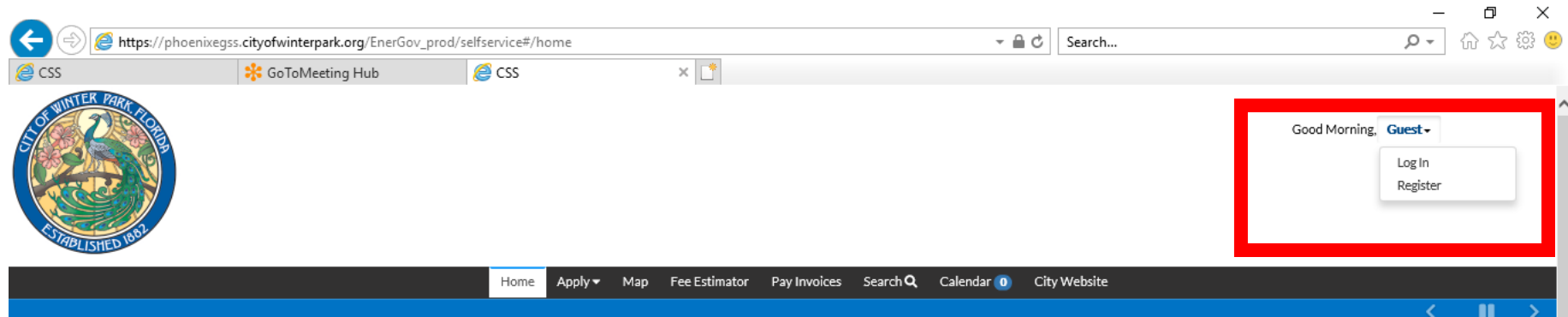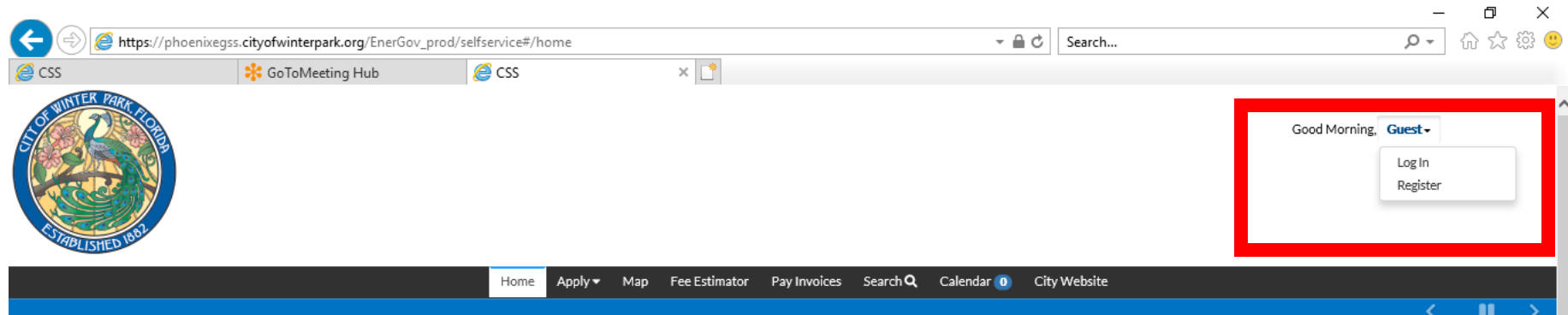# Requesting an Inspection

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

Step 3: Find the Permit to Add your Inspection

Select Active Permits
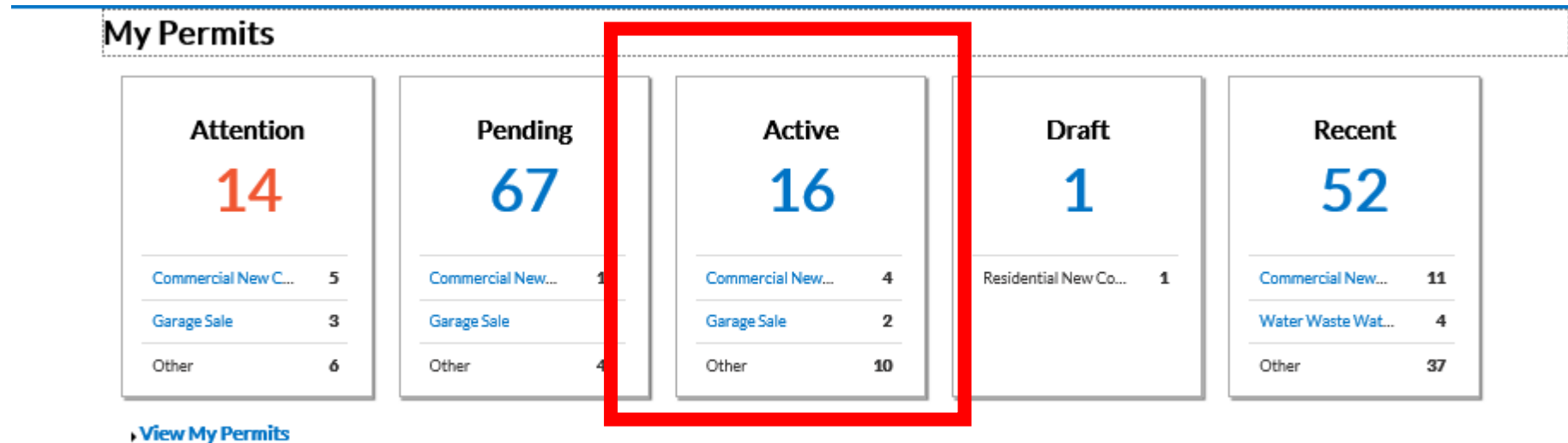
Step 3: Find the Permit to Add your Inspection
Either Select from the list or Search

My Permits

Search for permit number, project, or address 🔍

Exact Match ☐

Display Active ▾ **Select Case Type** [____] 📊 Export **Sort** Permit Number ▾

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 10 ▾ 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

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 10 ⌄ 1 - 3 of 3   << < 1 > >>

Request Inspections

Sort Order ⌄

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

Results per page 10 ⌄ 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"

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

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 Description ▼

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 10 ▼   1 - 5 of 5   << < **1** > >>