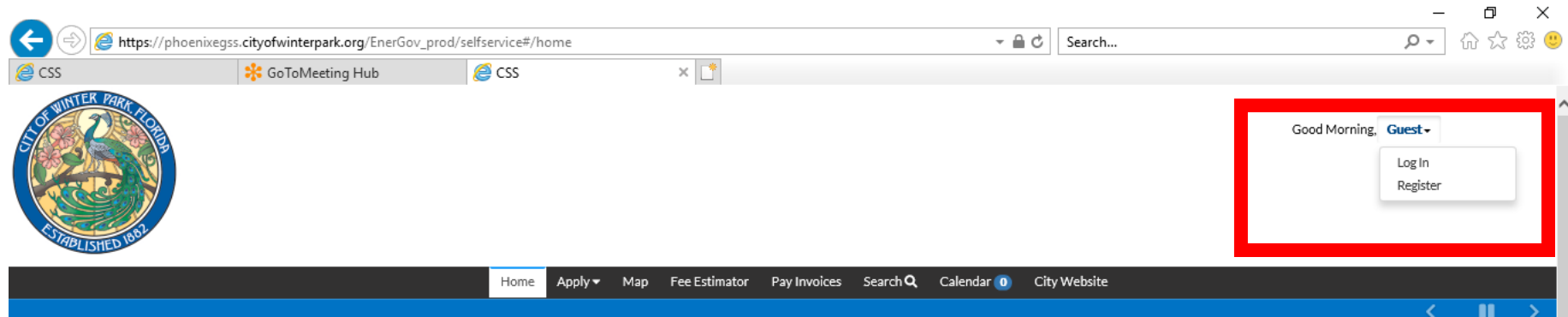


Requesting an Inspection

Step 1: Go to

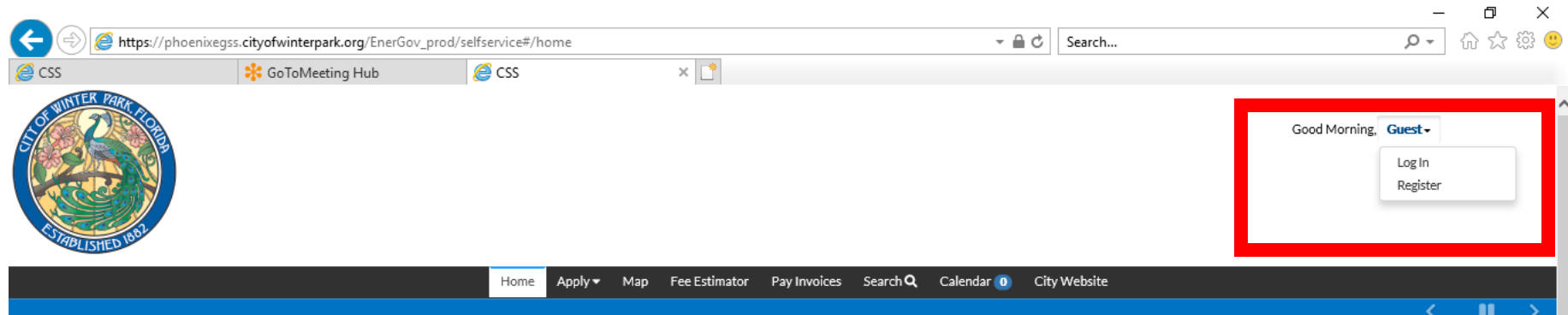
And Register-select in the top right corner



You will need a valid email address in order to register

Step 2: Login

And Login



Use the Username and Password you just created

Step 3: Find the Permit to Request Your Inspection

Select Dashboard



Good Morning, [Kris Energov](#)  1

Dashboard Home **App** View Map Fee Estimator Pay Invoices Search Calendar City Website

PERMITS

- › Residential New Construction
- › Garage Sale
- › Solicitation Permit
- › Event Permit
- › Commercial New Construction
- › All (30)

