



## Scheduling an Inspection using the Self Service Portal

<https://barrowcountygga-energovweb.tylerhost.net/apps/selfservice#/>

For assistance, please call 770-307-3021



Beginning **August 26, 2025** requests for inspections should be scheduled using the Barrow County Citizen Self Service Portal.

### Steps to schedule an inspection:

1. <b>Login</b>	5. Click <b>Request</b> for the inspection type wanted
2. Choose <b>Search</b> on the menu	6. Enter the <b>Requested Date</b> , desired <b>time block</b> , and enter any comments for the inspector. Select <b>Submit</b> . <i>(Please note desired time requests may not be available to be honored.)</i>
3. Enter the <b>Permit Number</b> , click Search	7. <b>Inspection successfully scheduled</b>
4. Select the Permit Number from the Search Result	

The screenshot shows the Barrow County Citizen Self Service Portal interface. The steps are as follows:

- Login or Register**: The user is prompted to login or register. A callout box labeled '1' points to the 'Login or Register' link.
- Search**: The user is prompted to search for a permit. A callout box labeled '2' points to the 'Search' button in the top navigation bar.
- Search Results**: The user is shown search results for a permit. A callout box labeled '3' points to the search bar. A callout box labeled '4' points to the permit number 'CNB0925-00002' in the search results.
- Inspection Details**: The user is shown details for the selected permit. A callout box labeled '5' points to the 'Request' button in the 'Available Actions' section.
- Requested Date**: The user is prompted to enter a requested date. A callout box labeled '6' points to the 'Requested Date' field.
- Submit**: The user is prompted to submit the request. A callout box labeled '7' points to the 'Submit' button.