



Scheduling PERMITTED CONSTRUCTION inspections

Building & MEP trade Inspections: All building and trade permits are processed through and are approved and issued by Port San Antonio. Most projects are inspected by the Port's 3rd party consultants.

➤ **3rd-Party Inspections:** Once Port San Antonio has approved and issued the requested permit, the permit is ready to schedule inspections. Inspections can be scheduled by:

- 1) **(Recommended)** Logging into your MGO account and scheduling through the portal. If you are unfamiliar with MGO you can find tutorial videos at <https://bb-inspections.com/contact-%26-scheduling> or email support@bb-inspections.com for assistance on setup or for any questions.
- 2) Send request by email to schedule@bb-inspections.com, or
- 3) Call toll-free (830) 885-0007.

Please provide the address, building#, permit#, the purpose/scope of the inspection, and your contact information for access to the property. Inspection requests submitted by 4:00 pm Monday – Friday will be performed on the next business day.

➤ **In-House Inspections:** Please contact Nathan Lester, Port C.B.O., at 210-362-7851 (Nathan.lester@portsanantonio.us) to schedule required inspections.

FIRE Inspections: The project has been registered with the CoSA Fire inspections Department. Inspections can be scheduled by:

- 1) **(Recommended)** Schedule through BuildSA portal <https://aca.sanantonio.gov/CitizenAccess/Default.aspx>, or
- 2) Send request by email to fireinspections@sanantonio.gov, or
- 3) Call (210) 207-8410 x1.

Please provide the dispatch operator the address, CoSA registration #, the purpose of the inspection, and your contact information for access to the property.