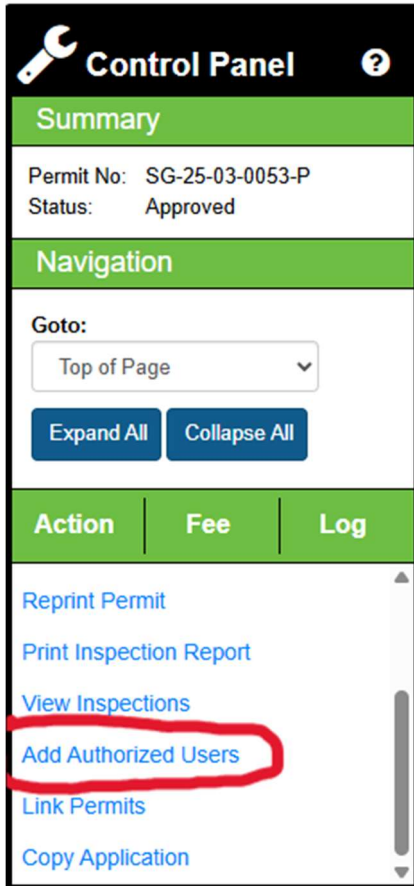


## How to Add Additional Users to Permits and How to Locate Inspection Reports

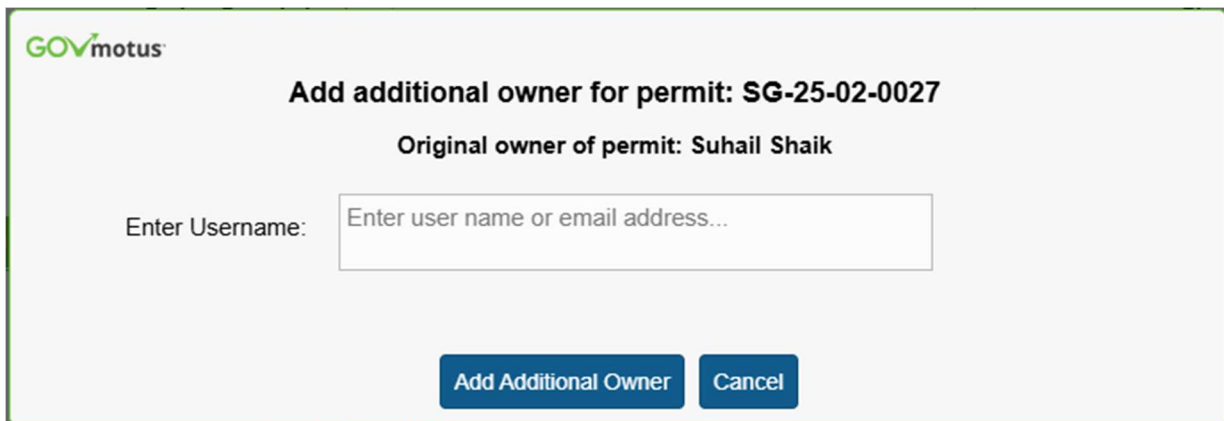
### GOVmotus Add Additional Users

1. To add additional users, from Control Panel click on 'Add Authorized Users' link. These Authorized Users might be your Admin staff, Project Managers, Superintendents, etc.

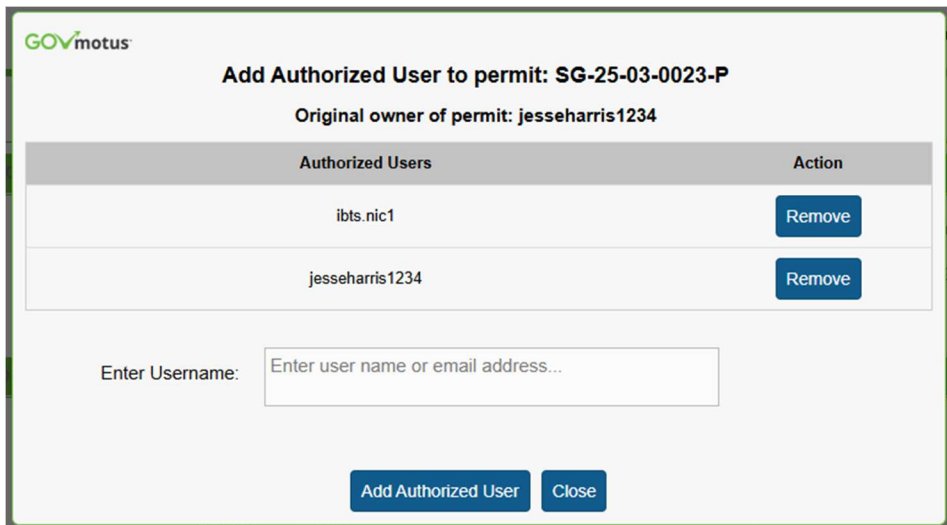


2. From the following interface, enter the owner's username in full.

**Note: Once a user has been added then they become a suggested user in the future.**

A screenshot of the GOVmotus 'Add additional owner for permit' form. The form has a light gray background and a green border. At the top left is the GOVmotus logo. The title is 'Add additional owner for permit: SG-25-02-0027'. Below the title is the text 'Original owner of permit: Suhail Shaik'. There is a label 'Enter Username:' followed by a text input field containing the placeholder text 'Enter user name or email address...'. At the bottom of the form are two buttons: 'Add Additional Owner' and 'Cancel'.

