

SCHEDULING APPOINTMENTS

This guide is to be used to schedule General Building Questions.

General Building Questions will be scheduled in 15 minute increments. Please visit the online [Appointment Scheduler](#) to see a list of available appointment times.

When using the Appointment Scheduler, you will have the option to choose appointments by choosing open time slots from a department or category calendar, or by using the Scheduling Wizard.

Calendar:

Each available time will be shown on the calendar. You will choose the desired time.

(Screenshots are for procedure purpose only and do not reflect the actual openings)

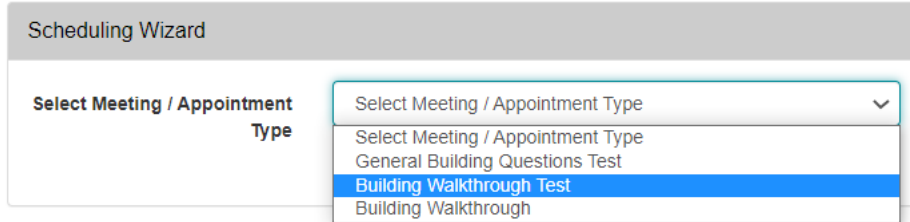
Calendar - Department: Community Development

June 2021

Sun	Mon	Tue	Wed	Thu	Fri
30	31	1	2	3	4
6	7	8	9	10	11
13	14	15	16	17	18
	<ul style="list-style-type: none"> ● 7:15a General Building Que ● 7:30a General Building Que ● 7:45a General Building Que ● 8a General Building Questic ● 8:15a General Building Que ● 8:30a General Building Que ● 8:45a General Building Que ● 9a General Building Questic ● 9:15a General Building Que ● 9:30a General Building Que 	<ul style="list-style-type: none"> ● 7:15a General Building Que ● 7:30a General Building Que ● 7:45a General Building Que ● 8a General Building Questic ● 8:15a General Building Que ● 8:30a General Building Que ● 8:45a General Building Que ● 9a General Building Questic ● 9:15a General Building Que ● 9:30a General Building Que 	<ul style="list-style-type: none"> ● 8a Building Walkthrough Te ● 8:30a Building Walkthrough ● 9a Building Walkthrough Te ● 9:30a Building Walkthrough ● 10a Building Walkthrough T ● 10:30a Building Walkthrough ● 11a Building Walkthrough T ● 11:30a Building Walkthrough ● 1p General Building Questic ● 1:15p General Building Que 	<ul style="list-style-type: none"> ● 7:15a General Building Que: ● 7:30a General Building Que: ● 7:45a General Building Que: ● 8a General Building Questic ● 8:15a General Building Que: ● 8:30a General Building Que: ● 8:45a General Building Que: ● 9a General Building Questic ● 9:15a General Building Que: ● 9:30a General Building Que: 	

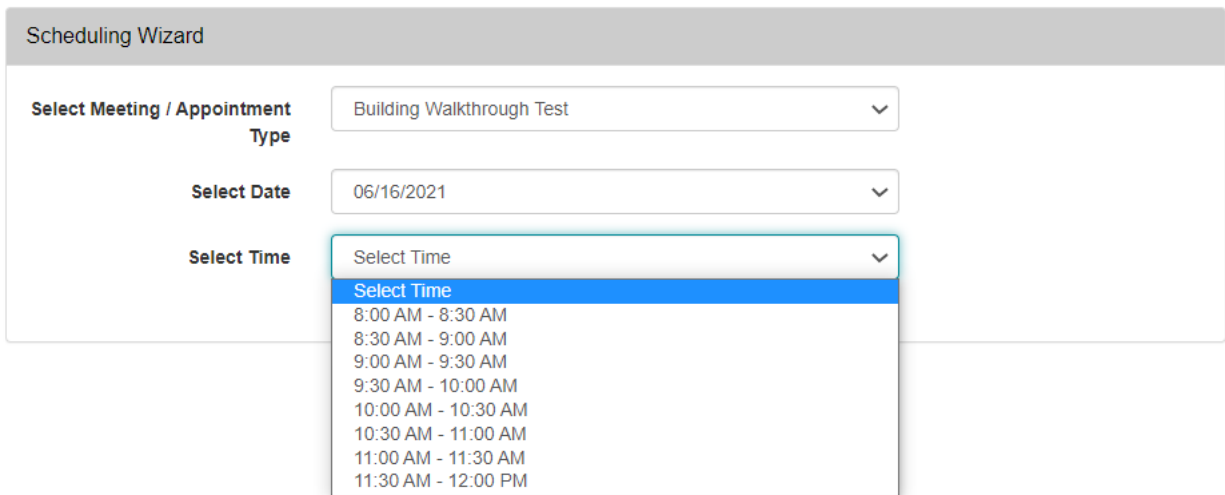
Scheduling Wizard:

The Scheduling Wizard allows you to choose a time by appointment type.



The screenshot shows the 'Scheduling Wizard' interface. A dropdown menu is open for the 'Select Meeting / Appointment Type' field. The menu options are: 'Select Meeting / Appointment Type', 'Select Meeting / Appointment Type', 'General Building Questions Test', 'Building Walkthrough Test' (highlighted in blue), and 'Building Walkthrough'.

