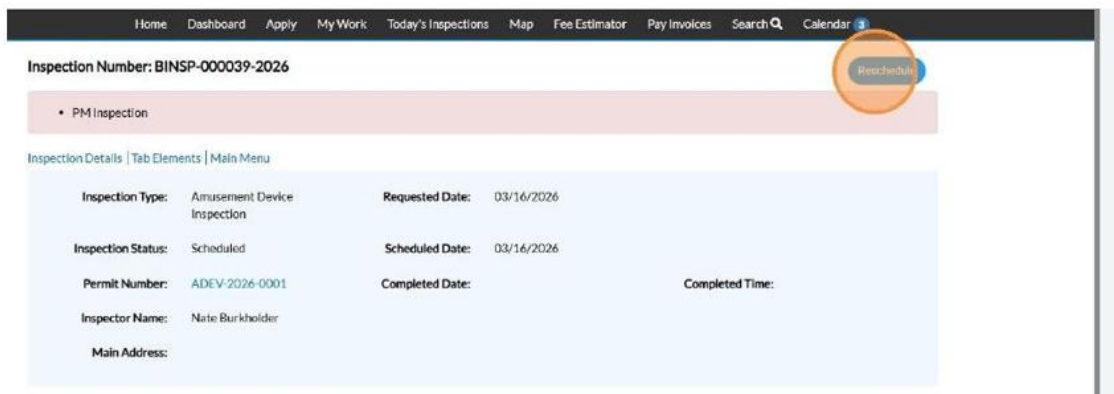
Sort: Description

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
BINSF 000039-2026	Amusement Device Inspection	Scheduled	03/16/2026	03/16/2026	Burkholder Nate	Reschedule

Optional Inspections

Description	Action
Amusement Device Inspection	Request Inspection

Step 15: **If you need to reschedule the inspection**, click "Reschedule" to change the requested inspection date.



Home Dashboard Apply My Work Today's Inspections Map Fee Estimator Pay Invoices Search  Calendar 

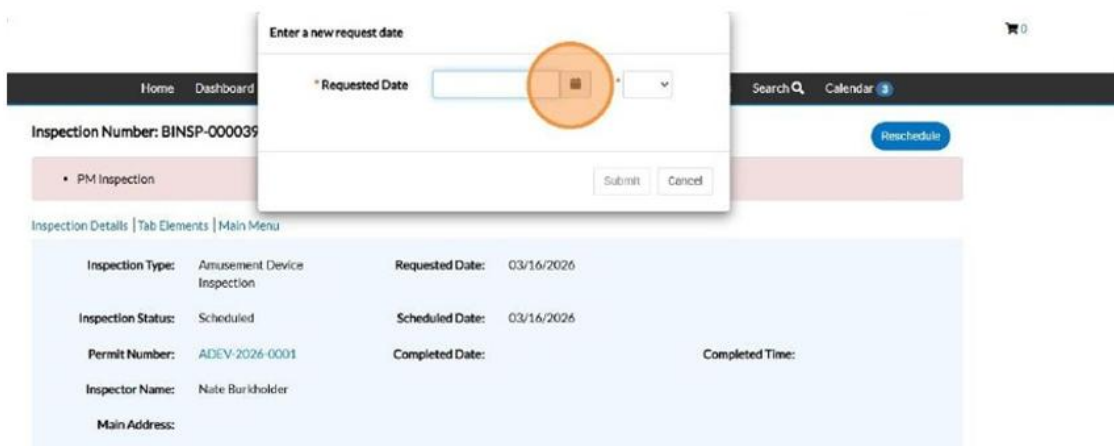
Inspection Number: BINS-000039-2026

• PM Inspection

Inspection Details | Tab Elements | Main Menu

Inspection Type:	Amusement Device Inspection	Requested Date:	03/16/2026
Inspection Status:	Scheduled	Scheduled Date:	03/16/2026
Permit Number:	ADEV-2026-0001	Completed Date:	
Inspector Name:	Nate Burkholder	Completed Time:	
Main Address:			

Step 16: Click the calendar icon to select a new date.



