



BUILDING CODE COMPLIANCE OFFICE

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INSPECTION REQUEST PROCESS WORKFLOW

After logging into [MyGov](#), the following steps are to be followed to request an inspection.

Note, all inspection request MUST be submitted no later than 4pm the day prior to the requested inspection date.

1. Click "My Projects".
2. Click the magnifying glass next to the project you wish to request an inspection for.
3. You will be directed to the project page. (Please note, if you are a Sub to a General Contractor, you will be directed to the GC's project page. Scroll to the bottom left of the GC's project page to find your company name under the "Subordinate Projects" section. Click "view" next to your project to be directed to your project page.)
4. Once at your project page you will see all the inspection steps to the right of your screen.
5. Click the inspection step you wish to request an inspection for.
6. You will be directed to the inspection page.
7. Click "request inspection". You will see a "Ready Now" date and an "Edit Date" button, DO NOT change the "Ready Now" date. You must only click "Set".
8. You will be directed back to your project page.
9. Click the inspection step once again to return to the inspection page.
10. You will be directed back to the inspection page.
11. Click "Add Note". (A note MUST be added or the inspection request will be canceled.)
12. In the "Title" field you must write the date you are requesting the inspection for. For example, "Hole Depth Inspection for 8/10/17".
13. In the "Description (body)" field you must list exactly what needs to be inspected, any room or building numbers if applicable, if you are requesting a Partial Inspection, and any other important details. Specific times for inspections are only allowed for concrete pours and the time of the concrete pour MUST be listed in the note.
14. If any Documents need to be uploaded, do so using the "Choose Files" option next to "Documents".
15. When done, click "Save".
16. You will be directed back to your project page.
17. If you have additional inspections to request, repeat the above process.
18. If complete, you may now log off.