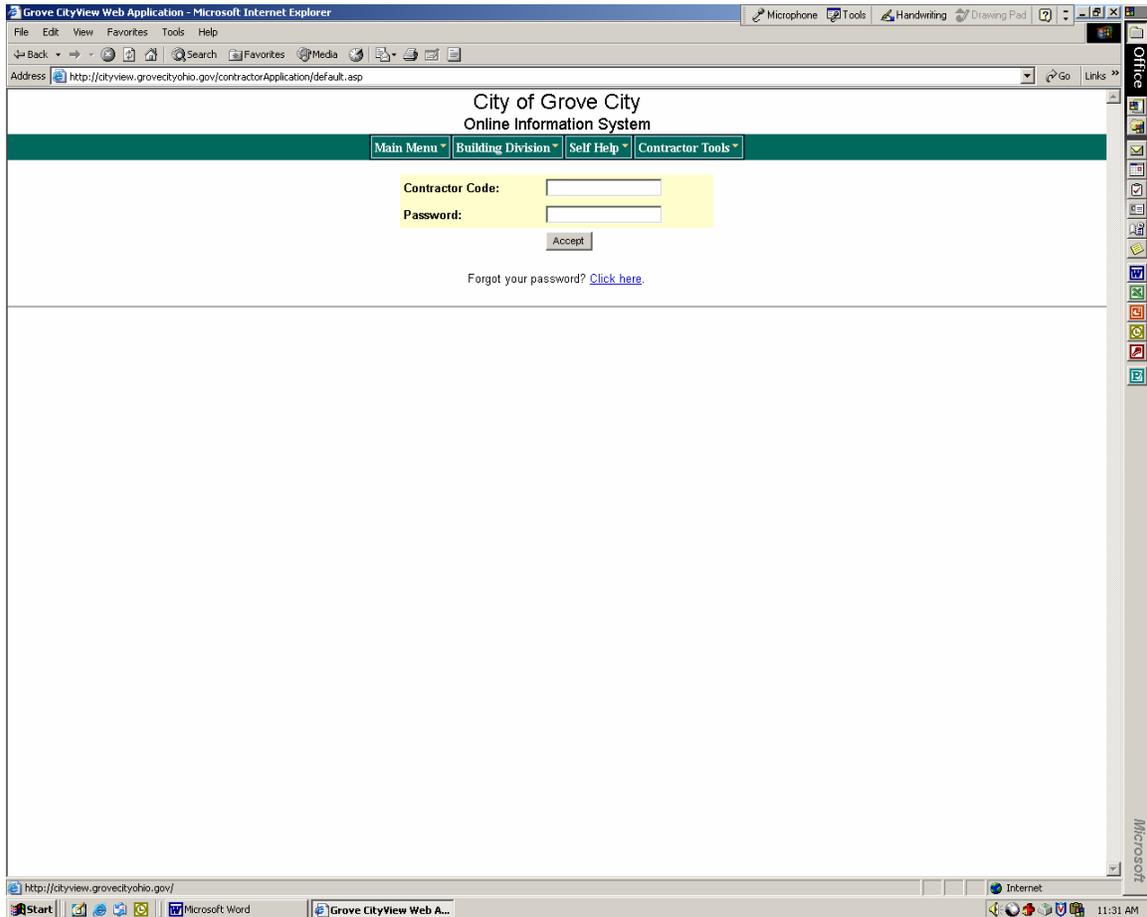
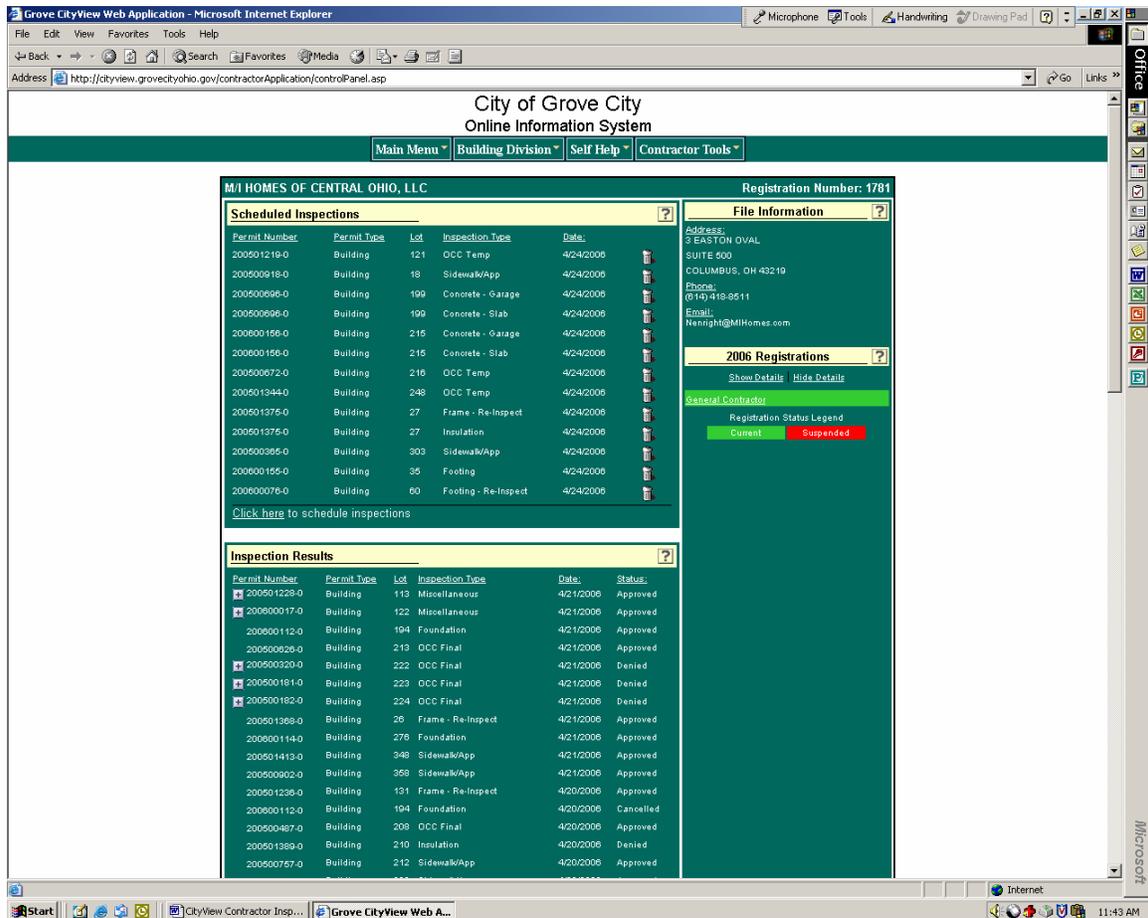


