

Online Development Center

Re-Inspection Fees User Guide

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Sages Networks, Inc.

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1.0 Introduction

The Online Development Center [ODC] has a new feature to pay re-inspection fees online. This user guide describes the steps to pay re-inspection fees online.

2.0 Accessing the Online Development Center

The Online Development Center [ODC] can be accessed from the City of Raleigh website at <http://onlinedevcenter.raleighnc.gov/devservices>. You will have to sign into the ODC to pay re-inspection fees.

RALEIGH
North Carolina, USA

Online Development Center

[Sign In](#)

Home Plan Review Permits Inspections Administration Feedback

Sign In

Existing User or New User

User Name

[Forgot your user name?](#)

Password

[Forgot your password?](#)

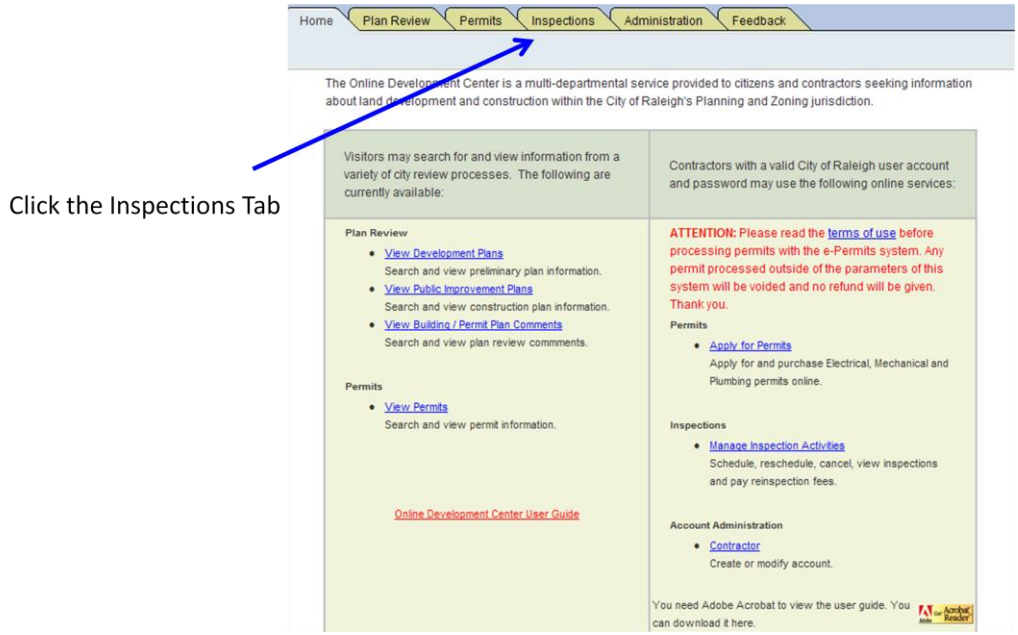
Registration is free and easy.
The advantage of being a registered user is that you will have access to personalized company information.

If you need help, please contact Cornelia Stallings during normal working hours (8:00 am to 4:45 pm) at (919) 516-2495 or by email at cornelia_stallings@ci.raleigh.nc.us

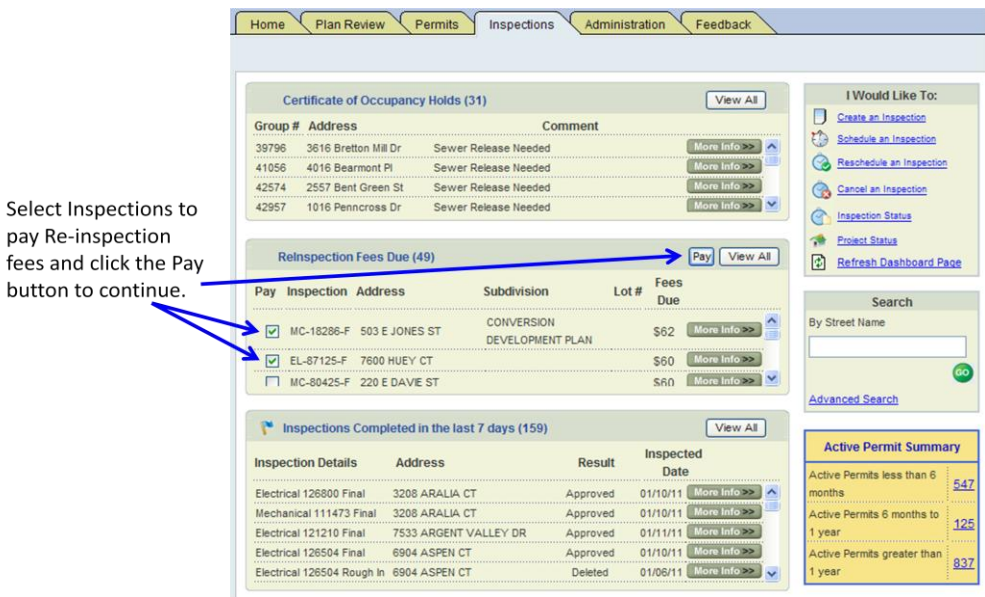
[City of Raleigh](#) | [Disclaimer](#)

3.0 Selecting Inspections to Pay Re-Inspection Fees

After signing into the Online Development Center [ODC] application, click on the **Inspections** tab, as shown below.



This will display the **Inspections Dashboard** containing several islands of information. As shown below, the second island from the top of the page contains a list of inspections that have re-inspection fees due.



Select the inspections to pay the re-inspection fee as shown in the screenshot above and click the **Pay** button.

