



## BUILDING CODE COMPLIANCE OFFICE

6501 Magic Way, Building 100C

Orlando, Florida 32809

Telephone (407) 317-3794 Fax (407) 317-3950

Email: [BuildingCode@ocps.net](mailto:BuildingCode@ocps.net) - Web: [Building Code Compliance Office](http://Building Code Compliance Office)

### INSPECTION REQUEST CRITERIA

All inspection requests **must** be received by the Building Code Compliance Office no later than **3:00pm the day prior** to the requested inspection date, not counting weekends or holidays. All inspection requests received after 3:00pm will **not** be scheduled. The BCCO will cancel the late inspection request and it will then need to be re-requested. The BCCO assigns the inspections to the appropriate inspector.

When requesting inspections, a note must be added specifying the date the inspection is being requested for, what is to be inspected, details such as building/ room numbers and if it is a partial inspection being requested. After adding the note, click "Request Inspection" then click "Set". DO NOT change the "Request" or "Job Ready" dates. Note, we are unable to accommodate specific times for inspections.

Additional inspections can only be added to a request by asking the inspector, not by contacting the BCCO. Please do not tie up the inspector any longer than necessary. The inspector is on your work site to perform scheduled inspections but their time is fully scheduled for the day.

**A failed or canceled inspection is not automatically re-scheduled for another inspection. A re-inspection request must be requested for scheduling. All re-inspections shall be marked with an "R" and a copy of the Correction Notice must be attached to the re-inspection request.**

**This is extremely important to comply with so as not to delay your issuance of a Certificate of Occupancy.**

Questions or information shall be requested through the BCCO and will be directed to the proper person to help.