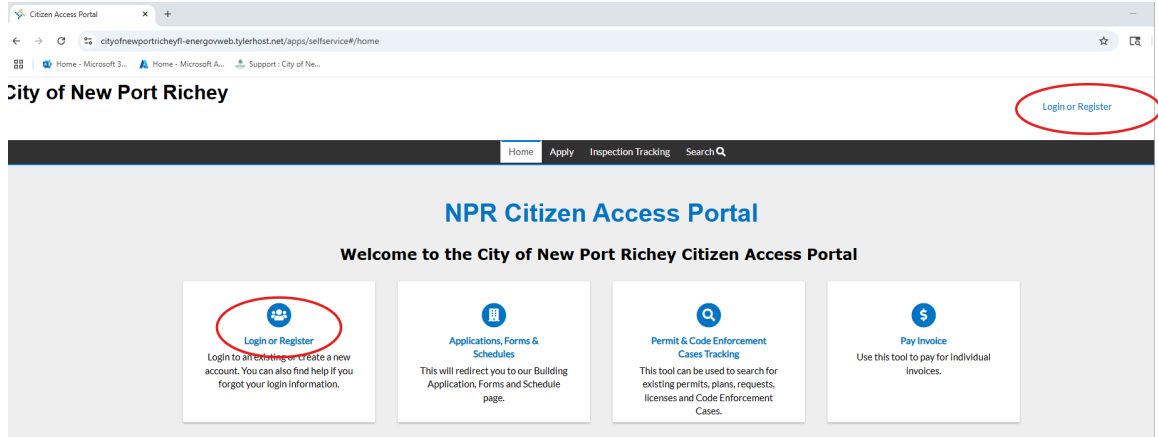
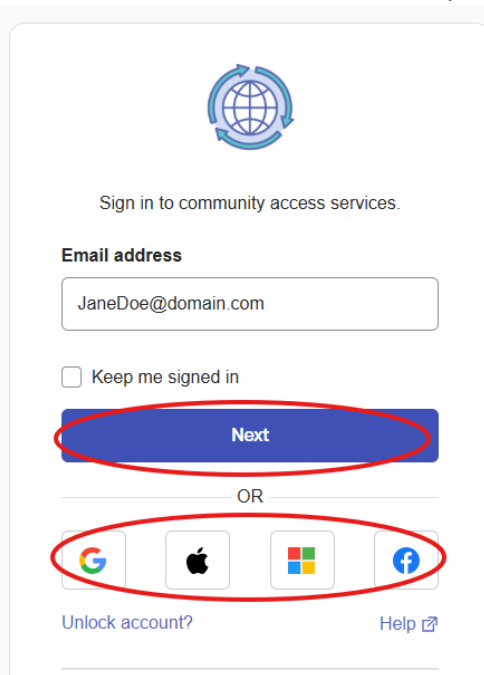


1. In an internet browser, navigate to <https://cityofnewportricheyfl-energovweb.tylerhost.net/apps/selfservice#/home>.
2. Select “Login or Register”. **Note:** *Login or Register with an email address associated with your business license.*

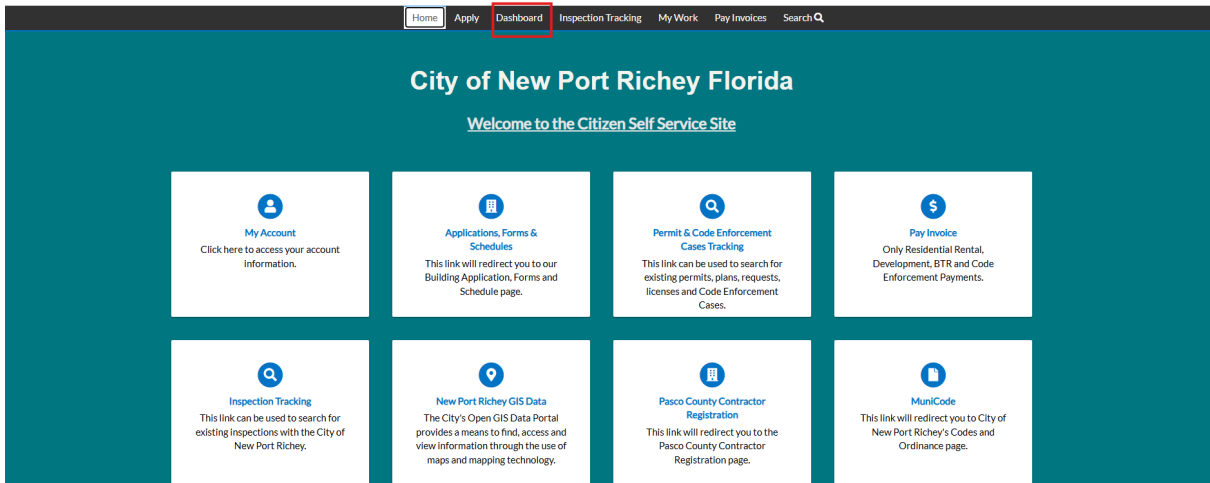


3. Refer to the “link to Citizen Access Portal Registration Permitting” document if you need to register your account.
4. Type in the email address that you used to register for Community Access Services and select next or the partner network used to register your account.



