Make sure you have a registered account in the Citizen Self Service Portal (CSS)
1. If you are not registered, please refer to the tutorial document or video for “How to Register in CSS”
2. If registered, login to your account
3. You will arrive at your home page (referred to as your “Dashboard”)
4. Note - You can navigate to the permit to view your inspections by clicking on the corresponding “Active” permit or you can view them from the bottom of your dashboard.
   To view from the permit, click on the corresponding permit link under “Active” permits:

5. Click the permit link for which you would like to view the inspections
6. Click the “Inspections” tab below the permit detail information to view your inspection results.

7. To view more information (such as why an inspection was disapproved or any other notes), click on the inspection link for which you would like to view.

8. Click the “Checklist” tab below your inspection detail information to view your inspection comments and notes.

Why Did My Inspection Fail?
9. As mentioned above, you can also view your inspections on the bottom left of your dashboard.

10. Navigate to the inspection for which you would like to view by clicking the link.

11. From this screen, you can follow the same navigation as Steps 7 - 8 listed above.

Thank you for your business with the City of McKinney! We appreciate you!