

Inspections Guide

Important stuff to know

- Inspections may only be scheduled by the Applicant of Record
- Although listed, an inspection may not be available for scheduling due to its dependency on the passing of another inspection
- Inspections, as shown on the list, are subject to change
- Inspections may not be performed on the day requested
- Re-inspection fees may be added if the work is not ready/complete at the time of inspection, or if the inspection request is canceled after the cut-off time

To Schedule an Inspection

1. Sign in to your Connect Live account
2. Click the Inspections link at the top
3. Find the inspection you want to schedule (permits are separated by a blue bar with the address and permit number listed on it)
4. Click on “Schedule” in the Action column

24 SURF SIDE Drive, ORMOND BEACH				Permit: 20191015016
Inspection	Status	Action	Inspector	More Info
Generator Combination Final	Not available			
Generator Combination Rough-in	Scheduled 11/09/2020	Cancel	Building Inspector - Overflow	

68 OCEAN SHORE Drive, ORMOND BEACH				Permit: 20191104036
Inspection	Status	Action	Inspector	More Info
Mechanical Final	May be available	Schedule		

5. Select the date you would like for the inspection from the available dates listed
6. You can enter a note to the inspector if needed
7. Click “Schedule this Inspection”

Schedule Inspection ✕

Available Dates

Wednesday, Feb 09th
 Thursday, Feb 10th
 Friday, Feb 11th
 Monday, Feb 14th

Notes for the Inspector
 An approximate time window for this inspection may be provided by phone the morning of the inspection.

Enter a note here

8. Click the “Close” button to close the message stating “Inspection scheduled successfully”

Once the inspection has been scheduled, the Status column will show “scheduled” along with the date requested and the Action column will now have “Cancel” available.

24 SURF SIDE Drive, ORMOND BEACH				Permit: 20191015016
Inspection	Status	Action	Inspector	More Info
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68 OCEAN SHORE Drive, ORMOND BEACH				Permit: 20191104036
Inspection	Status	Action	Inspector	More Info
Mechanical Final	May be available	Schedule		

To Cancel an Inspection

1. Find the inspection you want to schedule (permits are separated by a blue bar with the address and permit number listed on it)
2. Click on “Cancel” in the Action column
3. Click “OK” in the “Are you sure you want to cancel this inspection?” message box
4. Click “OK” in the “Inspection cancelled successfully” message box

24 SURFSIDE Drive, ORMOND BEACH				Permit: 20191015016
Inspection	Status	Action	Inspector	More Info
Generator Combination Final	Not available			
Generator Combination Rough-in	Scheduled 11/09/2020	Cancel	Building Inspector - Overflow	

68 OCEAN SHORE Drive, ORMOND BEACH				Permit: 20191104036
Inspection	Status	Action	Inspector	More Info
Mechanical Final	May be available	Schedule		

Once the inspection has been canceled, the Status column will say “May be available” and the Action column will now have “Schedule” available.

To View Information for a Failed Inspection

1. Click the icon under the “More Info” column

68 OCEAN SHORE Drive, ORMOND BEACH				Permit: 20191104036
Inspection	Status	Action	Inspector	More Info
Mechanical Final	Failed 02/08/2022	Schedule	Melissa Martin	

The icon will only appear if there is inspection info

2. After viewing the information click the “Close” button

Inspection Result Details ✕

Notes: n/a

Deficiencies:

Status	Inspector	Deficiency	Remedy
Deficient		Manufacturers installation instructions required on job site	
		M1301.1	