

# Public Works – Requesting Irrigation Inspections in CSS

## *How to Request an Irrigation Inspection in CSS*

### **Overview**

Irrigation inspections may be requested in CSS by using the normal defined global inspection rules:

- Before 3 PM: Inspection scheduled for next (1) business day
- After 3 PM: Inspection scheduled for 2 business days out

**Note:** The inspection requestor must be an contact on the permit and inspection to request an inspection for a specific permit.

**CSS Portal** - <https://egov.mckinneytexas.org/EnerGov Prod/SelfService#/home>

### **Requesting Inspections**

Irrigation inspections reside in workflows of Commercial Building Permits, Residential Irrigation permits or standalone Commercial Irrigation Permits. These are identified by the Permit Prefix:

- Commercial Building Permits = COM
- Residential Irrigation Permits = RIRR
- Commercial Irrigation Permits = CIRR

Individual inspections may be requested through the parent Permit's **Inspections** tab.

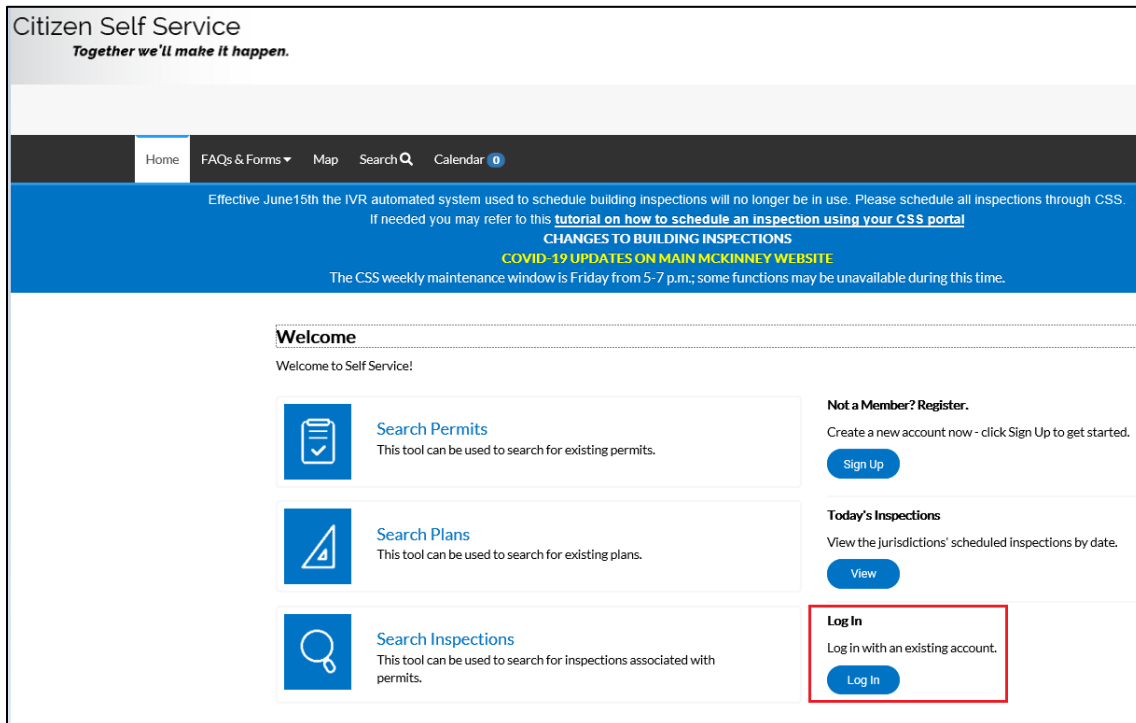
Below are the Irrigation Inspection types and related permit types:

<b>Inspection Type</b>	<b>Parent Permit Type</b>
<b>Irrigation / PW CO Inspection</b>	<b>Commercial Building Permit</b>
<b>Irrigation Inspection – Residential</b>	<b>Residential Irrigation Permit</b>
<b>Irrigation Inspection – Commercial (Standalone Commercial, not related to Building Permits)</b>	<b>Commercial Irrigation Permit</b>

Once the permit applicant has received an email notification that the Irrigation or Commercial Building Permit has been issued, Irrigation inspections will be available to be requested in CSS for each permit. (The availability of inspections depends on the progress/priorities of permit workflows).

