



## BUILDING & PLANNING DEPARTMENT CONTRACTOR PORTAL STEP-BY-STEP INSTRUCTIONS

Contractors may review the status of a permit, request inspections for a permit or check the results of an inspection on a permit through our [Contractor Portal](#). Once you register with the City of Davenport and we enter all your company information into the iWorQ's program, the program will generate your Contractor Web Code. To enter the portal, the contractor will need to have the access code.

To access our website, go to [www.mydavenport.org](http://www.mydavenport.org) Click on Departments -> Building & Planning -> Building. At the bottom of the Building webpage you will find the link to the Contractor Portal. Click on that link and the following screen will appear:

Search Permits

Search Criteria:

Search By:

You have the following choices in the "Search By" drop down box:

- |                |                |
|----------------|----------------|
| Permit Number  | Permit Date    |
| Parcel #       | Parcel Address |
| Applicant Name | Site Address   |

Once you have made your selection enter the appropriate information in the Search Criteria box. We suggest you use the permit number as your search criteria. Click on the "Search" button. The following screen will appear:

Search Permits

Search Criteria:

Search By:

Search Results										
Permit #	Permit Date	Applicant Name	Site Address	Lot	Description	Project Cost	Square Feet	Permit Status		
190215	3/26/2019	STARLIGHT HOMES	1186 LYCASTE DR	95	NEW SFR - 3 Bed, 2 Bath - 1 Story	260840	0	Approved	<a href="#">Request Inspection</a>	<a href="#">View</a>

If you choose to **REQUEST INSPECTION** a new window will open where you can enter your jobsite data.

Request Inspection		*Note: This is only a request for inspection pending approval.
Contractor Access Code	<input type="text"/>	
Requested By	<input type="text"/>	
Phone #	<input type="text"/>	
Email	<input type="text"/>	
Requested Date	<input type="text" value="4/24/2019"/>	
Requested Time	<input type="text" value="00:00"/>	
Type	<input type="text"/>	
Comments	<input style="height: 40px;" type="text"/>	

**NOTE: ALL** fields must be completed as the request will **NOT** process if any field is left blank. All inspections must be received no later than **8:00 AM**. Otherwise the requested inspection will be scheduled for the next business day.

You will NOT receive a confirmation email.

If you wish to [VIEW](#) your permit the following screen will open which gives basic permit information, status of inspections and uploaded documents.

Permit Information	
Date	11/13/2018
Permit Number	180663
Applicant Name	D.R. HORTON
Site Address	220 LUDISIA LOOP
Lot	335
Description	NEW SFR - 3 Bed, 2 Bath - 1 Story
Project Cost	270239
Square Feet	0
Permit Status	Finald

Inspections						
Date	Type	Description	Scheduled Date	Completed Date	Assigned To	Status
2/26/2019	Building Final		2/26/2019	2/26/2019	Steven Schroeder	Approved
2/21/2019	Building Final	- House #'s missing - Missing street tree, backyard tree	2/21/2019	2/21/2019	Steven Schroeder	Disapproved no fee
1/23/2019	Driveway		1/23/2019	1/23/2019	Steven Schroeder	Approved
1/16/2019	Insulation		1/16/2019	1/16/2019	Steven Schroeder	Approved
1/11/2019	Framing		1/14/2019	1/14/2019	Steven Schroeder	Approved
1/11/2019	MEP		1/14/2019	1/14/2019	Steven Schroeder	Approved
12/21/2018	Electrical TUG	Labeled 12-21	12/21/2018	12/21/2018	Steven Schroeder	Approved
12/19/2018	Dry-in/Flashing		12/19/2018	12/19/2018	Steven Schroeder	Approved
12/18/2018	Sheathing		12/18/2018	12/18/2018	Steven Schroeder	Approved
12/7/2018	Lintel		12/10/2018	12/10/2018	Steven Schroeder	Approved
12/6/2018	Slab		12/5/2018	12/5/2018	Steven Schroeder	Approved
12/3/2018	Plumbing Sewer		12/3/2018	12/3/2018	Steven Schroeder	Approved
12/3/2018	Plumbing Underground		12/3/2018	12/3/2018	Steven Schroeder	Approved

Uploaded Files		
Date	File	Uploaded By
2/27/2019 11:29:15 AM	<a href="#">180663 - Final Survey.pdf</a>	Hall, Aleeta
2/27/2019 11:03:42 AM	<a href="#">180663 - BDT.pdf</a>	Hall, Aleeta
12/13/2018 4:35:28 PM	<a href="#">DR Horton deep footing detail.pdf</a>	Schroeder, Steven
11/27/2018 10:38:54 AM	<a href="#">180663 - ADG.pdf</a>	Hall, Aleeta
11/21/2018 12:05:44 PM	<a href="#">180663 - NQC.pdf</a>	Hall, Aleeta
11/16/2018 3:59:34 PM	<a href="#">180663 - Permit App.pdf</a>	Hall, Aleeta
11/13/2018 3:27:23 PM	<a href="#">Wayne Dalton Garage Door Product Approval.pdf</a>	Hall, Aleeta
11/13/2018 3:27:23 PM	<a href="#">USP Connector Product Approval.pdf</a>	Hall, Aleeta
11/13/2018 3:27:23 PM	<a href="#">Therma Tru Door Product Approval.pdf</a>	Hall, Aleeta
11/13/2018 3:27:23 PM	<a href="#">Soffit Product Approval.pdf</a>	Hall, Aleeta
11/13/2018 3:27:22 PM	<a href="#">Silverline Windows Product Approval.pdf</a>	Hall, Aleeta
11/13/2018 3:27:22 PM	<a href="#">Orchid Grove Lot 335 Truss Layout.pdf</a>	Hall, Aleeta
11/13/2018 3:27:22 PM	<a href="#">Orchid Grove Lot 335 Truss Engineering.pdf</a>	Hall, Aleeta
11/13/2018 3:27:21 PM	<a href="#">Orchid Grove Lot 335 Plot Plan.pdf</a>	Hall, Aleeta
11/13/2018 3:27:21 PM	<a href="#">Orchid Grove Lot 335 Energy Calcs.pdf</a>	Hall, Aleeta
11/13/2018 3:27:21 PM	<a href="#">ORCHID GROVE LOT 57 PLAT 335 1672-C-R.pdf</a>	Hall, Aleeta
11/13/2018 3:27:21 PM	<a href="#">IKO - Shingles Product Approval.pdf</a>	Hall, Aleeta

**NOTE:** Prior to Certificate of Occupancy issuance the Building Final inspection must be approved and we must receive both the Final Survey, Insulation Certificate and Blower Door Test (BDT).