



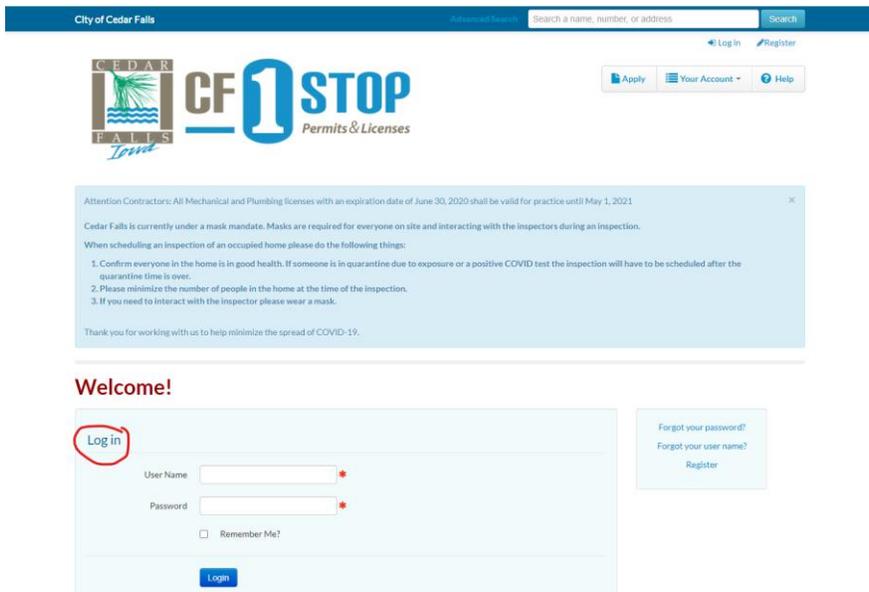
# DEPARTMENT OF COMMUNITY DEVELOPMENT

City of Cedar Falls  
220 Clay Street  
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Phone: 319-268-5161  
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## Inspection Services Division

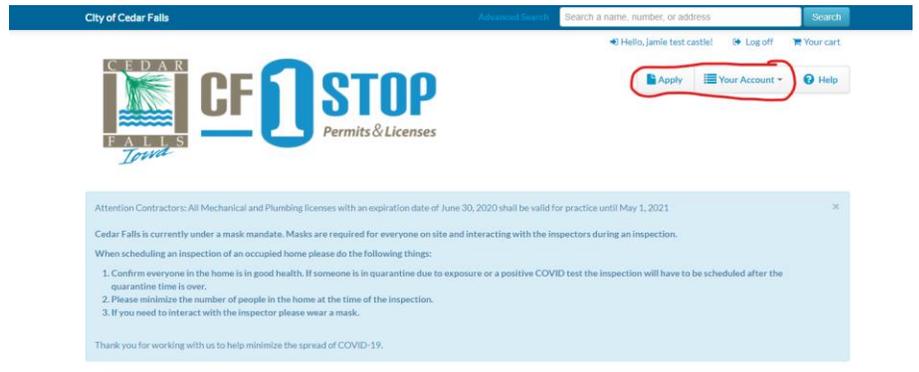
### CF1Stop Tips and Tricks:

CF1Stop is the City’s online portal for the public to interact with our permitting system.



Your first step is to register, if you haven't. It is very important you register only once. If you are not sure if you have an account try the “forgot your user?” name button. If you are unsure what email you used please call the Inspections Division at 319-268-5161 for assistance.

Once you are logged in you can apply for a permit and review the permits you already have.



To apply for a permit either select “Apply” in the upper left corner or select the permit type from the list in the middle of the page.

### Get Started

Select the permit, license, or project you'd like to apply for using one of the methods below.