### **Locating Inspections in Parent Permits**

1. From the CSS Welcome Page, click **Login**



2. Enter your Email Address and Password. Click **Log In** button

Below are steps for requesting each Irrigation Inspection Type.

#### A. Irrigation / PW CO Inspections

The **Irrigation / PW CO inspections** reside in the **Commercial Building Permits**.

**Note:** If the Builder Email has been provided in a Commercial Irrigation permit, the builder will receive an email notification when the Irrigation permit has been issued. The builder can then go to the associated Commercial Building Permit to request the Irrigation / PW CO Inspection when available in workflow.

**Builder Email sent when Irrigation permit is issued:**

From: [noreply@mckinneytexas.org](mailto:noreply@mckinneytexas.org)  
To: *Builder Email supplied in Permit Application*

**Subject: Irrigation Permit CIRR2020-009-00028 Has Been Issued**

**Body:**  
This is notice that Irrigation Permit **CIRR2020-09-00028** has been issued.

Permit Description: **Chipotle's Mexican Grill**

Final Irrigation / PW CO inspections may be requested through the Commercial Building Permit's Inspections tab in CSS.

Commercial Building Permit listed in Irrigation Permit application: **COM2020-09-00536**

Please contact the City of McKinney Public Works Office for additional information should you require any further assistance.

Thank you,

City of McKinney Public Works  
Irrigation Permits  
972-547-7360  
[irrigationpermits@mckinneytexas.org](mailto:irrigationpermits@mckinneytexas.org)

1. In My Permits' **Active Icon**, locate the Commercial Building Permit that contains the Irrigation / PW CO Inspection to be requested.

**My Permits**

Category	Count
Attention	1
Pending	6
Active	21

Category	Count
Commercial Stores...	1
Commercial Certifi...	2
Commercial Solar P...	1
Other	3
Commercial Irrigati...	7
Residential Irrigatio...	6
Other	8

[View My Permits](#)


**My Permits** com

Display  Select Case Type  [Export](#)

Permit Number	Project	Address	Permit Type	Status
<a href="#">COM2020-06-00507</a>		8951 MCCUTCHINS DR MCKINNEY, TX 75070	Commercial Offices, Banks or Professional Buildings	Active
<a href="#">COM2020-08-00516</a>		5151 W UNIVERSITY DR EB MCKINNEY, TX 75071	Commercial Stores or other Mercantile Buildings	Active, Recent
<a href="#">COM2020-06-00506</a>		8951 MCCUTCHINS DR MCKINNEY, TX 75070	Commercial Offices, Banks or Professional Buildings	Active
<a href="#">COM2020-09-00536</a>		5151 W UNIVERSITY DR EB MCKINNEY, TX 75071	Commercial Stores or other Mercantile Buildings	Active, Attention, Recent

2. Click the **Inspections** tab to locate the **Irrigation / PW CO Inspection**

Dashboard [Apply](#) [FAQs & Forms](#) [View](#) [Map](#) [Search](#) [Calendar](#)

**Permit Number: COM2020-09-00536** 

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

<b>Type:</b> Commercial Stores or other Mercantile Buildings	<b>Applied Date:</b> 08/18/2020
<b>Status:</b> Issued	<b>Project Name:</b>
<b>District:</b> District 3	<b>Assigned To:</b> Smith, Mike Y.
	<b>Valuation:</b> \$600,000.00
<b>Description:</b> Chipotle Mexican Grill	<b>Issue Date:</b> 08/18/2020
	<b>Expire Date:</b> 03/12/2021
	<b>Finalized Date:</b>

[Locations](#) [Fees](#) [Reviews](#) [Inspections](#) [Attachments](#) [Contacts](#) [Sub-Records](#) [Holds](#) [Meetings](#) [More Info](#)

[Existing Inspections](#) | [Request Inspections](#) | [Optional Inspections](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Existing Inspections Sort

3. From the Request Inspections area click the **Action** box next to the Irrigation / PW CO Inspection. Note: It may not yet be available depending on the progress in workflow to date. Check back later to see if it is available once any prerequisite inspections have completed.