PLANS

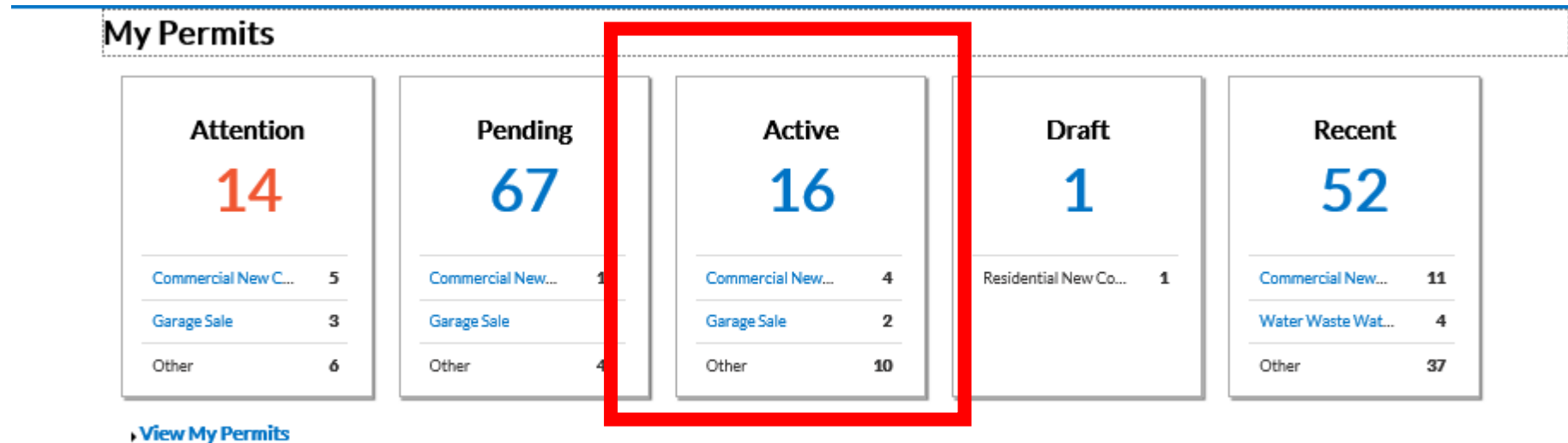
- › Board of Adjustments/Variance Application
- › Zoning Verification Letter
- › Conditional Use
- › Subdivision/Lot Split
- › Subdivision/Lot Split with Road Improvements
- › All (13)

BUSINESS CERTIFICATES

- › Park Avenue Merchant Employee Parking Program
- › Professional Services (Licensed Individual)
- › Professional Services (Licensed Establishment)
- › Home Based Business Certificate
- › General
- › All (18)

Step 3: Find the Permit to Add your Inspection

Select Active Permits



Step 3: Find the Permit to Add your Inspection

Either Select from the list or Search

My Permits

Search for permit number, project, or address



Exact Match

Display

Select Case Type

Export

Sort

Permit Number	Project	Address	Permit Type	Status	Attention Reason
BLDC - 2020 - 0009		200	Commercial New Construction	Active, Attention	Failed Reviews
BLDC - 2020 - 0010		8675309	Commercial New Construction	Active, Attention, Recent	Failed Inspections
BLDC - 2020 - 0017		401 CORTLAND AVE WINTER PARK, FL	Commercial New Construction	Active, Recent	
BLDC - 2020 - 0020		100 Park Ave	Commercial New Construction	Active, Recent	
BLDO - 19 - 0031		356	Garage Sale	Active	
BLDO - 19 - 0032		adfgsdfg	Garage Sale	Active, Attention	On Hold Unpaid Fees
BLDR - 20 - 0026		90876 pine	Residential New Construction	Active	
BLDR - 20 - 0034		1616 PALMER AVE WINTER PARK, FL 32789--275	Residential New Construction	Active, Recent	
ELEC-0003-2020		401 CORTLAND AVE WINTER PARK, FL	Electric Sub Permit	Active, Recent	
ELEC-0012-2020		1616 PALMER AVE WINTER PARK, FL 32789--275	Residential Low Voltage	Active, Recent	


Results per page

1 - 10 of 16

<< < 1 2 > >>

Step 3: Find the Permit to Add your Sub Permit Application

From the Permit Details Page Select “Inspections” or “Request” from Available Actions Menu

Permit Number: BLDR - 20 - 0034 

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Residential New Construction **Status:** Issued **Project Name:**

