

Oakland – DOT

Inspection Scheduling for Utility Companies

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1. Schedule Inspection for already added record:

Open the following URL in your browser: http://oaklanddot.com/scheduling_portal.html

1. Search the Project Number on which you want to schedule Inspection.

CITY OF OAKLAND Department of Transportation

Search Project

Permit Number *

Search

Upload CSV

2. Enter the required data and tap on Submit button to schedule an inspection.

CITY OF OAKLAND Department of Transportation Help

Inspection Request Inspection Requested Change Project

Inspection Request

Permit Information

x1900076 PG&E 02/16/2022

USA Number 12/31/2019

Supervisor Information

Supervisor Name * Mobile Number Section Name

Unit Number

Inspection Information

Crew Number Job Number Requested Inspector

Project Number Oakland Zip Code *

On Street * Cross Street 1 Cross Street 2

Sub Contractor *

Remarks

Site Contact Information

Contact Name * Contact Number * Contact Email *

Submit

CITY OF OAKLAND Department of Transportation Help

Inspection Request Inspection Requested Change Project

Inspection Request

Permit Information

x1900076 PG&E 02/16/2022

USA Number 12/31/2019

Supervisor Information

supervisor (510) 111 1111 section

Unit Number

Inspection Information

Crew Number Job Number Requested Inspector

Project Number Oakland Zip Code *

On Street * Cross Street 1 Cross Street 2

Sub Contractor *

Remarks

Site Contact Information

contact (510) 111 1111 contact@oaklandca.gov

Submit

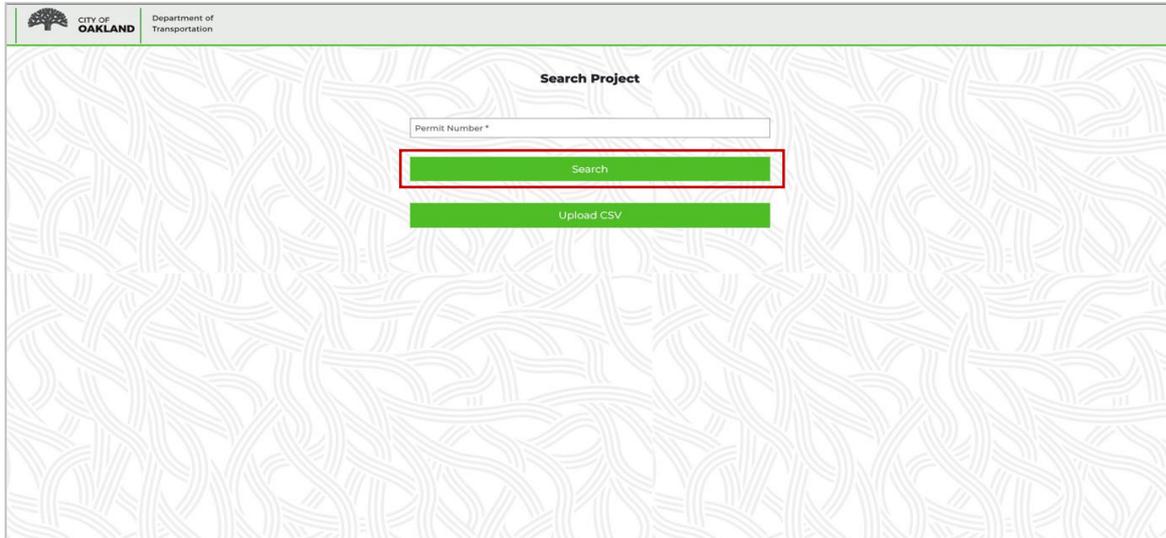
Inspection has been created successfully