4. Click **Request Inspection** button

Request Inspections
Sort Order ▼

Description	Reinspection	Action
EP Final Inspection	No	<input type="checkbox"/>
PP Final Inspection	No	<input type="checkbox"/>
MP Final Inspection	No	<input type="checkbox"/>
BP Final Inspection	No	<input type="checkbox"/>
Fire CO Inspection - Email FMO@mckinneytexas.org	No	<input type="checkbox"/>
Engineering CO Inspection - Call 972-547-7475	No	<input type="checkbox"/> Inspection type doesn't allow public request.
Landscape CO Inspection - Email aengelski@mckinneytexas.org or Call 972-547-2000	No	<input type="checkbox"/> Inspection type doesn't allow public request.
Erosion Control CO Inspection - Or Call 972-547-7475	No	<input type="checkbox"/>
Irrigation / PW CO Inspection	Yes	<input checked="" type="checkbox"/>
Planning CO Inspection - Call 972-547-2000	No	<input type="checkbox"/> Inspection type doesn't allow public request.

Results per page 10 1 - 10 of 10 << < 1 > >>

Request Inspection

**Optional Inspections**

Description

After selecting the type, the remaining steps are the same to request the Inspection Date and complete the request. (Skip to **Completing the Inspection Request**)

### B. Irrigation Inspection – Residential

The **Irrigation Inspection – Residential** inspections reside in the **Residential Irrigation Permits**.

**Note:** The Irrigation permit applicant will receive an email notification when an Irrigation permit has been issued. The applicant can go to the Irrigation permit to request the Irrigation Inspection – Residential inspection under the **Inspections** tab.

#### Applicant email sent when Irrigation permit is issued:

From: [noreply@mckinneytexas.org](mailto:noreply@mckinneytexas.org)  
 To: *permit applicant email*

**Subject: Your McKinney Texas Irrigation Permit Has Been Issued**

**Body:**  
 Hello,

Your Permit **RIRR2020-09-00012** has been Issued.

Please click [CSS Portal](#) to log into the Citizen Self Service (CSS) Portal to download your copy.

If applicable, final inspections may be requested online in CSS from the issued Permit's **Inspections** tab. (Final Irrigation CO inspections are requested through the Commercial Building Permit's **Inspections** tab).

Please contact the City of McKinney Public Works Office for additional information should you require any further assistance.

Thank you,  
 City of McKinney Public Works  
 Irrigation Permits  
 972-547-7360  
[irrigationpermits@mckinneytexas.org](mailto:irrigationpermits@mckinneytexas.org)

1. In My Permits' **Active Icon**, locate the Residential Irrigation Permit that contains the Irrigation Inspection – Residential to be requested.

**My Permits**

Status	Count
Attention	1
Pending	6
Active	21

Commercial Stores... 1

Commercial Certifi... 2

Commercial Solar P... 1

Other 3

Commercial Irrigati... 7

Residential Irrigatio... 6

Other 8


[View My Permits](#)