Log in: <http://cityview.grovecityohio.gov>

- 1) Choose: **Contractor Tools**
- 2) Drop Down Box: **Login**



- 1) Click on **Contractor Code**: Enter your City of Grove City Contractor Registration #
- 2) Click on **Password**: Enter your password
- 3) Click on **Accept**



The upper portion of this page is the list of inspections that are scheduled for inspections on the date entered. This section has already gone through the selection process.

Explanation of columns:

- Column 1-Permit Number:** This is the permit number assigned to your project.
- Column 2-Permit Type:** This is the type of permit-Building, Electric, Plumbing etc.
- Column 3-Lot Number:** Project lot number.
- Column 4-Inspection Type:** This is the type of inspection that was chosen.
- Column 5-Date:** This is the date that you chose for the inspection.
- Column 6-(no title):** The icon is a **Trash Can** that can be used by the contractor to cancel/delete an inspection prior to the inspection. Inspections can only be deleted/cancelled before the day of the inspection

The second half of the page is a list of Inspections that have been finished and are on display for 10 days.

Column 1-Permit Number: The projects assigned permit number. Any with the **“plus sign”** before the permit number is a drop down box with notes of additional information. This is accessed by clicking onto the **“plus sign”**.

Column 2-Permit Type

Column 3-Lot Number

Column 4-Inspection Type

Column 5-Date: This is the date of the inspection.

Column 6-Status: This is the results of the inspection and will be available to view for 10 days.

To the right side of the page is information about your company and the status of your current registration. If any information on your contractor registration has expired, you will see that in red under “Registrations” and will be unable to schedule inspections until the required information is received at the Grove City Building Division.

Scheduling Inspections:

See the left side of the page halfway down.

- 1) Choose: **[Click here to schedule inspections](#)**

The following page lists permits which would be the current permits that your company could schedule for inspections. Click on the box next to the permit number that you want to schedule for an inspection. This will enter a check mark at that permit number.