- Once authorized users are added you will have the option to remove them if this employee ever leaves your company.



The screenshot shows a web interface for managing authorized users. At the top left is the GOVmotus logo. The main heading is "Add Authorized User to permit: SG-25-03-0023-P". Below this, it states "Original owner of permit: jesseharris1234". A table lists the authorized users with their usernames and "Remove" buttons. Below the table is a text input field for adding a new user, labeled "Enter Username:". At the bottom are two buttons: "Add Authorized User" and "Close".

| Authorized Users | Action                 |
|------------------|------------------------|
| ibts.nic1        | <a href="#">Remove</a> |
| jesseharris1234  | <a href="#">Remove</a> |

Enter Username:

[Add Authorized User](#) [Close](#)

## GOVmotus Locations of Inspection Reports

Inspection Report documents are automatically updated once an inspection has been scheduled and when an inspection has been completed. All notes from inspections can be found in this report. From this inspection report you can see all completed inspections from past and present.

This Inspection Report can be found in multiple locations.

1. Once the inspection is completed this report is emailed out to all the permit authorized users.

Dear SEAN,

The inspections for this site are completed.

**Failed Inspections:**

Rough-in Mechanical/HVAC

Your report is attached for your records, and will be available anytime in the future, at [GOVmotus](#).

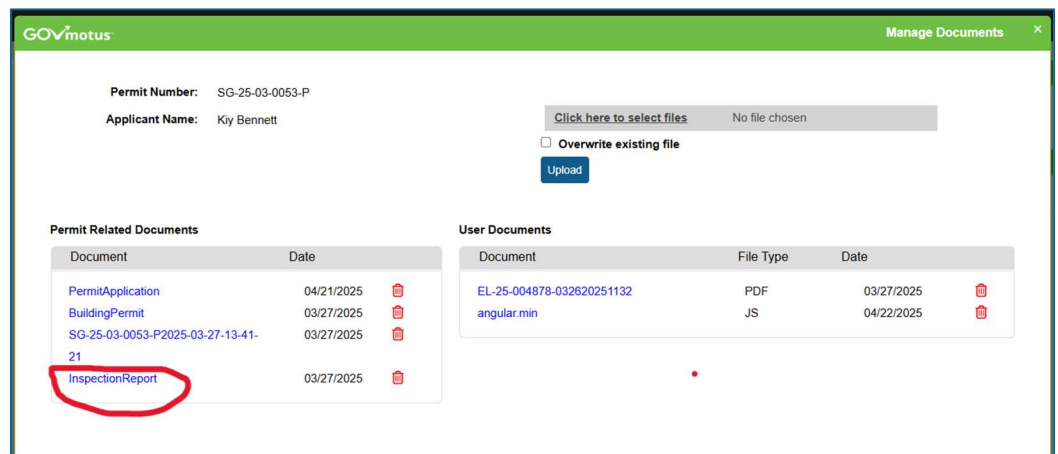
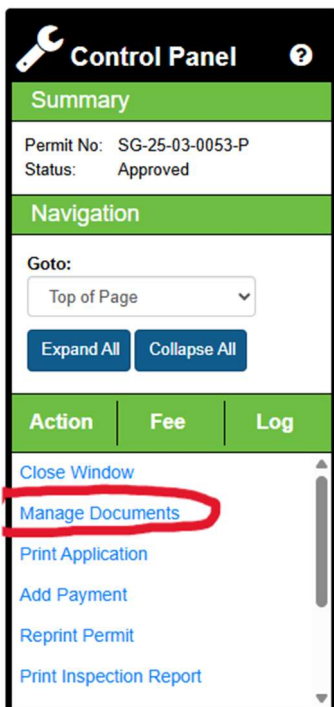
At this site you have complete access to your permit, plans, inspection reports and other important documents concerning your project.

Thank you.

