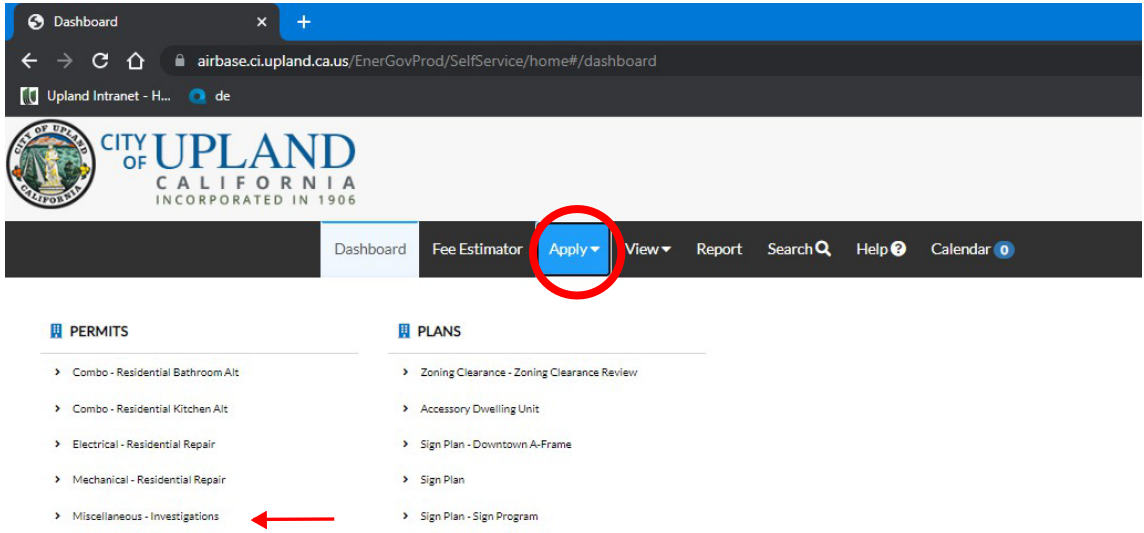
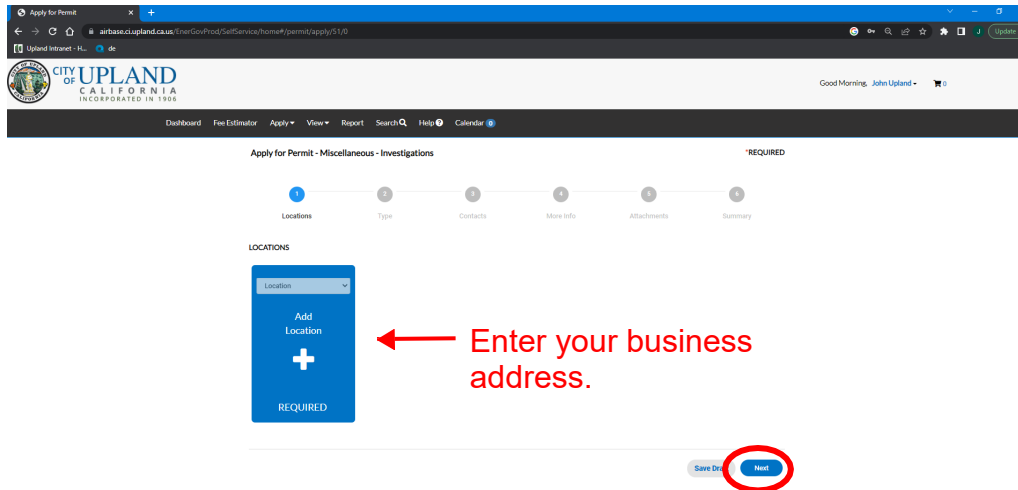


CSS Portal - Certificate of Inspection Instructions

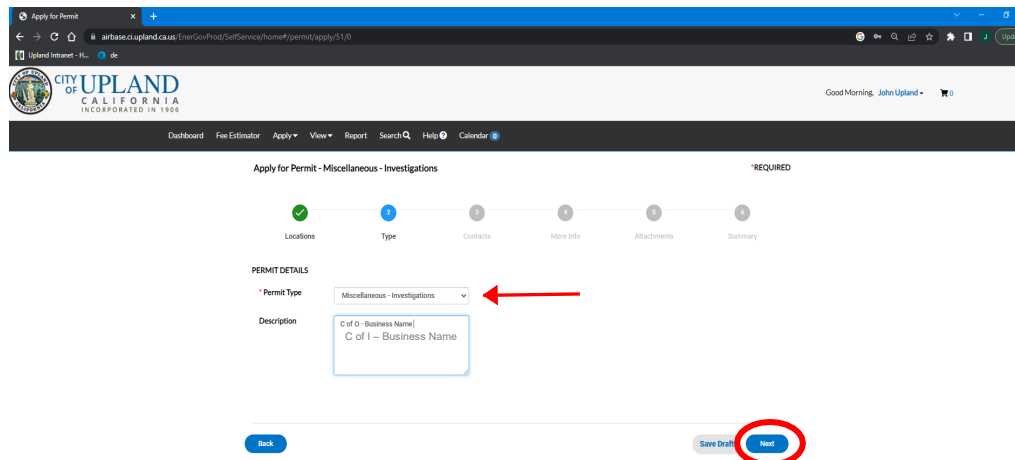
1. Log in to the CSS Portal.
2. Hover over **“Apply.”**
3. Select **“Miscellaneous–Investigations.”**



4. Enter your business address, select next.



5. Confirm **“Miscellaneous – Investigations”** is selected.
6. In the description field, enter **“C of I”** followed by your business name, select next.