Grove CityView Web Application - Microsoft Internet Explorer

City of Grove City
Online Information System

Main Menu Building Division Self Help Contractor Tools

M/I HOMES OF CENTRAL OHIO, LLC Registration Number: 1781

Click to show/hide help section

Permit Number	Subdivision	Lot#	Address	Permit Type	Permit Status
<input type="checkbox"/> 200600334-0	Holton Run	47	4729 ED-GARTON DR	Building	Approved
<input type="checkbox"/> 200600317-0	Pinnacle Club	307	4545 GRAND STRAND DR	Building	Approved
<input type="checkbox"/> 200600313-0	Pinnacle Club	303	4509 GRAND STRAND DR	Building	Approved
<input type="checkbox"/> 200600265-0	Pinnacle Club	86	1318 CARNOUSTIE CR	Building	Approved
<input type="checkbox"/> 200600284-0	Pinnacle Club	156	1340 EBER-LEA VISTA	Building	Approved
<input type="checkbox"/> 200600239-0	Holton Run	9	5016 DEMOREST DR	Building	Approved
<input type="checkbox"/> 200600237-0	Holton Run	12	5046 DEMOREST DR	Building	Approved
<input type="checkbox"/> 200600227-0	Pinnacle Club	278	1946 CAPLINGER DR	Building	Approved
<input type="checkbox"/> 200600167-0	Creekside	359	5023 SNOWY CREEK DR	Building	Approved
<input type="checkbox"/> 200600156-0	Pinnacle Club	215	4667 TRUMHALL DR	Building	Approved
<input type="checkbox"/> 200600152-0	Holton Run	39	3540 OMAHA CT	Building	Approved
<input type="checkbox"/> 200600151-0	Creekside	213	4706 TAYPORT AV	Building	Approved
<input type="checkbox"/> 200600134-0	Creekside	211	4682 TAYPORT AV	Building	Approved
<input type="checkbox"/> 200600119-0	Pinnacle Club	259	1907 CAPLINGER DR	Building	Approved
<input type="checkbox"/> 200600114-0	Pinnacle Club	276	1941 ENGLISH TURN DR	Building	Approved
<input type="checkbox"/> 200600113-0	Pinnacle Club	193	4705 PEBBLE BEACH DR	Building	Approved
<input type="checkbox"/> 200600112-0	Pinnacle Club	194	4704 PEBBLE BEACH DR	Building	Approved
<input type="checkbox"/> 200600091-0	Pinnacle Club	85	1326 CARNOUSTIE CR	Building	Approved
<input type="checkbox"/> 200600077-0	Pinnacle Club	1	1521 DELCASTLE LOOP	Building	Approved
<input type="checkbox"/> 200600076-0	Pinnacle Club	60	1423 EBER-LEA VISTA	Building	Approved
<input type="checkbox"/> 200600052-0	Holton Run	41	4799 ED-GARTON DR	Building	Approved
<input type="checkbox"/> 200600049-0	Creekside	333	2073 VISCONTI DR	Building	Approved
<input type="checkbox"/> 200600040-0	Holton Run	43	4779 ED-GARTON DR	Building	Approved
<input type="checkbox"/> 200600039-0	Holton Run	33	3535 OMAHA CT	Building	Approved
<input type="checkbox"/> 200600027-0	Pinnacle Club	301	4581 GRAND STRAND DR	Building	Approved
<input type="checkbox"/> 200600019-0	Creekside	350	4690 RHEIMS WY	Building	Approved
<input type="checkbox"/> 200600017-0	Pinnacle Club	122	1433 FERGUS RD	Building	Approved
<input type="checkbox"/> 200501431-0	Creekside	345	4634 RHEIMS WY	Building	Approved
<input type="checkbox"/> 200501422-0	Pinnacle Club	93	1262 CARNOUSTIE CR	Building	Approved
<input type="checkbox"/> 200501421-0	Creekside	338	2103 VISCONTI DR	Building	Approved
<input type="checkbox"/> 200501420-0	Creekside	337	2117 VISCONTI DR	Building	Approved
<input type="checkbox"/> 200501419-0	Creekside	338	2127 VISCONTI DR	Building	Approved
<input type="checkbox"/> 200501418-0	Creekside	338	2137 VISCONTI DR	Building	Approved