**My Permits** Search for permit nu

Display: Active  Select Case Type: Residential Irrigation System Build Permit

Permit Number	Project	Address	Permit Type	Status
<a href="#">RIRR2020-08-00004</a>		2313 LESLIE LN MCKINNEY, TX 75072	Residential Irrigation System Build Permit	Active, Recent
<a href="#">RIRR2020-08-00005</a>		9801 TYLER DR MCKINNEY, TX 75072	Residential Irrigation System Build Permit	Active, Recent
<a href="#">RIRR2020-09-00007</a>		8104 RIVERWALK TRL MCKINNEY, TX 75070	Residential Irrigation System Build Permit	Active, Recent
<a href="#">RIRR2020-09-00010</a>			Residential Irrigation System Build Permit	Active, Recent
<a href="#">RIRR2020-09-00011</a>			Residential Irrigation System Build Permit	Active, Recent
<a href="#">RIRR2020-09-00012</a>		9824 TYLER DR MCKINNEY, TX 75072	Residential Irrigation System Build Permit	Active, Recent

1. Click the **Inspections** tab to locate the **Irrigation Residential Permit Inspection**
2. From the Request Inspections area click the **Action** box
3. Click **Request Inspection**

Permit Number: RIRR2020-09-00012 

Permit Details | Tab Elements | Main Menu

**Type:** Residential Irrigation System Build Permit **Applied Date:** 09/02/2020

**Status:** Issued **Project Name:** **Issue Date:** 09/02/2020

**District:** District 4 **Assigned To:** Posinski, Joseph **Expire Date:** 03/08/2021

**Valuation:** \$0.00 **Finalized Date:**

**Description:**

Locations Fees Reviews **Inspections** eReviews Attachments Contacts Sub-Records Holds Meetings More Info

Existing Inspections | Request Inspections | Optional Inspections | Next Tab | Permit Details | Main Menu

Existing Inspections Sort: Description ▾

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
No records to display.						

Request Inspections Sort: Order ▾

Description	Reinspection	Action
Irrigation Residential Permit Inspection	No	<input type="checkbox"/>

Results per page: 10 ▾ 1 - 1 of 1 << < 1 > >>

Optional Inspections [Request Inspection](#)

After selecting the type, the remaining steps are the same to request the Inspection Date and complete the request. (Skip to **Completing the Inspection Request**)

### C. Irrigation Inspection – Commercial

The **Irrigation Inspection – Commercial** inspections reside in the **Commercial Irrigation Permits**. These may be for Commercial (standalone) Irrigation permits separate from the Commercial Building permit / CO inspections.

**Note:** The Irrigation permit applicant will receive an email notification when an Irrigation permit has been issued. The applicant can go to the Irrigation permit to request the Irrigation Inspection – Residential inspection under the **Inspections** tab.

#### Applicant email sent when Irrigation permit is issued:

From: [noreply@mckinneytexas.org](mailto:noreply@mckinneytexas.org)  
 To: *permit applicant email*

**Subject: Your McKinney Texas Irrigation Permit Has Been Issued**

**Body:**  
 Hello,

Your Permit **CIRR2020-09-000292** has been Issued.

Please click [CSS Portal](#) to log into the Citizen Self Service (CSS) Portal to download your copy.

If applicable, final inspections may be requested online in CSS from the issued Permit's **Inspections** tab. (Final Irrigation CO inspections are requested through the Commercial Building Permit's **Inspections** tab).

Please contact the City of McKinney Public Works Office for additional information should you require any further assistance.

Thank you,  
 City of McKinney Public Works  
 Irrigation Permits  
 972-547-7360  
[irrigationpermits@mckinneytexas.org](mailto:irrigationpermits@mckinneytexas.org)

- In My Permits' **Active Icon**, locate the Commercial Irrigation Permit that contains the Irrigation Inspection – Commercial to be requested.

