

# **Online Development Center**

## **Re-Inspection Fees User Guide**

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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?](#)

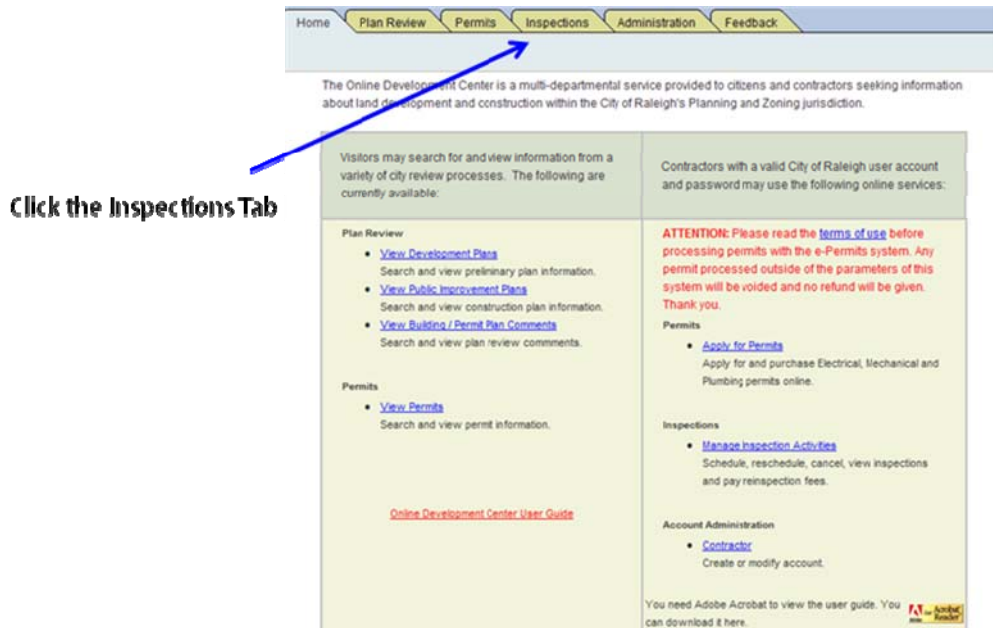
Registration is free and easy.  
The advantage of being a registered user is that you will have access to personalized company information.

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](mailto:cornelia.stallings@ci.raleigh.nc.us)

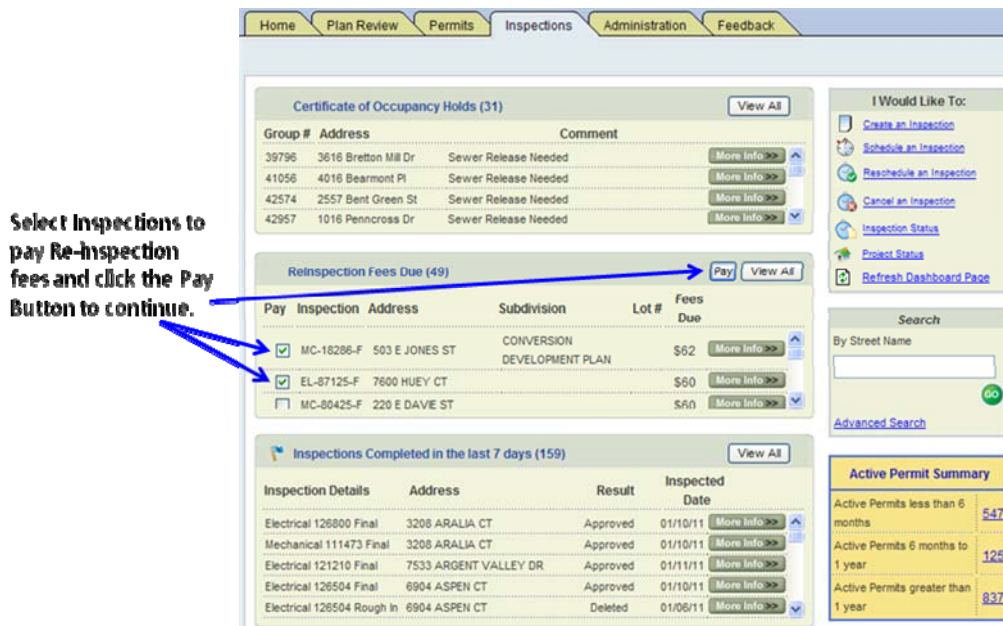
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### 3.0 Selecting Inspections to Pay Re-Inspection Fees

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 menu with tabs for Home, Plan Review, Permits, Inspections, Administration, and Feedback. Below the menu, 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'. This section contains a table with columns: 'Pay Now', 'Inspection Details', 'Fees Due', 'Notes and Contact Information', 'Schedule', and 'Schedule Date'. There are three rows of inspection data. The first two rows have checkboxes checked in the 'Pay Now' column and 'Schedule' boxes checked in the 'Schedule' column. The 'Schedule Date' column shows dates of 1/13/2011. The 'Notes and Contact Information' column contains fields for 'Inspector Comment', 'Contact Name', and 'Contact Phone'. At the bottom of the form are 'Back' and 'Next' buttons. A footer at the very bottom reads 'City of Raleigh | Disclaimer'.

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 REVISION FEE	\$62	Inspector Comment: Contact Name: Contact Phone:	<input checked="" type="checkbox"/>	1/13/2011
<input checked="" type="checkbox"/>	EL-87125-F 7600 HUEY CT	\$60	Inspector Comment: Contact Name: Contact Phone:	<input checked="" type="checkbox"/>	1/13/2011
<input type="checkbox"/>	EL-87125-R1 7600 HUEY CT	\$0	Inspector Comment: Contact Name: Contact Phone:	<input type="checkbox"/>	

## 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.

Summary and Confirmation

Review and confirm resinspection fees	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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## 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.

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.

Home
Plan Review
Permits
Inspections
Administration
Feedback

**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

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MI - 119401	<b>REINSPECTION FEE - MECHANICAL</b>	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**