#### Permits - Unified (Land & Building)

- Detached Accessory Structure
- Deck
- Garage
- Shed
- Swimming Pool

#### Permits - Trade

- Electrical
- Mechanical
- Plumbing
- Refrigeration
- Hydronics
- Sewer Main Connection
- General Fire Permit

#### Permits - Engineering

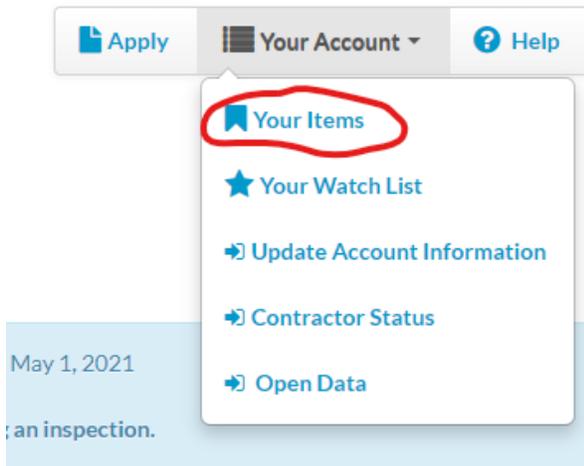
- ROW - Sidewalk/Approach
- ROW - Excavation
- Overload
- Sanitary Infrastructure

#### Permits - Alteration

- Reroof
- Siding
- Windows and Doors
- Remodel

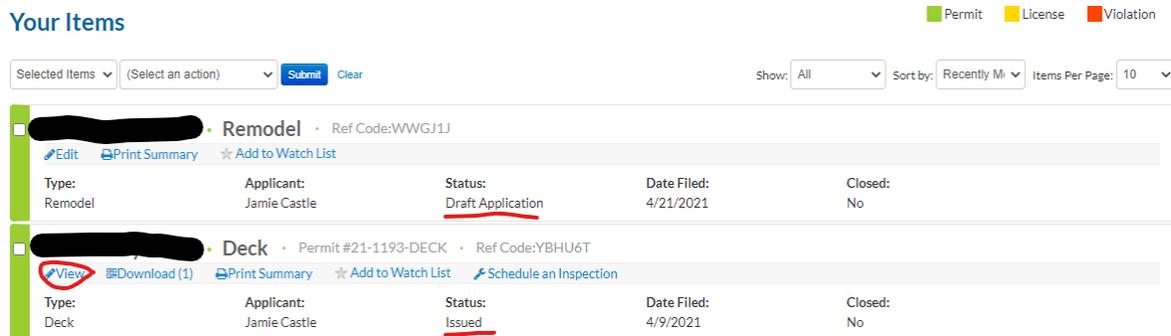
#### Permits - Other

- Fence
- Driveway/Off Street Parking (Residential)
- Commercial Parking Lot
- Floodplain
- Demolition
- Structure Relocation



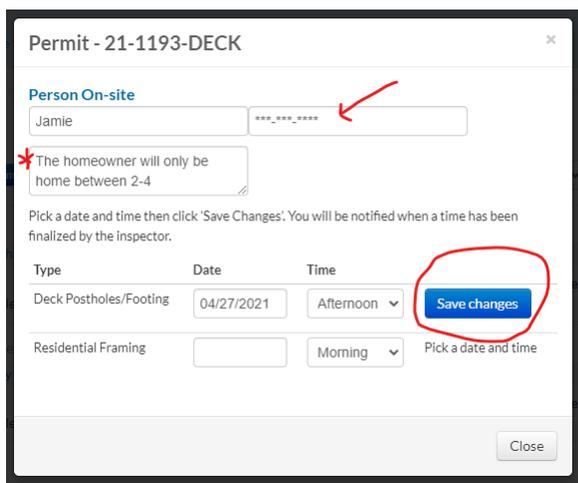
To look at your current permits Select the “Your Account” then select “Your Items” in the pull down menu.

Note: This tab also allows you to update your account information and contractor status. You can also create a watch list for specific permits.



Once you select “Your Items” a list of all of your permits will show. As a homeowner this shows all the permits for your property. As a Contractor it shows all the permits you are associated with. This page will also show all of the licenses and violations associated with your company or address.

