

Monroe County - Building Department Permit Inspection List and Scheduling Instructions

Same Day Inspection Scheduling is Allowed Before 5 am of the Inspection Day

DETERMINE THE METHOD IN WHICH YOUR PERMIT WAS ISSUED and follow scheduling instructions for that method:

METHOD A: Permits submitted and issued using the Online Permitting Service Community Development, where all transactions are made online using a user account (email) and password.

METHOD B: Permits submitted and issued using the legacy system CommunityPLUS, where all transactions are in person at a Building Department office with paper, and Inspection scheduling is made only with the IVR telephonic system.

METHOD A. FOR PERMITS ISSUED IN ONLINE PERMITTING SERVICE - COMMUNITY DEVELOPMENT

All permits issued using the Online Permitting Service Community Development must use the Online Permitting Service to schedule/cancel/rescheduled Building, Planning, Environmental Resources and Fire inspections. To schedule an inspection you must log onto the Community Development Online Permitting service, navigate to the permit and select the Inspections menu option. Select the inspection, enter any directional information as well as full telephone contact number. Select the date (time is not adhered to) and submit.

METHOD B. FOR PERMITS ISSUED IN LEGACY PERMITTING COMMUNITYPLUS w/ TELEPHONE IVR SYSTEMS

All permits issued using the legacy system CommunityPLUS must use the IVR to schedule/cancel/rescheduled Building, Planning, Environmental Resources and Fire inspections. To request inspection call 305-295-5160 and have your Permit Number (i.e.13101234), Contractor Id (i.e.00255), and the 3 digit code using list below for the inspection you wish to schedule. NOTE: IVR System is not available every Thursday from 11 am to 4 am.

INSPECTIONS and 3 DIGIT INSPECTION CODE

STRUCTURAL	ELECTRICAL	OTHER: DEMO
105 Accessibility	300 Underground Electric	399 Final Electric
110 Draft stopping/fire blocking	305 Rough Electric/Ground Bond	499 Final Mechanical
115 Foundation/Footers/Pilings/Augers	310 Temp Pole	699 Final Plumbing
116 Davit Bases	315 Power/Service Entrance	295 Final Demo
117 Boat Lift/Davits	320 Temp Overhead/Underground TUG	
118 Seawall	325 Solar PV System/Generator	OTHER: FENCE
119 Foundation Survey (Building)	330 Swimming Pool Electric	296 Final Fence
120 Slab	335 Boat Lift & Marinas Electric	OTHER: IMPACT RESISTANT COVERING
125 Lintel/Tie Beams/Grade Beams	399 Final Electric	240 Installation
126 Spalling/Concrete	MECHANICAL	245 BUCK
135 Truss	400 Underground Mechanical	292 Final Shutter
140 Vertical cells/columns/Setback	405 Rough-in Mechanical	293 Final Impact Resist
141 Stairs	410 Refrigeration	OTHER: MANUFACTURED BUILDING
142 Railings/Guards	415 Hood	230 Tie Down
150 Window/Door Framing	399 Final Electric	235 Connections (Utility)
151 Screen Enclosure	499 Final Mechanical	291 Final Manufactured
155 Enclosure (Floodplain)	LP & GAS	OTHER: MARINE
156 Flood Proofing (Floodplain)	500 Underground GAS	305 Rough Electric/Ground Bond
157 F.E.M.A. - Compliance	505 Rough Piping	335 Boat Lift & Marinas Electric
160 Curtain wall framing	598 Final Piping	399 Final Electric
165 Roof/wall dry-in	515 Gas Tank	605 Rough-in Plumbing
166 Lath	520 Location/Tie Down (PT)	610 Sewer
170 Wall	599 Final Gas	699 Final Plumbing
175 Sheathing	PLUMBING	720 Rough Marine
176 Dry Wall/Fire Sep/Fire Wall	600 Underground Plumbing	798 Final Marine
190 Energy insulation	605 Rough-in Plumbing	OTHER: SIGN
191 Framing	610 Sewer	297 Final Sign
193 Deck flooring	615 Solar	
195 In Progress (not roofing)	699 Final Plumbing	OTHER: SWIMMING POOL/SPA
199 Final Building		700 Retaining Wall/Pool Steel
ROOFING		705 Deck
200 Roof Dry-in		780 Pool Barrier
205 Roof Insulation		799 Final Pool/SPA
210 Roof in Progress		
215 Roof Coverings		
220 Flashing		
294 Final Roof		
FIRE		
800 Rough Fire	891 Final Fire w/ Acceptance Test <small>(i.e. Fire suppr sys, restaurant, hood, fire alarm)</small>	892 Final Fire w/o Acceptance Test <small>(visual inspect i.e. paint, signs, temp use)</small>
ENVIRON. RESOURCES (BIOLOGIST)		PLANNING
840 Riprap	880 Initial Restore Planting	819 Foundation Survey (Planning)
845 Fill	881 Restore Planting Yr 1 (STAFF SCHEDULES)	830 Planning
850 Pre-Clear Staking	882 Restore Planting Yr 2 (STAFF SCHEDULES)	889 Affordable Housing Eligibility
855 Clearing	883 Final Restore Planting Yr 3 (STAFF SCHEDULES)	896 Final ROGO/NROGO
862 Dewatering		895 Final Planning
863 Erosion/Sediment Control	893 Final Landscape	
864 Pre-Storm/Bury	894 Final Biological	
865 Final Stormwater Mt		