



UNIVERSITY OF FLORIDA SCHEDULING INSPECTION VIEWING INSPECTION RESULTS VIEWING INSPECTION/REVIEW REPORTS

Scheduling Inspections for "Issued" permits

Starting from "My Account" page, click "View my requests" to the left and then click the "Issued" tab to view the permits that have been issued and are approved for inspections. Click on the permit number that needs an inspection, then click the "Request an inspection" link on the left. Please read through the information provided before scheduling an inspection. **Failure to follow our Inspection Policy will result in your inspection being canceled with or without notification.**

Scheduling Inspections for "Phased Permits"

The process is the same as above.

Scheduling Inspection for "Early Start" Permits

No inspections will be performed for permits that have been approved for an Early Start. The contractor may work up to the first required inspection with an Early Start approval but will not be able to request any inspections until a permit has been Issued. Work shall not progress pass any required inspections.

Cancel/Reschedule Inspections

Starting from "My Account" page, click "View my requests" to the left and then click the "Issued" tab. Click on the permit number that needs an inspection canceled/rescheduled, then click "Inspections" tab. Look for the inspection that needs to be canceled/rescheduled then use the links provided in that inspection to make changes. **NOTE: Cancellations or rescheduling cannot be completed through CitizenServe the same day of the inspection. Please contact the EH&S Codes Desk at 352-392-1591 or the inspector if you need to cancel an inspection the same day.**

Inspection Results

Starting from the "My Account" page, click "View my requests" to the left and then click the "Issued" tab. Click on the permit number, then click on the "Inspections" tab to view the inspections that have been requested. Under the "Status" column, the status will show if the inspection has been marked as: Passed, Failed, Not Ready, etc. To view any comments from the inspection made by the inspector, click on the "View Comments" link.

Inspection Result Reports

To create a report of all inspection results or to create a report of results by trade for a permit click the "Reports" link at the top of the page. Click the "Inspection Comments Report by Permit #" or "Inspection Comments Report by Project #" link, then enter the required information. Permit number format needs to be the permit prefix then the number, for example BXX-XXXXXX depending on the permit number located on the upper right side of your permit card or listed on your portal account. Project number format needs to be XX-XXXXXX.

Review & Inspection Conditions Report

This report lists all the conditions from plan review and inspections that will need to be resolved prior to TCO and/or CO Issuance. To create a report on all conditions, click the "Reports" link at the top of the page. Click the "Review & Inspection Conditions Report by Permit #" or "Review & Inspection Conditions Report by Project #" link, then enter the required information. Permit number format needs to be the permit prefix then the

number, for example BXX-XXXXXX depending on the permit number located on the upper right side of your permit card or listed on your portal account. Project number format needs to be XX-XXXXXX.