

TIPS FOR SUBMITTING DOCUMENTS

City of Carrollton Building Inspection Department

We try to make our permitting and inspection processes as easy and simple as possible. There are many difficulties in creating a process that works well for all the types of technology and the different people who use the system. Below are some Tips to hopefully help you save time and stress when uploading documents.

Tip #1– This is a really good one!

Check out different apps that may be able to simplify the process for you. There are file sharing apps available that will allow your employees to take photos/videos, it automatically time, date and location stamps the picture, creates a file for you for that job, and allows you to send us a link to the file through our CityServe Portal. We click on the link and can see the photos in high definition and zoom in to get a good look and can even watch videos and listen to what the employee is recording for us. These apps can be a great time and labor saver for your company and helps us be able to be more efficient in the inspection process so everyone wins.

One of the apps that has been very easy for everyone to use is CompanyCam.com or you may see if you can find another similar app that will work for you.

Tip #2

You can attach pictures to an email in Outlook, save that to a file and then upload that file to the permit through our CityServe Portal.

Tip #3

You may try putting all your photos and other documents for each job into one Word file and then just upload that one file to the permit on our CityServe Portal. This will save you the time of uploading each document separately. Some of our contractors have great success with this approach.

Please feel free to contact us at 972-466-3225 about how you may be able to submit your documents and photos in a more efficient and simple manner.