



GOODYEAR FIRE DEPARTMENT
Fire, Building & Life Safety Section

- Fire Safety
 Building Safety

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REQUIREMENT / PROCEDURE		09-RP-008	
Subject:	Entering Inspection Results in HTE/Naviline		
Effective Date:	Previously in effect	Revised Date:	4/13/2009
<p>The purpose of this procedure is to establish uniformity in resulting inspections and to reduce potential errors.</p> <p>After logging on to HTE/Naviline</p> <ul style="list-style-type: none">• Choose Community Service and double click, then• Choose Building Permits Main Menu and double click, then• Choose Application Processing Menu and double click, then• Choose Inspection Results and double click, then• Enter the "Inspector ID" in the "Display Unresulted Inspections For " (obtained from the inspection ticket), then• Enter the date (You can use the drop down menu which brings up the calendar, then you can highlight the date which will auto enter into the field), then• Press Enter (Return) or click on OK, then• Double click on the corresponding permit number/inspection, then• Verify your initials are in the Inspector ID box, then• Enter the appropriate result in the result status box <p>AP = Approved</p> <p>AE = Approved with Exceptions – with this entry comments need to be made, Click on the Edit Comments button to bring up the comments screen. Clearly document exceptions, violations and/or requirements in this field. Note: No AE shall be granted for a final inspection. Exception. - Use with caution for custom homes.</p>			

DA = Disapproved – with this entry comments need to be made. Click on the Edit Comments button to bring up the comments screen. Clearly document any violations in this field

DP = Disapproved with Penalties – this inspection result will need to be accessed through the inspection result screen, but will need to be pulled up by permit number and the press the F5 key, since a DP is called in to a permit technician, while an inspector is out in the field to add the penalty fee. Once you access the inspection you will need to edit the remarks to add to the entry that was created by a permit technician when the fees were added.

- If you are resulting an inspection that is for a Temporary Certificate of Occupancy, you will need to see a permit technician so that they can make the entry to mark the inspection result for an automatic 30 day follow up in the event that the final inspection is not called in prior to the 30 day deadline.
- If you are resulting an inspection for a final and the Certificate of Occupancy has been issued in the field, you will need to review the inspection ticket to make sure that there are no open items.
- If you result a final with an “Approved” (AP) then you need to mark the final inspection flag field with a “Y”. If the notice pops up on the screen that “open inspections exist”, those must be corrected prior to finalizing the inspection. If this situation occurs, please seek assistance from a permit technician to clear the items so that the final inspection flag field will accept a “Y” and then bring the situation to the attention of the Building Inspection Supervisor.

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