5. Once you are signed in, select Dashboard from the top menu.

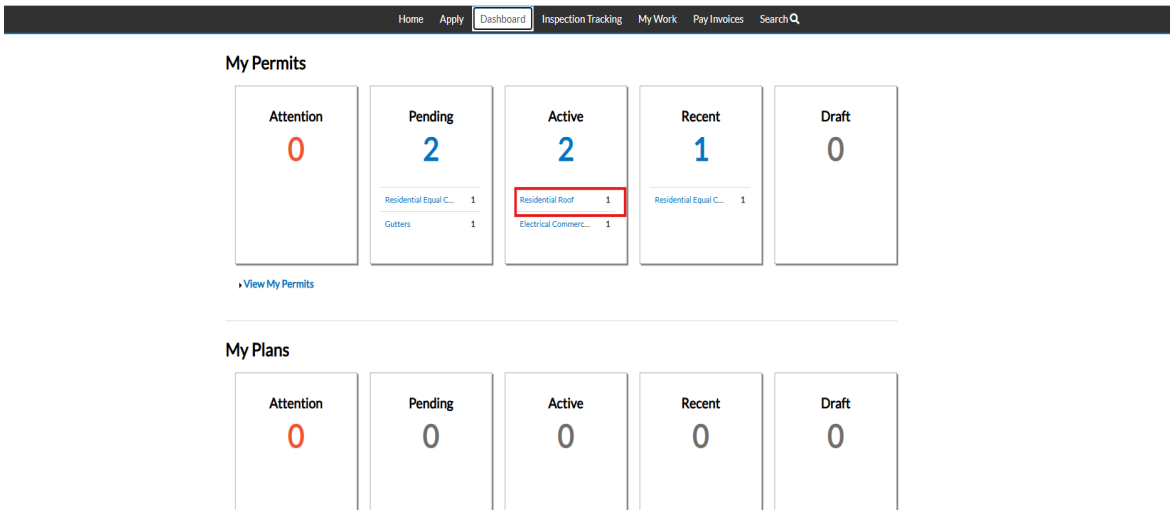
The Citizen Access Portal will be open for all inspection requests. We are encouraging all customers to use this as we transition to accepting only online inspections starting May 1, 2026.



6. Select the **Permit Type** of the permit you are requesting inspections.

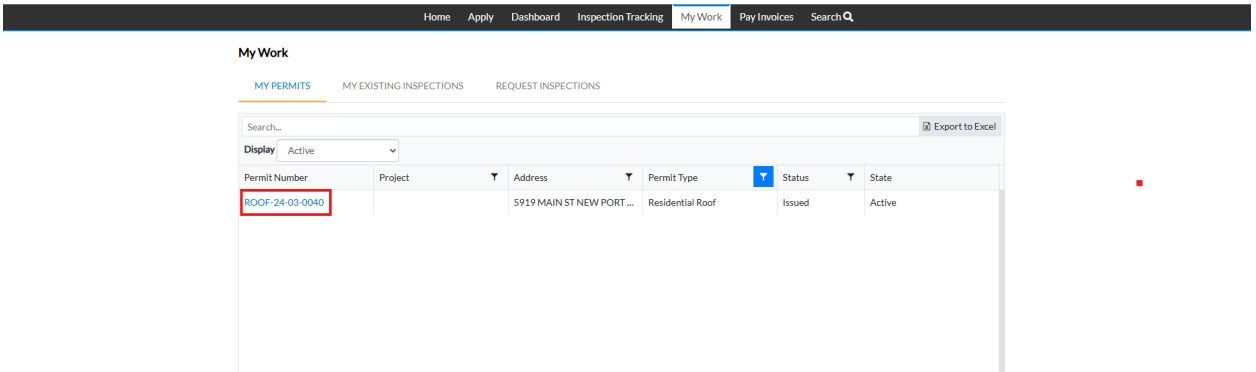
[NPK Development Updates:](#)

The Citizen Access Portal will be open for all inspection requests. We are encouraging all customers to use this as we transition to accepting only online inspections starting May 1, 2026.



