City of Beaumont Inspection Scheduling Guide

1. Open a compatible web browser and navigate to https://cityworks.beaumonttexas.gov/OnlineApplications/
   a. Microsoft Edge
   b. Google Chrome
   c. Mozilla Firefox

2. Log in with your credentials that you created during the registration process.
   a. If you have forgotten your password, select the link for Forgot Password? Under the login button.

3. Click on the drop down for Review and select Schedule Inspections

4. Select the inspection you want to schedule.
5. Select the date you want the inspection scheduled.
6. Add any comments or instructions for the inspector.
   a. For example: Gate and lock codes.
7. Select Schedule.
8. It will then take you to a screen with your scheduled inspections.
9. If you are to happen to fail an inspection, you will need to go into the portal and pay the $25 reinspection fee before you can schedule the reinspection.