7. Enter your contact information, select next.

The screenshot shows the 'Apply for Permit' web application interface. The breadcrumb trail is 'Apply for Permit - Miscellaneous - Investigations'. A progress bar at the top indicates the current step is 'Contacts', with 'Locations' and 'Type' completed (green checkmarks) and 'More Info', 'Attachments', and 'Summary' pending (grey circles). Below the progress bar, the 'CONTACTS' section is active. It features an 'Online Applicant' card for 'John Upland (You)' and an 'Add Contact' button with a plus sign. At the bottom, there are 'Back', 'Save Draft', and 'Next' buttons.

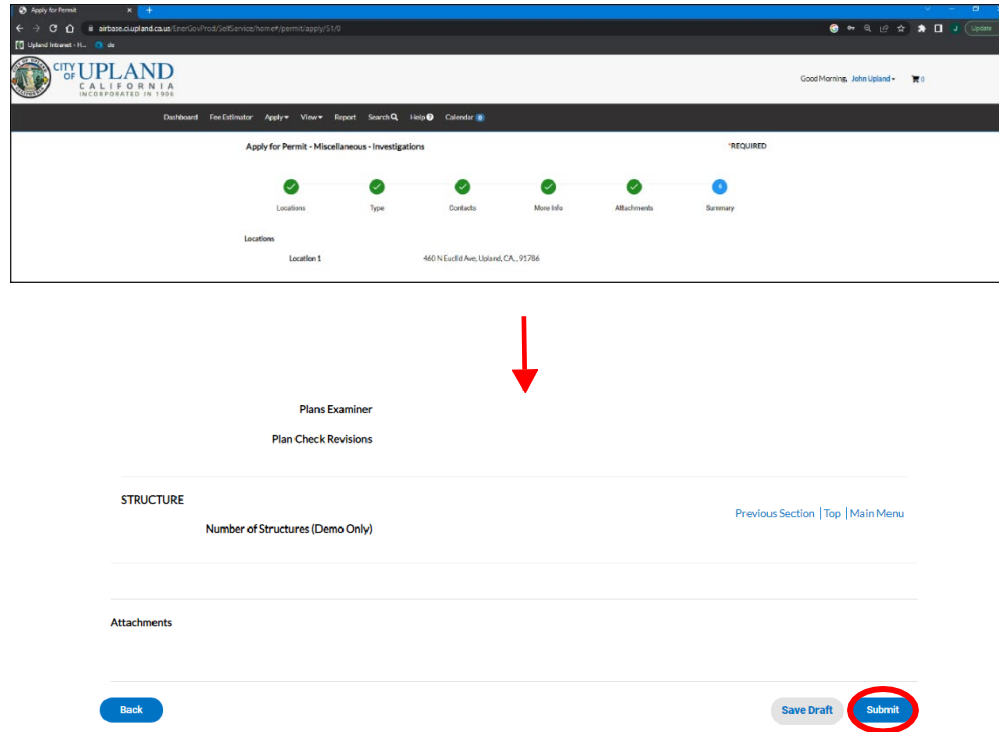
8. On the "More Info" screen, scroll to the bottom to select "Next."

The screenshot shows the 'Apply for Permit' web application interface at the 'MORE INFO' step. The progress bar now shows 'More Info' as the current step. The 'MORE INFO' section includes 'General Fees' with a dropdown menu showing options like 'A1-A3: Type 162FR, A/B' and 'A1.6, A3: Type 162FA, 3-1HR, A/B, 4, 5-1HR, A/B'. Below this is a 'Plan Check Revisions' field. The 'STRUCTURE' section has a 'Number of Structures (Demo Only)' field. At the bottom, the 'Next' button is circled in red.

9. Select next.

The screenshot shows the 'Apply for Permit' web application interface at the 'Attachments' step. The progress bar now shows 'Attachments' as the current step. The 'Attachments' section features a large blue box with a plus sign and the text 'click or drag files' and 'Add Attachment'. Below this, there is a list of supported file types: 'Supported file types: .img, .png, .gif, .tif, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .zip, .rar, .txt, .rtf, .mvt, .swt'. At the bottom, the 'Next' button is circled in red.

10. On the “Summary” screen, scroll to the bottom to select “Submit.”



Once submitted, the Building and Safety Division will review the application for completeness, process applicable fees, and issue an invoice. After the application is accepted and fees are paid, you may schedule an inspection.

For information on scheduling an inspection, please visit:

<https://www.uplandca.gov/schedule-inspection>