**My Permits**

<b>Attention</b> 1	<b>Pending</b> 6	<b>Active</b> 21
Commercial Stores... 1	Commercial Certifi... 2	Commercial Irrigati... 7
	Commercial Solar P... 1	Residential Irrigatio... 6
	Other 3	Other 8

[View My Permits](#)

**My Permits** Search for permit number

Display:  Select Case Type:  [Export](#)

Permit Number	Project	Address	Permit Type	Status
<a href="#">CIRR2020-08-00018</a>		5151 W UNIVERSITY DR EB MCKINNEY, TX 75071	Commercial Irrigation System Build Permit	Active, Recent
<a href="#">CIRR2020-09-00022</a>		10104 VIRGINIA PKWY MCKINNEY, TX 75071	Commercial Irrigation System Build Permit	Active, Recent
<a href="#">CIRR2020-09-00023</a>		210 N TENNESSEE ST MCKINNEY, TX 75069	Commercial Irrigation System Build Permit	Active, Recent
<a href="#">CIRR2020-09-00026</a>		5151 W UNIVERSITY DR EB MCKINNEY, TX 75071	Commercial Irrigation System Build Permit	Active, Recent
<a href="#">CIRR2020-09-00027</a>		210 N TENNESSEE ST MCKINNEY, TX 75069	Commercial Irrigation System Build Permit	Active, Recent
<a href="#">CIRR2020-09-00028</a>		5151 W UNIVERSITY DR EB MCKINNEY, TX 75071	Commercial Irrigation System Build Permit	Active, Recent
<a href="#">CIRR2020-09-00029</a>		1000 E VIRGINIA ST MCKINNEY, TX 75069	Commercial Irrigation System Build Permit	Active, Recent



3. Click the **Inspections** tab locate the **Irrigation Commercial Permit Inspection**
4. From the Request Inspections area click the **Action** box
5. Click **Request Inspection**

Permit Number: CIRR2020-09-00029

Permit Details | Tab Elements | Main Menu

Type: Commercial Irrigation System Build Permit    Applied Date: 09/13/2020

Status: Issued    Project Name:    Issue Date: 09/13/2020

District: District 1    Assigned To: Cottrell, Tracey    Expire Date: 03/12/2021

Valuation: \$0.00    Finalized Date:

Description: Quik Trip

Locations   Fees   Reviews   **Inspections**   eReviews   Attachments   Contacts   Sub-Records   Holds   Meetings   More Info

Existing Inspections | Request Inspections | Optional Inspections | Next Tab | Permit Details | Main Menu

Existing Inspections    Sort: Description

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
No records to display.						

Request Inspections    Sort: Order

Description	Reinspection	Action
Irrigation Commercial Permit Inspection	No	<input checked="" type="checkbox"/>

Results per page: 10    1 - 1 of 1    << < 1 > >>

Optional Inspections

**Request Inspection**

### Completing Inspection Requests


1. From the **Request Inspection** window, the Inspection Type and Permit Type are listed. Click the **Requested Date** from the Calendar. Only specific dates will be offered according to the global inspection business rules.

1 #RIRR2020-09-00012

Inspection Type: Irrigation Inspection - Residential

Case Type: PW - Residential

Address: 9824 TYLER DR MCKINNEY, TX 75072

\* Requested Date:  

Comments/Gate Code:

\* Contact Name:

\* Contact Phone:

September 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	01	02	03
04	05	06	07	08	09	10

Today   Clear   Close

2. Enter optional **Comments** to communicate additional information / requests to the Inspector
3. Enter the **Contact Name / Contact Phone**. Click **Submit**.

1 #RIRR2020-09-00012

<b>Inspection Type:</b>	Irrigation Inspection - Residential
<b>Case Type</b>	PW - Residential
<b>Address:</b>	9824 TYLER DR MCKINNEY, TX 75072

**\* Requested Date**

**Comments/Gate Code**

**\* Contact Name**

**\* Contact Phone**

Submit

The inspection request confirmation will display. Note: Inspections may be rescheduled as warranted by staff.

1 Case #RIRR2020-09-00012

<b>Inspection Type:</b>	Irrigation Inspection - Residential
<b>Case Type</b>	PW - Residential
<b>Address:</b>	9824 TYLER DR MCKINNEY, TX 75072

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<b>Requested Date</b>	09/15/2020
<b>Comments/Gate Code</b>	Please call the contact below when you arrive on site for the gate code
<b>Contact Name</b>	Stephen Snyder
<b>Contact Phone</b>	972-444-5555

**Note:** Inspection requests cannot be cancelled through CSS. You must contact the department directly for any inspection cancellations to be performed.