Enter a new request date

* Requested Date 

Submit Cancel

Home Dashboard Search  Calendar 

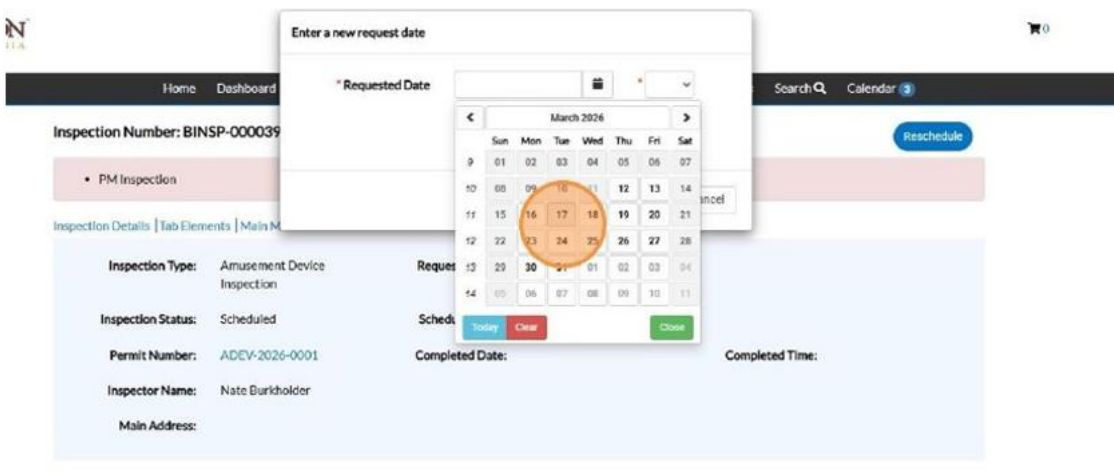
Inspection Number: BINS-000039-2026

• PM Inspection

Inspection Details | Tab Elements | Main Menu

Inspection Type:	Amusement Device Inspection	Requested Date:	03/16/2026
Inspection Status:	Scheduled	Scheduled Date:	03/16/2026
Permit Number:	ADEV-2026-0001	Completed Date:	
Inspector Name:	Nate Burkholder	Completed Time:	
Main Address:			

Step 17: Click the new date on the calendar.



Enter a new request date

* Requested Date 

Submit Cancel

Home Dashboard Search  Calendar 

Inspection Number: BINS-000039-2026

• PM Inspection

Inspection Details | Tab Elements | Main Menu

Inspection Type:	Amusement Device Inspection	Requested Date:	03/16/2026
Inspection Status:	Scheduled	Scheduled Date:	03/16/2026
Permit Number:	ADEV-2026-0001	Completed Date:	
Inspector Name:	Nate Burkholder	Completed Time:	
Main Address:			

Step 18: Select the "AM" or "PM" option for the new inspection time.

The screenshot shows a web application interface with a modal titled "Enter a new request date". The modal contains a "Requested Date" field with the value "03/17/2026" and a dropdown menu currently set to "PM". Below the date field are "Submit" and "Cancel" buttons. In the background, the main page shows "Inspection Number: BINSP-000039" and a "Reschedule" button. The inspection details below show:

Inspection Type:	Amusement Device Inspection	Requested Date:	03/16/2026
Inspection Status:	Scheduled	Scheduled Date:	03/16/2026
Permit Number:	ADEV-2026-0001	Completed Date:	
Inspector Name:	Nate Burkholder	Completed Time:	
Main Address:			

Step 19: Click "Submit" to confirm the rescheduled inspection.

This screenshot is similar to the previous one, but the "Submit" button in the modal is now highlighted with an orange circle, indicating it should be clicked to confirm the rescheduling. The background details remain the same.

Step 20: Click "Inspection Details" to review the updated inspection information.

The screenshot shows the "Inspection Details" page. The "Inspection Number" is now "BINSP-000039-2026". The "PM Inspection" status is highlighted. The "Inspection Details" tab is selected. The updated inspection information is as follows:

Inspection Type:	Amusement Device Inspection	Requested Date:	03/17/2026
Inspection Status:	Scheduled	Scheduled Date:	03/17/2026
Permit Number:	ADEV-2026-0001	Completed Date:	
Inspector Name:	Nate Burkholder	Completed Time:	
Main Address:			

At the bottom of the page, there are buttons for "Locations", "Contacts", "Fees", and "Attachments".

Step 21: Your inspection is now scheduled. The updated details will be reflected in the permit record.

Home
Dashboard
Apply
My Work
Today's Inspections
Map
Fee Estimator
Pay Invoices
Search
Calendar

Inspection Number: BINSF-000039-2026
Reschedule

• PM Inspection

Inspection Details
Tab Elements
Main Menu

Inspection Type:	Amusement Device Inspection	Requested Date:	03/17/2026
Inspection Status:	Scheduled	Scheduled Date:	03/17/2026
Permit Number:	ADEV-2026-0001	Completed Date:	Completed Time:
Inspector Name:	Nate Burkholder		
Main Address:			

Locations
Contacts
Fees
Attachments

Locations
Next Tab
Inspection Details
Main Menu

Locations
Sort: Main