



COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF PLANNING & BUILDING
Inspection Scheduling Process

BLD-2048
06/15/2025

You must create an account before you can schedule an inspection.

1. Visit our website: www.sloplanning.org
2. Type in the search bar: How to create an account. (At the top right corner)
3. Choose: How to create an account from the choices.
4. Look for: Login and Registration Process.... (Click on it)
5. Watch the YouTube video on how to create an account.
6. After watching the video, look for PermitSLO Portal. (On the left side, and click on it)
7. Look for Login / Register. (On the top right corner)
8. Follow the registration procedure.
9. Now you have an account. To schedule an inspection, follow the next steps.

To schedule an inspection:

You don't have to be the permit holder, a contact, or anything else to schedule an inspection for any permit. All you need is to have an account.

A project can have up to five different permits: the building, the fire sprinkler, the grading, the septic system, And/or the solar. Make sure the desired inspection is scheduled under the correct permit number. For example, don't try to schedule a septic system inspection under the building permit.

Steps to follow:

1. Log in to your account. (You will find the login in access in the PermitSLO Portal, search or look for this on the SLO County website)
2. Look for the search option and click it (Between Pay Invoice and Calendar)
3. Type the permit number you want to schedule the inspection for.
4. Click search
5. Look for the permit number you typed and click on it (It should be blue and highlighted in yellow)
6. Look for "Inspection" and click on it (next to the fees and attachments options)
7. Look for "Request Inspection"
8. Find the inspection or inspections you wish to schedule and click on the square to the right of it to choose
9. each desired inspection.
10. Click on "Request Inspections" (At the bottom right)
11. Fill out the information requested
12. You should see a green circle with a check mark indicating you are done.
13. If you have different permits, repeat steps 3 to 11 for each permit