OK

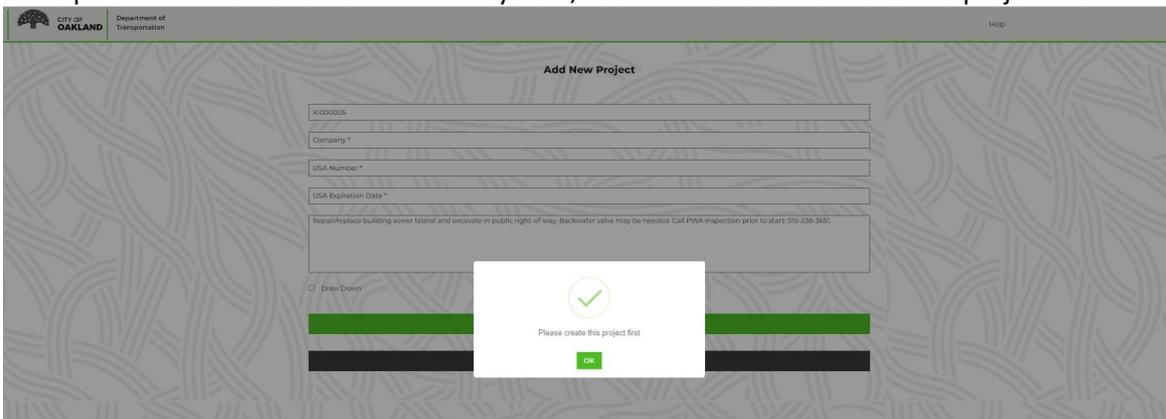
2. Add Project and then schedule its inspection:

Open the following URL in your browser: http://oaklanddot.com/scheduling_portal.html

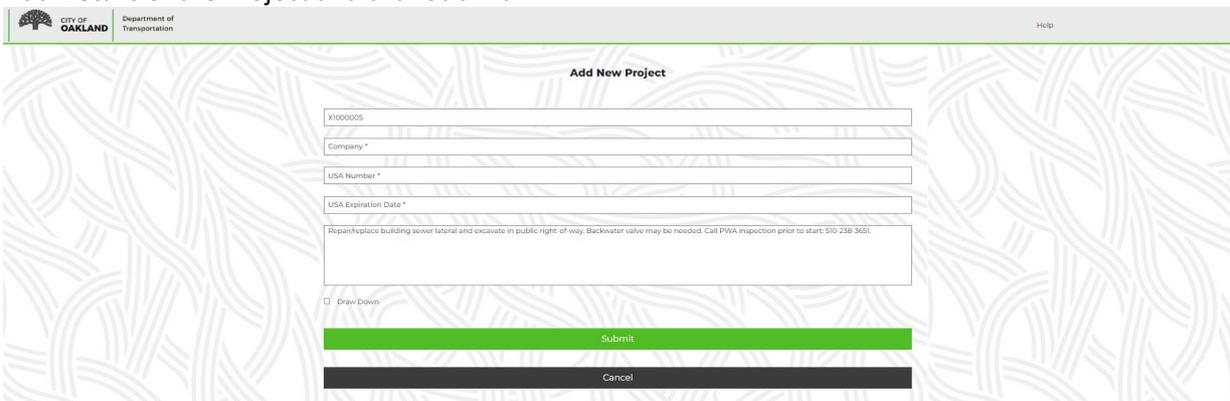
1. Search for the Permit.