[Summary](#) | [Locations](#) | [Fees](#) | [Reviews](#) | [Inspections](#) | [Attachments](#) | [Contacts](#) | [Sub-Records](#) | [Holds](#) | [Meetings](#) | [More Info](#)

Progress






34% Completed

- Completed
- In Progress
- Not Started

Workflow

- ✓ Confirm Addressing - Passed : 05/21/2020
- ✓ Document Check - Passed : 05/21/2020
- ✓ Contractor Licensing Confirmation - Passed : 05/21/2020
- ✓ Document Preparation - Passed : 05/21/2020
- ✓ Fees Paid - Passed : 05/21/2020
- ✓ Issue Permit - Passed : 05/21/2020
- ✓ Notice of Commencement - Passed : 05/21/2020
- ✓ Issue Invoice - Passed : 05/21/2020
- ✓ Demo Permit Issued - Passed : 05/21/2020

Available Actions

-  **Request Inspection** [Request](#)
ENG Rough Site Grading
-  **Request Inspection** [Request](#)
COM Window/Door Bucks
-  **Request Inspection** [Request](#)
RES Tie Beam
-  **Request Inspection** [Request](#)
RES Exterior Wall Sheathing
-  **Request Inspection** [Request](#)
RES Lintel

Fees

\$0.00

[View Details](#) [Add to Cart](#)

Step 4: Select Inspection to Request

Check the box under the “Action” Heading for the Inspection(s) you wish to schedule. Then select “Request Inspection” button

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
000053-2020	RES Footing	Hold	05/22/2020	05/22/2020	Minoga Renata	
000057-2020	RES Footing	Passed	05/22/2020	05/22/2020	Minoga Renata	
000054-2020	RES Slab	Requested	05/22/2020	05/22/2020	Whittle Ken	

Results per page 1 - 3 of 3 << < 1 > >>

Request Inspections

Description	Reinspection	Action
ENG Rough Site Grading	No	<input type="checkbox"/>
COM Window/Door Bucks	No	<input type="checkbox"/>
RES Tie Beam	No	<input type="checkbox"/>
RES Exterior Wall Sheathing	No	<input type="checkbox"/>
RES Lintel	No	<input type="checkbox"/>
RES Dry In/Roof Deck	No	<input type="checkbox"/>
RES Stucco Lathe	No	<input type="checkbox"/>
Partial/Pre-Framing Inspection	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
RES Framing	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
RES Insulation	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.

Results per page 1 - 10 of 14 << < 1 2 > >>

[Request Inspection](#)

Step 5: Select Schedule Date


Select Date from “Calendar” Button. If you wish to leave a contact number along with any special instructions. You will need to contact inspectors the morning of to receive an approximate time. Once complete Select “Submit”

1 #BLDR-20-0034 ×

Inspection Type: RES Tie Beam

Case Type Residential New Construction

Address: 1616 PALMER AVE WINTER PARK, FL 32789-2753

*** Requested Date** 

Comments/Gate Code

Use same date for all

Step 5: Select Schedule Date

Green Checkmark indicates inspection is requested. Select “Back”

[← Back](#)

Request Inspections (2)

1 Case #BLDR - 20 - 0034

Inspection Type:	RES Tie Beam
Case Type	Residential New Construction
Address:	1616 PALMER AVE WINTER PARK, FL 32789-2753
<hr/>	
Requested Date	06/26/2020
Comments/Gate Code	sample inspection



Step 6: Review Inspection Status

Returning back to Inspection Dashboard Screen Select Inspection Number under “View Inspection” Heading. You can also review inspection results from the same menu

[Existing Inspections](#) | [Request Inspections](#) | [Optional Inspections](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Existing Inspections

Sort 

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
000099-2020	COM Window/Door Bucks	Requested	06/29/2020	06/29/2020	Dunkle Theresa	
000053-2020	RES Footing	Hold	05/22/2020	05/22/2020	Minoga Renata	
000057-2020	RES Footing	Passed	05/22/2020	05/22/2020	Minoga Renata	
000054-2020	RES Slab	Requested	05/22/2020	05/22/2020	Whittle Ken	
000098-2020	RES Tie Beam	Requested	06/26/2020	06/26/2020	Dunkle Theresa	

Results per page 1 - 5 of 5 << < 1 > >>