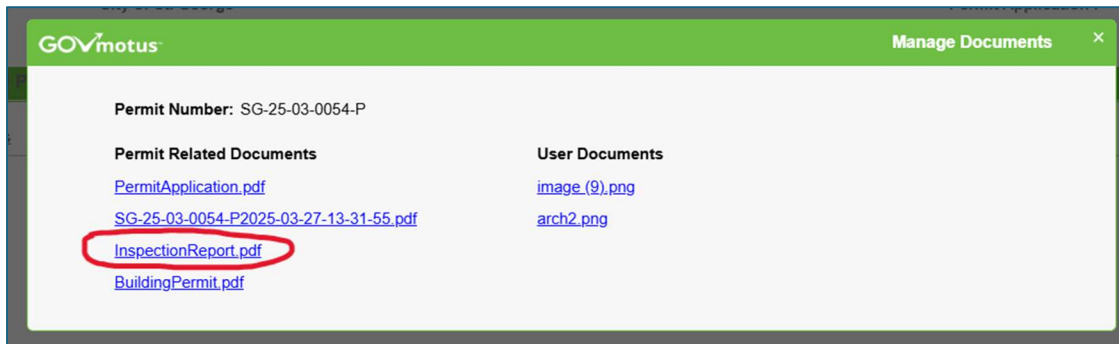
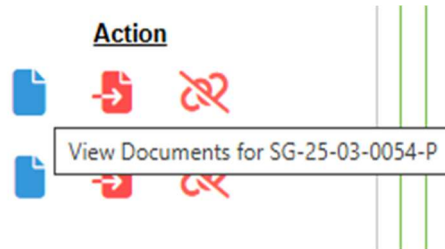
One attachment • Scanned by Gmail



2. Inspection Report can be found under the 'Control Panel' to the left of the permit under the 'Manage Documents' link. Once you click this link a pop-up window appears and under the column 'Permit Related Documents' the inspection report can be found highlighted in blue labeled 'Inspection Report'.



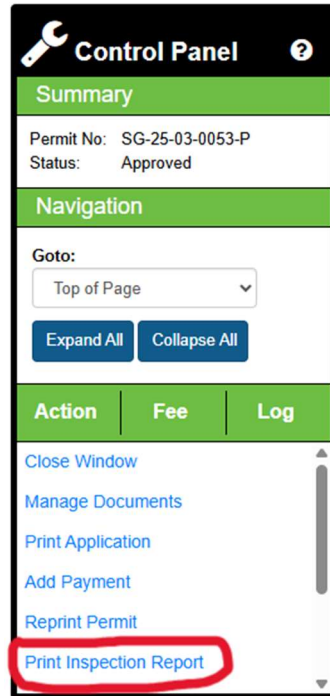
3. Linked permits inspection reports can be found under Action buttons. Blue action button for view documents of Linked permits. Once you click this link a pop-up window appears and under the column 'Permit Related Documents' the inspection report can be found highlighted in blue labeled 'Inspection Report'.



4. Linked permits inspection reports can be found under Action buttons. Orange action button for quick access to the Inspection Report.



5. Inspection Report can be found under the 'Control Panel' to the left of the permit under the 'Print Inspection Report' link. Once clicked the report will appear in another tab on your internet browser.



Inspection Report Example:



13686 Perkins Road  
St. George, LA 70810  
Phone: (225) 228-3200  
Fax:

# INSPECTION REPORT

## PROJECT INFORMATION

PERMIT NUMBER: SG-25-02-0098-P JURISDICTION: StGeorge  
TYPE: Building Permit - Residential - New Construction  
OWNER: [REDACTED] ALTERNATE NUMBER: \_\_\_\_\_  
PROJECT ADDRESS: [REDACTED] BATON ROUGE, LA 70810  
FLOOD ZONE: N/R

## INSPECTION INFORMATION





INSPECTION: Rough-in Plumbing  
SCHEDULED DATE: 3/6/2025 INSPECTION DATE: 3/6/2025 STATUS: Passed  
INSPECTOR: Nicholas Vasquez  
INSPECTOR SIGNATURE: [REDACTED]  
COMMENTS:

INSPECTION: Utility Connection (Sewer)  
SCHEDULED DATE: 3/6/2025 INSPECTION DATE: 3/6/2025 STATUS: Passed  
INSPECTOR: Nicholas Vasquez  
INSPECTOR SIGNATURE: [REDACTED]  
COMMENTS:

INSPECTION: Elevation Certificate  
SCHEDULED DATE: 3/7/2025 INSPECTION DATE: 3/10/2025 STATUS: Passed  
INSPECTOR: Stephanie Phillips - St. George


A pdf of this document can be located on your dashboard in the 'Resource Center' under the 'Click to view the Standard Documents' icon.

### Pending Permit Payment


|   |          |                                  |
|---|----------|----------------------------------|
|  SG-25-03-0057-P                                     | \$50.00  | <a href="#">Click to Pay Fee</a> |
|  SG-25-03-0053-P                                     | \$100.00 | <a href="#">Click to Pay Fee</a> |
|  Indicates you are an Authorized User of this Permit |          | <a href="#">Click to Pay Fee</a> |
|  SG-25-04-0020-P                                     | \$49.99  | <a href="#">Click to Pay Fee</a> |

[<<](#) [1](#) [>>](#)

### Resource Center



[Click to Calculate Project Fees](#)



[Click to view the Standard Documents](#)