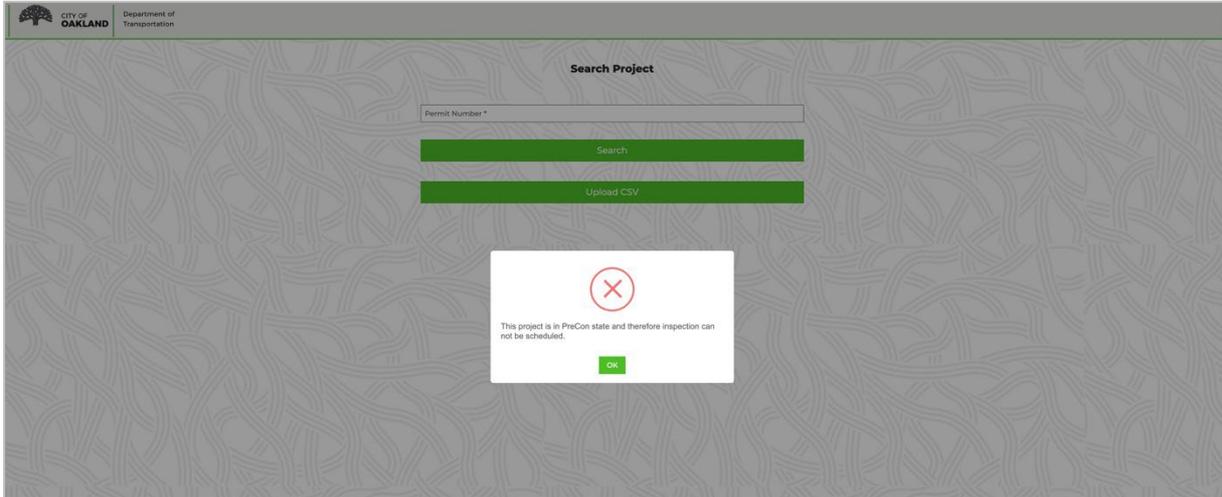
2. If the permit number is not found in the system, user will be asked to create the project first.



3. Add Details of the Project and click Submit.



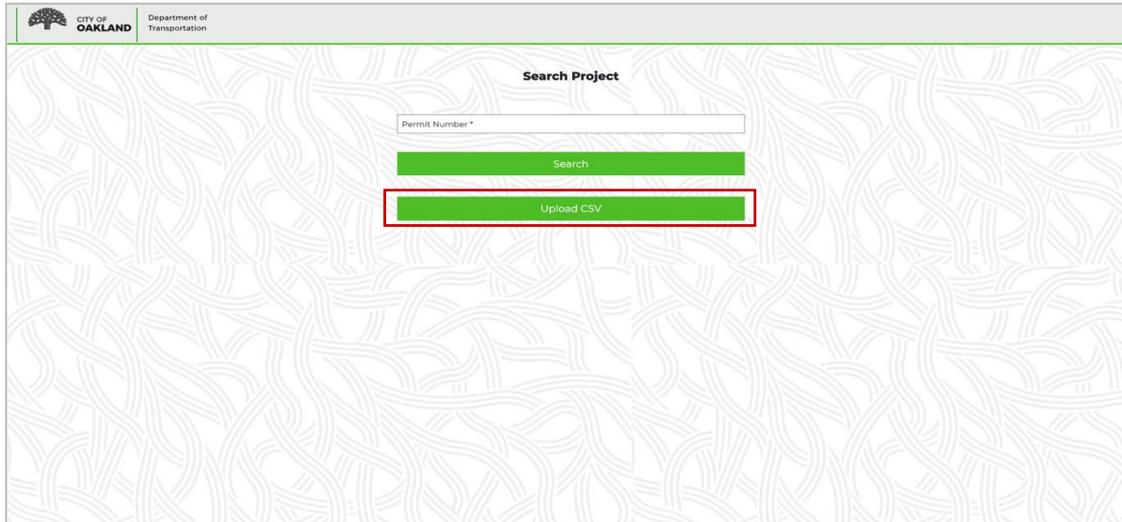
4. A popup appears on screen with message “This project is in PreCon State and therefore inspection cannot be scheduled.” No other inspections can be scheduled until PreCon inspection is resulted.



