



# Monroe County Building Department

<http://fl-monroecounty.civicplus.com/149/Building-and-Permitting>

## On Permits Applied for Using the Online Permitting System

Please see the Building Department Online Permitting webpage for reference/instructional materials at <https://fl-monroecounty.civicplus.com/1278/Online-Permitting-Services>

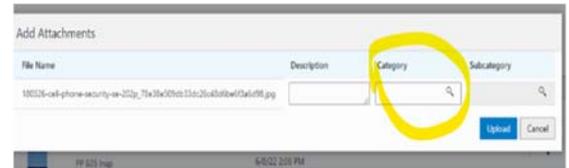
### Requirements:

1. Any user that will schedule inspections must be added to the permit and given access to the permit by the applicant or primary person on the permit.
2. The user must register to create a user account with a valid email to access permits they are listed on.

### TO SCHEDULE INSPECTIONS

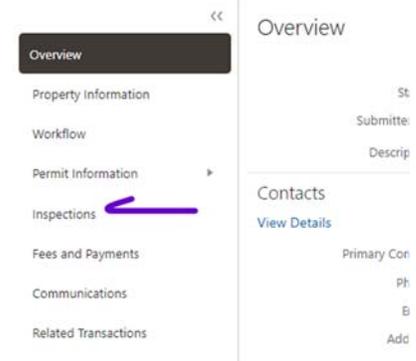
**STEP 1: IF there is a document related to an inspection or to the job - Upload to Permit**  
**Example: Roof Mitigation, Asbestos, Final HRS Approval, Termite, etc.**

1. Log on and navigate to the permit on which the inspection will occur
2. Upload the document
3. Enter detail description of document using the title of the document.
4. Select CATEGORY
5. Select Subcategory if applicable.



**STEP 2: Schedule the inspection**  
**If this is an inspection of document uploaded – NO INSPECTION SCHEDULING IS REQUIRED (effective 10/26/22)**

1. Log on and navigate to the permit on which the inspection will occur  
NOTE: the permit must be in INSPECTIONS status to allow inspections. Permit Status is displayed on the OVERVIEW menu option.
2. Select the INSPECTION menu option on the left-hand side
3. Select the 3-dot menu option to the right of the inspection





# Monroe County Building Department

<http://fl-monroecounty.civicplus.com/149/Building-and-Permitting>

## 4. Enter

- a. Comments – anything you want to point out to the inspector.
- b. Location specifics – crossroad, location on the job site, MM, etc.
- c. Location contact name
- d. Contact method (i.e. phone, email) and enter contact information. Note: if phone, please enter full phone number including area code

Permit: R-FENCE-2022-0081  
 Permit Type: Residential Fence Permit - Single Family or Duplex ONLY  
 Address: 542 PLANTE STREET, KEY LARGO, Florida 33037  
 Inspection Location: [Text Field]  
 Location Contact: [Text Field]  
 Contact Methods: None  
 Inspection Schedule: This inspection is pending. Select a time slot to schedule the inspection.  
 Select a Time [Button] Cancel Inspection [Button]

## 5. Click > SELECT A TIME

- 6. Enter the DATE either by selecting a date from the Calendar icon or by clicking on SELECT next to the date.

### NOTE:

Although a time appears, inspections schedule will not be performed at the specified time.

Date	Time	Select
Tuesday, September 27, 2022	8:00 AM	Select
Wednesday, September 28, 2022	8:00 AM	Select
Thursday, September 29, 2022	8:00 AM	Select
Friday, September 30, 2022	8:00 AM	Select
Monday, October 3, 2022	8:00 AM	Select

- 7. Once a date is selected the pop-up window will go away and you will see the inspection details.

Permit: R-FENCE-2022-0081  
 Permit Type: Residential Fence Permit - Single Family or Duplex ONLY  
 Address: 542 PLANTE STREET, KEY LARGO, Florida 33037  
 Inspection Location: [Text Field]  
 Location Contact: [Text Field]  
 Contact Methods: None  
 Inspection Schedule: Date: Tuesday, September 27, 2022  
 Inspector Arrival: 8:00 AM - 8:00 AM  
 Duration in Hours: 0  
 Select a Different Time [Button] Cancel Inspection [Button]

If correct select SUBMIT button on the right-hand side.

The inspection will now display the DATE of the scheduled inspection.

B202207738 R-FENCE-2022-0081 Scheduled for 9/27/22 8am to 12pm  
 115 Foundation/Footers/Pilings/Augers Residential Fence Permit - Single Family or Duplex ONLY  
 Scheduled | Required

An email communication will automatically go out to permit contacts confirming the scheduled inspection.