4.0 Scheduling Inspections

You have the option of scheduling the inspection when you are paying the re-inspection fee. To schedule inspections, check the schedule box, select the schedule date and enter notes and contact information.

Please note that scheduling certain related inspections may require other inspections to be automatically scheduled at the same time. You will be able to see these related inspections on this page. In the example below, a re-inspection fee is being paid for a final electrical inspection. The system shows that the electrical rough-in inspection will be scheduled at the same time.

If you do not wish to pay for a certain inspection at this time, please uncheck the **Pay Now** checkbox.

Enter Notes and Contact information for the Inspection.

Click schedule to schedule and select schedule date to schedule this inspection; this is optional.

The screenshot shows a web application interface for 'Pay Reinspection Fees'. At the top, there is a navigation bar with tabs for Home, Plan Review, Permits, Inspections, Administration, and Feedback. Below the navigation bar, the page title is 'Pay Reinspection Fees'. A note states: 'The Reinspections you selected for payment on the previous page may have required (forced) Inspections associated with them. If there are any required inspections, you will see them on this page as they also need to be scheduled. You may choose to pay re-inspection fees without scheduling inspections by unchecking the Schedule box.' Below the note is a section titled 'Enter Schedule and Contact information' which contains a table with columns: 'Pay Now', 'Inspection Details', 'Fees Due', 'Notes and Contact Information', 'Schedule', and 'Schedule Date'. The table lists three inspections: 1) MC-18286-F (503 E JONES ST CONVERSION DEVELOPMENT PERM) with a fee of \$62, a checked 'Pay Now' box, and a 'Schedule' checkbox. 2) EL-87125-F (7600 HUEY CT) with a fee of \$60, a checked 'Pay Now' box, and a 'Schedule' checkbox. 3) EL-87125-RI (7600 HUEY CT) with a fee of \$0, an unchecked 'Pay Now' box, and no 'Schedule' checkbox. Each row has input fields for 'Inspector Comment', 'Contact Name', and 'Contact Phone'. At the bottom of the form are 'Back' and 'Next' buttons, and a footer for 'City of Raleigh | Disclaimer'. Blue arrows point from the text annotations to the 'Notes and Contact Information' fields and the 'Schedule' checkboxes in the table.

Pay Now	Inspection Details	Fees Due	Notes and Contact Information	Schedule	Schedule Date
<input checked="" type="checkbox"/>	MC-18286-F 503 E JONES ST CONVERSION DEVELOPMENT PERM	\$62	Inspector Comment: Contact Name: Contact Phone:	<input type="checkbox"/>	1/13/2011
<input checked="" type="checkbox"/>	EL-87125-F 7600 HUEY CT	\$60	Inspector Comment: Contact Name: Contact Phone:	<input type="checkbox"/>	1/13/2011
<input type="checkbox"/>	EL-87125-RI 7600 HUEY CT	\$0	Inspector Comment: Contact Name: Contact Phone:		

5.0 Summary and Confirmation

You see a final confirmation screen before the payment form. The total fee due is displayed on this form, as shown below. Click **Proceed To Checkout** to continue.

Home Plan Review Permits Inspections Administration Feedback

Summary and Confirmation

Review and confirm resinspection fees

Inspection Details	Schedule Date	Inspector Comment	Fees Due
MC-18286-F 503 E JONES ST CONVERSION DEVELOPMENT PLAN			\$62
EL-87125-F 7600 HUEY CT			\$60
EL-87125-RI 7600 HUEY CT			\$0
Total Fees: \$122			

Back Proceed to Checkout

Once you click on Proceed to Checkout, you will not be able to return to this page.
After you click on checkout you will be taken to a secure page and then back to the main application. Depending on your browser settings, you will be prompted accordingly.

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Total Fees Due



6.0 Payment Form

Once you click **Proceed to Checkout**, you will get a payment form, as shown below. Here you will be able to enter your credit card information. Click the **Pay** button to proceed.

Home Plan Review Permits Inspections Administration Feedback

Payment Form

Amount: \$ 62

Payment Method: VISA  

Account Number: 4111111111111111

Expiration Date: 05 2011

Cardholder Name: John Doe

Address: 1 Main St

City: Anytown

State/Province: North Carolina

Zip/Postal Code: 12345

Country: United States Of America

Back Pay

Once you click on Pay, you will not be able to return to this page.

7.0 Payment Receipt Summary & Report

Upon successfully processing your credit card, you will get the Receipt Summary page, as shown below. Click the **Print Receipt** button to print a copy of the receipt.

Receipt Summary

Inspection Details	Schedule Date	Inspector Comment	Fees Due
MC-18286-F 503 E JONES ST CONVERSION DEVELOPMENT PLAN	1/14/2011	Key is under the mat, Contact John Doe at (678)123-5566	\$62

Confirmation Number: 4004938326 Total Fees Paid: \$62

[Print Receipt](#) [Return to Dashboard](#)

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An example of a receipt is shown below:

[Print](#)

City of Raleigh Inspections Department

Contractor / User ID:
Receipt # 249730
Payment Date: 1/13/2011
Confirmation # 4004938326
Total Payment: VISA \$62
Payor: John Doe
 1 Main St
 Anytown, NC 12345

MI - 119401 **REINSPECTION FEE - MECHANICAL** Trans # 292090 \$62
 503 E JONES ST
 Ref Permit: MC - 18286 Scheduled For: 1/14/2011 Insp Type: FINAL
 Original Group # 40913 Original Transaction # 39335
 Comments: Key is under the mat,
 Contact John Doe at (678)123-5566

\$62