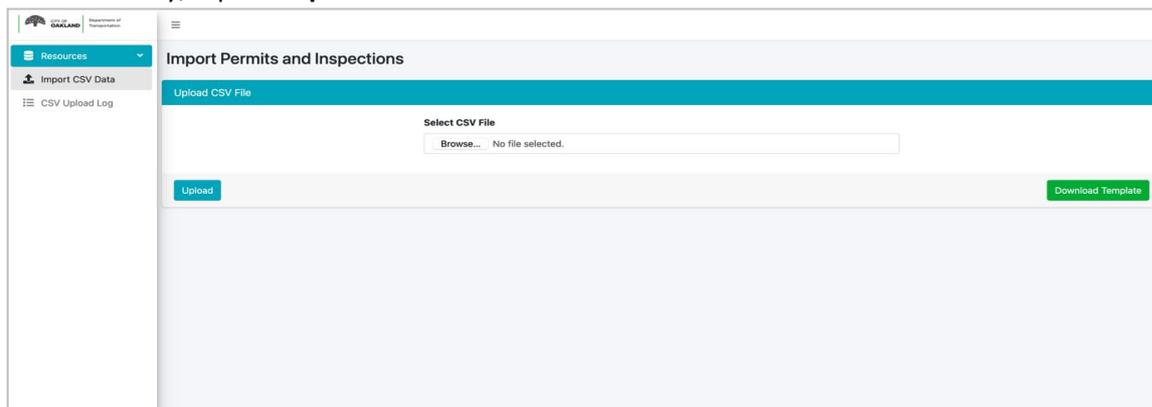
3. Add Record and Schedule Inspections through Template:

Open the following URL in your browser: http://oaklanddot.com/scheduling_portal.html

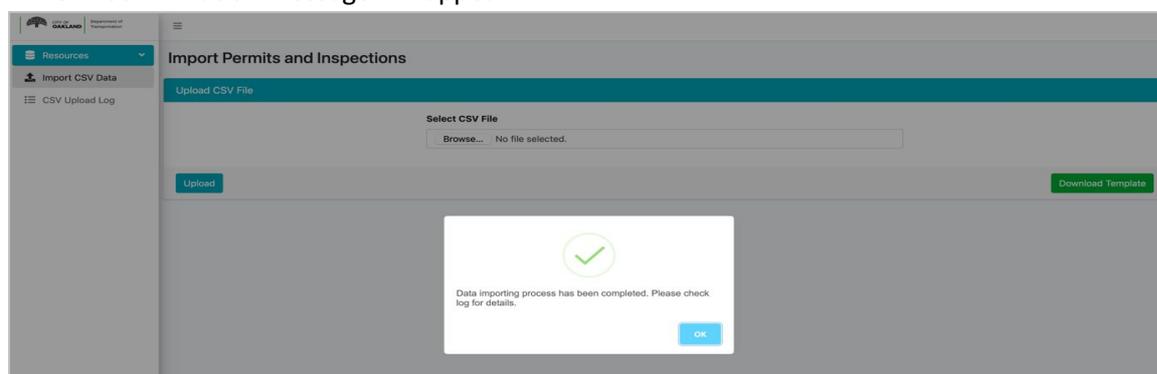
1. Upload CSV to Create Permit or Schedule Inspections in the database.



- a. From the left menu, tap on **“Import CSV Data”**.
- b. Tap on **“Download Template”** to download a template which you can fill with the Permit and Inspection information.
 - 2/21/22 Update: “sub_contractor” field has been added. This is a required field. If there is not a sub-contractor, please input the same company name.
- c. Once the template is ready tap on **“Choose File”** and select your template.
- d. Finally, tap on **“Upload button”**. The data will be validated from AA.



- e. Confirmation message will appear.



2. From the left menu tap on “CSV Upload Log”. User can view all the Permits and their responsesubmitted through Template.

S. No.	UID	Permit Number	Message	Result	Log Date
1	1	X1900076	Supervisor name is required	Failed	10/12/2021 05:02
2	2	X1900021	Project is in precon state	Failed	10/12/2021 05:02
3	3	X1900022	This permit is not in valid state.	Failed	10/12/2021 05:02
4	4	X1900024	This permit is not in valid state.	Failed	10/12/2021 05:02

Showing 1 to 4 of 4 entries

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