Once they you an appointment type, you will be asked to choose a date and time.



The screenshot shows the 'Scheduling Wizard' interface with three fields: 'Select Meeting / Appointment Type' (set to 'Building Walkthrough Test'), 'Select Date' (set to '06/16/2021'), and 'Select Time'. The 'Select Time' dropdown menu is open, showing a list of time slots: 'Select Time', '8:00 AM - 8:30 AM', '8:30 AM - 9:00 AM', '9:00 AM - 9:30 AM', '9:30 AM - 10:00 AM', '10:00 AM - 10:30 AM', '10:30 AM - 11:00 AM', '11:00 AM - 11:30 AM', and '11:30 AM - 12:00 PM'. The 'Select Time' option is highlighted in blue.

Once you click on the desired time slot, you'll be directed to the sign up window. Fill in your information and what you are coming in for, i.e. "Building walkthrough for deck in backyard. 15' x 10', 7' high, wood material, address 123 Main Street".

Click Sign Up.

Sign Up

Meeting Name / Appointment Type	Building Walkthrough Test
Description	The City of Westminster Building Division offers a walk-through plan review and permit process for minor residential construction projects. In most cases, this process allows homeowners to obtain permits for small projects during the walk through, rather than wait the normal review time of two to four weeks it often takes to review and approve the construction plans. Due to time constraints, the walk-through process is restricted to decks, carports, patio covers, basement finishes, detached garages, storage sheds, simple interior remodels, structural repairs, fire repairs, fireplaces, hot tubs, gas pipe plan reviews, and similar small projects. New home construction, additions, sunrooms, large interior remodels, photovoltaic systems, or commercial projects will not be included in this process.
Location	City Hall - 4800 W. 92nd Avenue Building Division, Second Floor. Please wait in the atrium until your allotted time.
Date	Thursday, June 10, 2021
Time	8:00 AM - 8:30 AM
First Name	<input type="text" value="Builder Jane"/>
Last Name	<input type="text" value="BuildsThings"/>
Phone	<input type="text" value="123-456-7890"/>
Allow Text From City?	<input type="radio"/> Yes <input checked="" type="radio"/> No By selecting "Yes", you give the City of Westminster permission to text you regarding this meeting. Msg & data rates may apply.
Email	<input type="text" value="BuildierJaneBuildsThings@email.com"/>
Contact Preference	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="Email"/> ▼
Building Walkthrough Project Information	<input type="text" value="Building a deck in my backyard. 15' x 10', 7' high, wood material, address 123 Main Street"/>
Comments	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>
<input style="background-color: #007060; color: white; border: none; padding: 5px 15px; margin-right: 10px;" type="button" value="Sign Up"/> <input style="border: 1px solid #ccc; padding: 5px 15px; margin-right: 10px;" type="button" value="Back"/>	

Once the appointment has been scheduled, you will get a confirmation. You will also receive an email confirmation.

Meeting/Appointment Details ×

Meeting/Appointment has been scheduled successfully

Below are the details for your meeting/appointment.

If you need to change your contact information, please do so below.

If you need to change the date and time of your meeting/appointment, please cancel this appointment and schedule a new one.

ARRIVING FOR YOUR APPOINTMENT

Once you arrive at City Hall you will be greeted at the front doors. Tell the greeter you are here for the Building Division and that you scheduled an appointment for a building walkthrough or a general building question.

The greeter will assist you with where you need to go. The Building Division is located on the 2nd floor. Once on the second floor, please wait in the atrium where a Building staff member will come get you at your scheduled appointment time.

EDITING OR CANCELLING YOUR APPOINTMENT

To edit or cancel your appointment, go to My Upcoming Appointments:

Appointment Scheduler Scheduling Wizard ▾ By Department ▾ By Category ▾ **My Upcoming Appointments**

Input the email address you used to create the appointment:

You will receive an email which will contain a View Details link.

Find My Scheduled Appointments & Meetings

Enter Email

BuilderJaneBuildsThings@email.com

Find My Appointments & Meetings

Meeting/Appointment: Building Walkthrough Test

Date: Thursday, June 10, 2021

Time: 8:00 AM - 8:30 AM

Location: City Hall - 4800 W. 92nd Avenue
Building Division, Second Floor. Please wait in the atrium until your allotted time.

[View Details](#)



This link will take you to your scheduled appointment time where you can change the sign up details or cancel the appointment.

Once you're done editing the appointment make sure to click Update:

Building Walkthrough Project Information	Building a deck in my backyard. 15' x 10', 7' high, wood material, address 123 Main Street	
Attendee Comments		
Appointment Status	Active	
Add to Google Calendar Get file for iCal/Outlook		
Change Sign-Up Details	Cancel Appointment	Close

You will receive an email confirmation that your appointment has been updated. City staff will also

Building Walkthrough Project Information	<input type="text" value="Building a deck in my backyard. 15' x 10', 7' high, wood material, address 12"/>
Comments	<input type="text"/>
Update	Back

receive an email letting them know the appointment has been updated.

To cancel the appointment click Cancel Appointment. Again, you will receive an email confirmation that your appointment has been cancelled. City staff will also receive an email letting them know the appointment has been cancelled.