For Those Who Have Already Made a City Squared Account: How to Claim a Permit & Request an Inspection on City Squared

1. Go to www.citysquared.com. Enter the email and password that you created during registration.

2. Click “Request an Inspection” on the left tab.
2a. If your email is not associated with any open permits, a notification will appear on the screen stating you will need to claim a permit to request and inspection.
*Skip this step if you have already claimed a permit on City Squared.

2b. A pop-up screen will appear which will require you to create your Greenwich Contact to proceed and claim your permit. If this is the first time you are requesting an inspection in the Town of Greenwich online system, you will need to complete the following form. For role please select “Inspection Requester”.
*Skip this step if you have already claimed a permit on City Squared.
3. Begin to **claim a permit** by typing the permit number in the search bar.

4. After inputting the permit number, you will need to type the street address number. Enter the number part of the address as it appears on your permit and click green “Claim” button.
5. Now that you have claimed your permit, you may request an inspection. Complete the form by selecting a category (Building, Electrical, or Plumbing) and selecting the appropriate inspection type that you are requesting.

6. On the inspection page click “Permit” to select your active permit.
7. On the inspection page click “Category” to select if it's a building, electrical, or plumbing permit.

8. On the inspection page click “Inspection Type” to select the appropriate type of inspection you need for your permit.
9. On the inspection page click the calendar icon next to “Select date” to choose an inspection date.

10. A calendar will pop up on your screen. Click a day on the calendar to schedule your inspection date. Dates that are light pink are available for scheduling an inspection. You are not able to request inspection on dates that are red or have a lock on them.

*Note: You are not able to request inspections for the next business day after 2:00 PM.*
11. Confirm the date that you have requested for an inspection and then click the green “Schedule” button.

Other Helpful Information:

See your Permit and Upcoming Inspection on your City Squared DASHBOARD.