- Returning to the parent permit the inspection is shown as scheduled per the business rules.

Locations Fees Reviews **Inspections** eReviews Attachments Contacts Sub-Records Holds Meetings More

[Existing Inspections](#) | [Request Inspections](#) | [Optional Inspections](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

**Existing Inspections** Sort Desc

<a href="#">View Inspection</a>	Description	Status	Request Date	Scheduled Date	Inspector
<a href="#">RIRR-019374-2020</a>	Irrigation Residential Permit Inspection	Open - Scheduled	09/15/2020	09/15/2020	Cottrell Tracey

- Return to the Dashboard and scroll down to the **My Inspections** icon. Click the **Scheduled** icon to view the scheduled inspections.

### My Inspections

Requested	Scheduled	Closed
0	6	64
	<ul style="list-style-type: none"> <li>Irrigation Insp... 3</li> <li>EP Final Inspe... 1</li> <li>Other 2</li> </ul>	<ul style="list-style-type: none"> <li>Fire Alarm Ac... 33</li> <li>Irrigation / P... 16</li> <li>Other 15</li> </ul>

### My Existing Inspections

rirr-019374    Exact Match

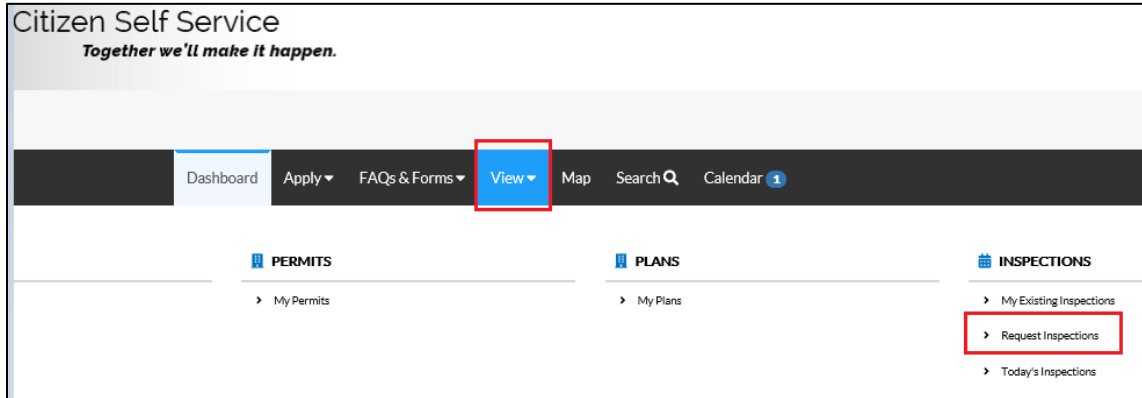
Display  Select Inspection Type   Sort

Inspection Number	Inspection Type	Address	Status	Case Type	Case Number	Reinspection	Requested Date	Scheduled Date	Completed Date
<a href="#">RIRR-019374-2020</a>	Irrigation Inspection - Residential	9824 TYLER DR MCKINNEY, TX 75072	Scheduled	Permit	<a href="#">RIRR2020-09-00012</a>	No	09/15/2020	09/15/2020	

## Inspection Requests through Menu View – Alternate Method

An alternative method of requesting multiple inspections is through the **View** option on the Menu.

1. From the Dashboard Click the **View** option on the Menu, then **Request Inspections**.



2. The inspections can be filtered further. Example: Search for all "Irrigation" inspections.
3. The Inspection Type and Permit Type & Permit Number are listed for reference.
4. Select one or all of the available Irrigation inspections for requesting. Click **Request Inspection**. Follow the prompts from the **Inspection Request** window to complete the inspection request.

