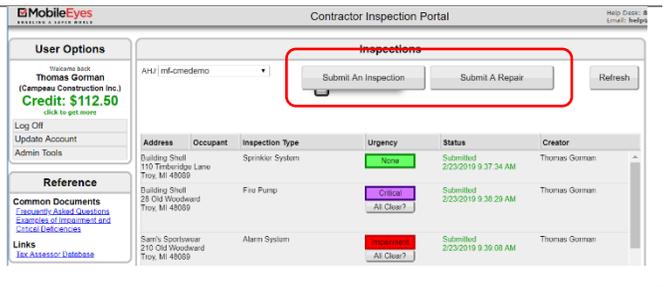
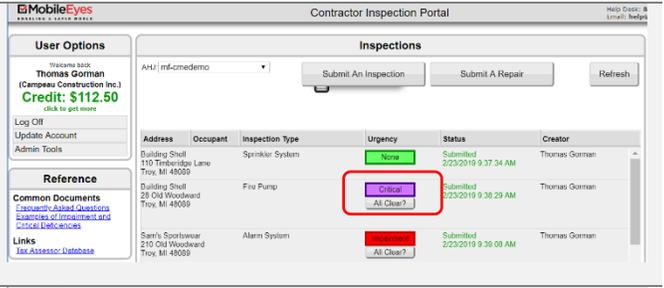
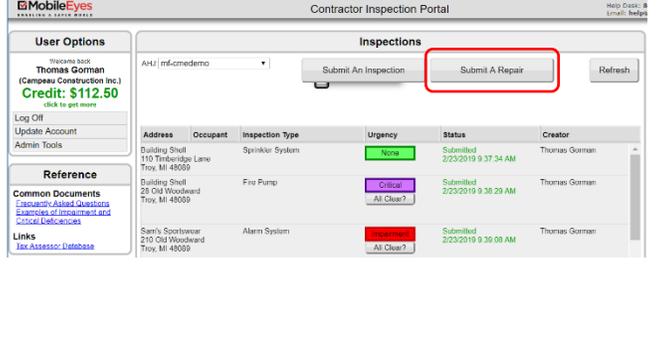


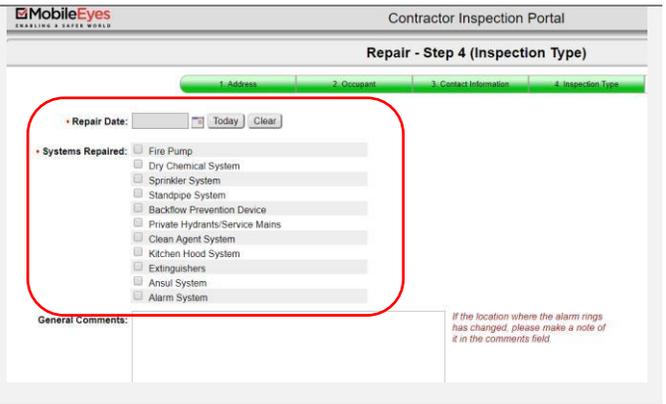
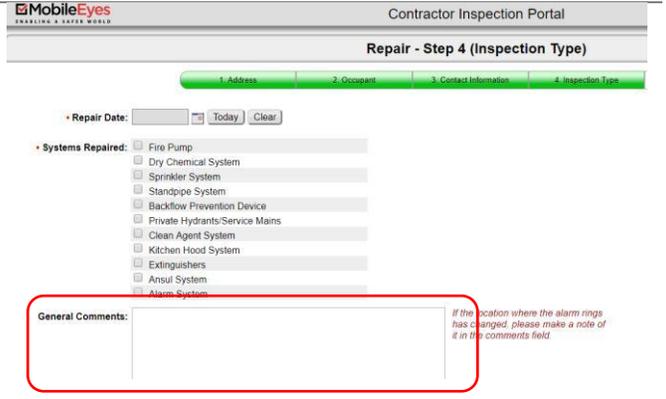
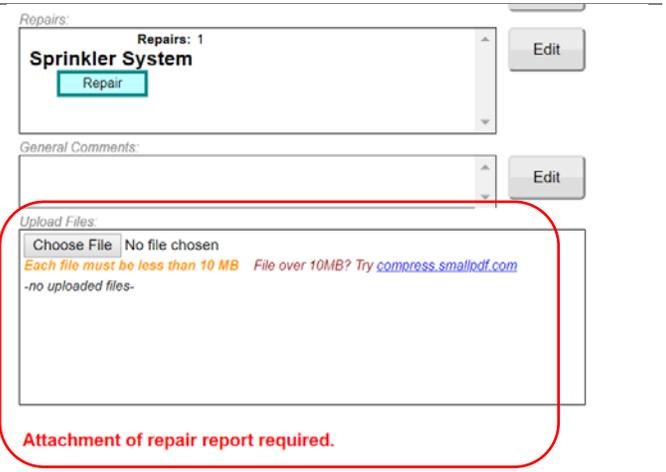
## Process: Contractor Inspection Portal

### Procedure: Submit a repair report.

Date Created/Updated: 12/13/19

Contractors can submit a repair report when they are hired to fix deficiencies that were cited in an inspection done by another contractor.

<p><b>1</b></p>	<p>You will see two buttons on your portal home screen – <i>Submit an Inspection</i> and <i>Submit a Repair</i>.</p>	
<p><b>2</b></p>	<p>If you are informing the AHJ that you have fixed deficiencies that <i>you</i> cited on a previous inspection, use the <i>All Clear</i> feature.</p>	
<p><b>3</b></p>	<p>But if you were hired to fix deficiencies that were cited on another contractor’s inspection report, use the <i>Submit a Repair</i> feature.</p> <p><b>Note:</b> You can’t use the All Clear feature because you won’t have the original inspection since it was done by another contractor.</p>	

<p>4</p>	<p>When you get to step 4 of the process, select the system(s) you repaired.</p>	
<p>5</p>	<p>Add notes in the General Comments box re. the nature of the repairs.</p>	
<p>6</p>	<p>On step 5 attach your repair report before submitting.</p>	 <p style="color: red; font-weight: bold;">Attachment of repair report required.</p>
<p>7</p>	<p>Repair reports will automatically go to the AHJ's Review screen.</p>	



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