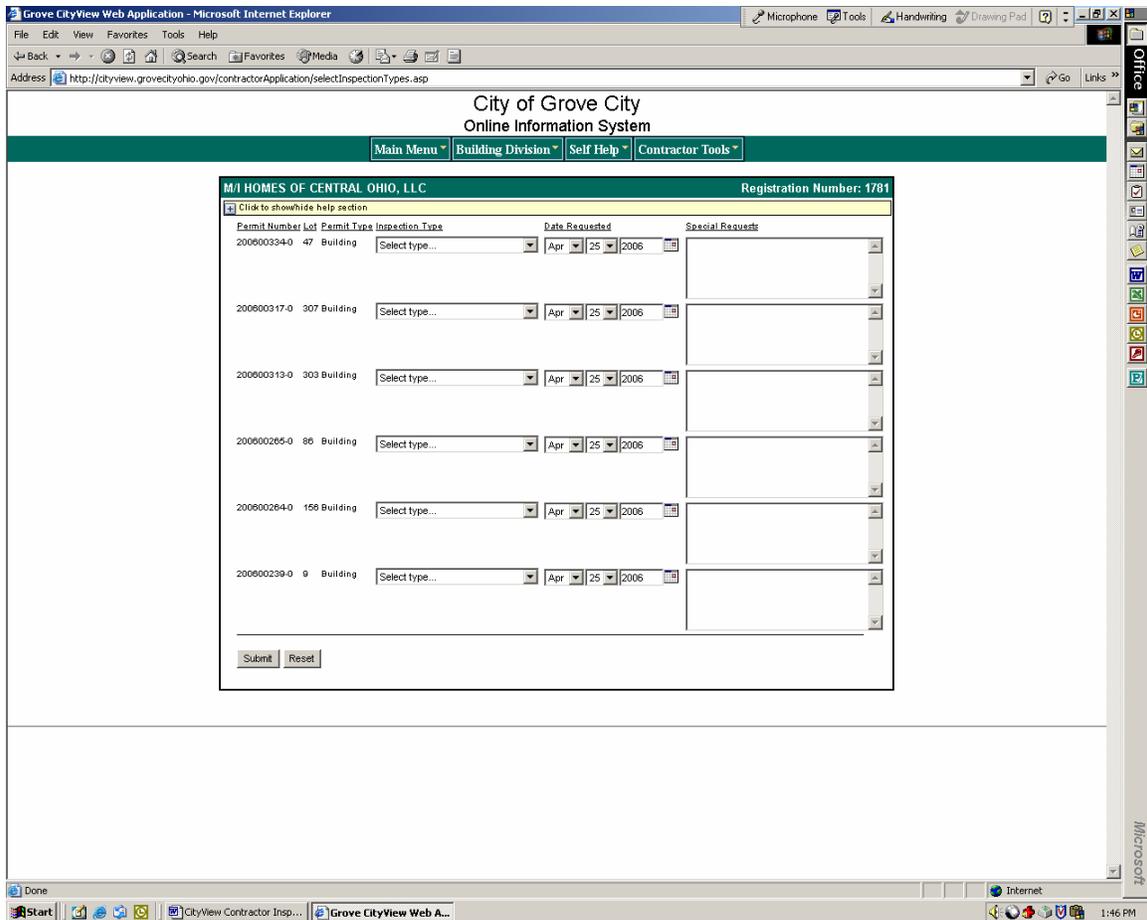
CITY OF GROVE CITY BUILDING DIVISION

ONLINE INSPECTIONS

If a permit does not appear in the list, it may be because the contractor registration required to perform the work on this type of permit is not current, or a Re-inspection Fee may have been assessed on that permit. The inspection cannot be scheduled until the information or fee has been received by the Grove City Building Division. Please check your records. When you have selected all the permits you are requesting for inspections, choose **Submit** at the lower left of the page.

If you choose **Reset** a box will pop up and ask you if you are sure you want to reset. If you respond “**ok**” all check marks will disappear. If you respond “**cancel**” all your choices will remain.

The next screen is for submitting the type of inspections, date and any special requests.



Column 1-Permit Number
Column 2-Permit Type

Page 5

CITY OF GROVE CITY BUILDING DIVISION

ONLINE INSPECTIONS

Column 3-Inspection Type: Click on the “arrow” next to the *Select type...* and a drop down box will come up for your choice of inspection type. Click on your choice and the item will be put into the *Inspection Type* box.

Column 4-Date Requested: Using the “arrow” for **Month** or **Date** will drop down a choice of months or dates for you to enter or change the date that is currently showing in that field.

Column 5-Special Requests: Use this section to type in any special requests or additional information you want the inspector to receive.

For each permit, select the inspection type you are requesting, the date you need the inspection performed and any special requests. Next-day inspections may only be scheduled by noon the day before the requested date and only Monday thru Thursday. The date shown is the earliest date available. When finished, click the *Submit* button to

complete the scheduling process. Due to inspector workload and other factors, you may not receive your inspection on the date requested.

The Inspection Type list will only contain inspection types for each permit that has not already been performed. Example: If a Concrete-Basement inspection has already been performed, the option Concrete-Basement will not be available. However, re-inspection types are always available, as these may be performed more than once per permit.

If you have chosen a permit that you want to take off the list, go to the ***Inspection Type*** column for that permit, click on the ***“arrow”*** button and choose ***Remove from List***. It will then be removed from the list of inspections.

When you have finished with the list, choose ***Submit*** and it will take you back to the Scheduled Inspections page and you will see a list of inspections for the date you have chosen.

If you have nothing else to submit, choose ***Log Out*** from ***Contractor Tools*** at the top of ***Scheduled Inspections*** page.

Note that there is a “Help” section that can be selected by clicking onto the ***“plus sign”*** at the top left of the Permit Selection Page and the Inspection Type/Date page ***Click to show/hide help section***.