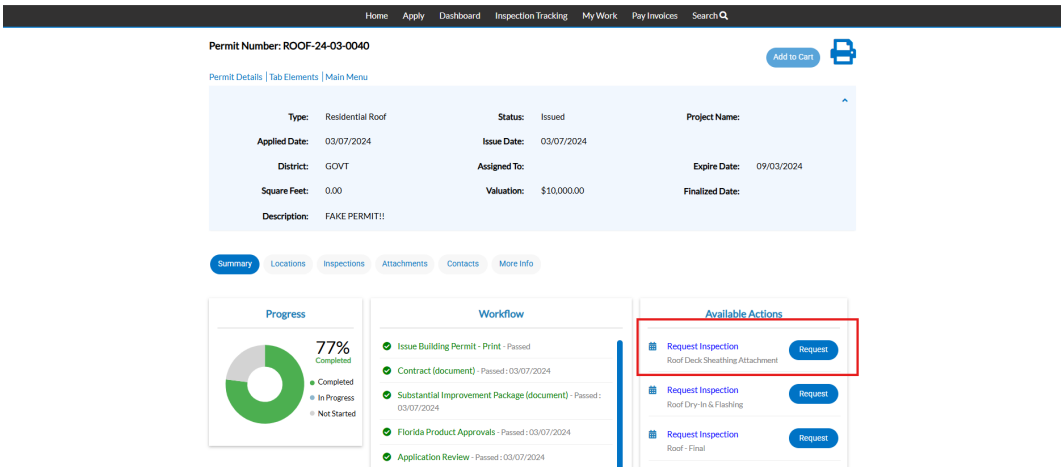
7. Select the **Permit Number** you are requesting inspections.

The Citizen Access Portal will be open for all inspection requests. We are encouraging all customers to use this as we transition to accepting only online inspections starting May 1, 2026.



8. Under available action, select the inspection you are requesting by clicking on the blue request link.

The Citizen Access Portal will be open for all inspection requests. We are encouraging all customers to use this as we transition to accepting only online inspections starting May 1, 2026.



9. Fill in all required fields and any additional instructions for the inspection in the comment section: i.e. gate code, doors that are open, time when technician will be onsite, etc... Then click the submit button when completed.

Home Apply Dashboard Inspection Tracking My Work Pay Invoices Search

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Request Inspections (1)

*REQUIRED

#ROOF-24-03-0040

Inspection Type: 1090: Roof Deck Sheathing Attachment (Deck Nail) **Case Type:** Residential Roof

Address: 5919 MAIN ST NEW PORT RICHEY, FL 34652

For Roof Permits: Upload the Roof Affidavit, Pictures and Video(s) and NOC if applicable: as these are REQUIRED for the inspections to be scheduled.

* Contact Name

* Contact Phone

* Requested Date

Comments/Gate Code

[Submit](#)

10. The inspection has been scheduled. Click the back button to return to the permit. You can request your next inspection if needed.

starting May 1, 2026.

Home Apply Dashboard Inspection Tracking My Work Pay Invoices Search

[Back](#)

Request Inspections (1)

*REQUIRED

Case #ROOF-24-03-0040

Inspection Type: 1096: Roof Final

Case Type: Residential Roof


Address: 5919 MAIN ST NEW PORT RICHEY, FL 34652

Requested Date 04/29/2026

Comments/Gate Code

Contact Name g

Contact Phone (333) 333-3333



11. Note for Roof, Mechanical or Solar permits, pictures and videos are uploaded in the attachment section of the permit.

ATTACHMENT CHANGES

The Citizen Access Portal will be open for all inspection requests. We are encouraging all customers to use this as we transition to accepting only online inspections starting May 1, 2026.

Home Apply Dashboard Inspection Tracking My Work Pay Invoices Search

Permit Number: ROOF-24-03-0040 Add to Cart

Permit Details | Tab Elements | Main Menu

Type:	Residential Roof	Status:	Issued	Project Name:	
Applied Date:	03/07/2024	Issue Date:	03/07/2024	Expire Date:	09/03/2024
District:	GOVT	Assigned To:		Finalized Date:	
Square Feet:	0.00	Valuation:	\$10,000.00		
Description:	FAKE PERMIT!!				

Summary | Locations | Inspections | **Attachments** | Contacts | More Info

Progress

77% Completed

- Completed
- In Progress
- Not Started

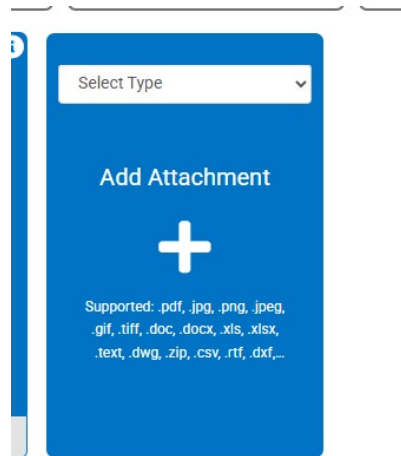
Workflow

- Issue Building Permit - Print - Passed
- Contract (document) - Passed: 03/07/2024
- Substantial Improvement Package (document) - Passed: 03/07/2024

Available Actions

- Request Inspection
Roof Dry-In & Flashing
- Request Inspection
Roof - Final

After you select Attachments, click Select Type in the blue box and choose the type of file type you are uploading, then click the blue box to upload your files.



Please email Permitting@cityofnewportrichey.org with any questions that you have about the inspection request process.