Permits: This page give a summary of each permit. You will see the address, type, status, date filed, and applicant’s name. From this page you can either “view” the permit to see more information or you can quick schedule an inspection.



When you select “Schedule an Inspection” from the summary window a pop up window will open. Fill out all of the items. There is an additional information window that allows you to send additional information to the Inspections staff. This should be used when there is an entry code, certain hours available, or any other information the staff may need.

**Permit · 21-1193-DECK**

Type: Deck  
 Location: [REDACTED]  
 Description: This is a test  
 Created By: Jamie Castle

Overview Documents Messages **1** Reviews **2** Inspections **3** Users

**Overview**

A listing of the key features of the permit. To print this information, use the button below.

[Printer Friendly Version](#)

**Details**

Name	Value
Total Construction Area (ft <sup>2</sup> )	200.00
Construction Value	0.00
Type of Work	New Construction
Rehabilitation Funded Project	False
Electrical Work Performed	False

When you select “view” from the summary page you will be taken to a page that gives you all the details for that specific permit. There are multiple tabs – Overview, Documents, Messages, Reviews, Inspections, and Users.

Inspections tab: All of the completed and pending inspections are listed with their status. You can schedule inspections from this page also. If you don’t see an inspection you believe you need you can add the inspection in the lower portion of the page.

Overview Documents Messages **1** Reviews **2** Inspections **3** Users

**Inspections**

The table below lists all the inspections. If you have the appropriate permission, you will see available actions that can be taken on an inspection in the “Actions” column.

Type	Status	Date	Inspector	Actions
Deck Postholes/Footing	<u>Failed</u>	4/12/2021	Jamie Castle	<a href="#">I'm Ready for Reinspection</a> <a href="#">* Summary</a>
Residential Framing	Unscheduled			<a href="#">I'm Ready for this Inspection</a>
Final Building	Unscheduled			

**\* Add Inspection**

Don't see the inspection above? You can add additional inspections by selecting an available inspection from the drop down, then click Add.

Inspection Type

[Add](#)

There is a “summary” button for each of the completed inspections. By selecting this button a new window will open with the summary of the inspection.

**Inspection Report**

**Permit Information**

Permit	21-1193-DECK
Permit Type	Deck
Location	[REDACTED]
Land Use	Single Family Detached
Applicant	Jamie Castle
Permit Status	Issued

**Inspection Information**

Type	Deck Postholes/Footing
Result	Failed
Date	4/12/2021 10:00:00 AM
Inspector	Jamie Castle
Comment	Person Onsite: jamie llkjlsdkjfldsjf

**Deficient Correction Items**

Print

Inspection summary: this pop up will show the date, time, results, and inspector. The deficient correction items will list the required corrections for a failed inspection. Many times this will state “Corrections on Site”. This comment means two things. The first is that the corrections list has been left on site with either the inspection attendee or it has been left in the designated area (counter, tacked to a stud, tapped to a window). This also means a picture of the corrections list is also saved in our permitting system. This is accessible to you through CF1Stop.

The picture of the correction list can be found under the “Documents” tab. There will be folder with the name of the inspection and one or more photos in that tab.

Overview **Documents** Messages 1 Reviews 2 Inspections 3 Users

**Existing Documents**

- Deck Postholes/Footing - 4/12/2021
  - Photo 1.jpg (4/9/2021)
- Optional Submittals
  - Lama testing PDF.pdf (4/9/2021)
- Site Plan
  - Site Plan.pdf (4/9/2021)

**Upload Additional Document(s)**

Choose File No file chosen Add

Upload

This page has all of the submittal documents, plan review letters, permits, receipts, and other important documents for the permit.

There is also an option for the permit holder to upload additional documents. If the inspectors request an engineering report, revised drawings, or 3<sup>rd</sup> party inspection results these can be uploaded directly to the permitting system through this page.

If you have more questions about this web portal please don't hesitate to call the Inspections Services office at 319-268-5161