



BUILDING CODE COMPLIANCE OFFICE

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MYGOV INSPECTION REQUEST PROCESS

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

All inspection request MUST be submitted no later than 3pm 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. (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 "Add Note". (A note **MUST** be added.)
8. In the "Title" field you must write the date you are requesting the inspection for. For example, "Inspection 8/10/17".
9. 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. If you are requesting an ETA you must specifically state that in the note along with a name and valid phone number. (Note, inspector will call to provide a 2 hr window; if their call is not answered, the inspection request is canceled.)
10. When done, click "Save".
11. Click "Request Inspection" at the top of the screen. You will see a "Ready Now" date and an "Edit Date" button, **DO NOT** change the "Ready Now" date. You must only click "Set".
12. You will be directed back to your project page.
13. If you have additional inspections to request for this permit, repeat the above process.
14. If complete, you may return back to your home screen or log off.

IMPORTANT

After all inspection steps have been passed, the Certificate of Construction Completion must be requested using the steps above in order to close out the permit.

To cancel an inspection you must call or email our office prior to the inspector arriving on site. Do not simply add a note in MyGov. You must call or email our office to avoid the inspection being resulted as "failed".

The screenshot shows the 'Add Note' form with the following fields: Title (text input), Description (body) (text area), Images (Choose Files, No file chosen, webcam icon), Documents (Choose Files, No file chosen), and Location (three dropdown menus: --Select Floor--, --Select Area--, --Select Place--). At the bottom, there are 'Save' and 'Cancel' buttons. An orange arrow points to the 'Save' button.

The screenshot shows a dialog box with two buttons at the top: 'Request Inspection' and 'Set Appointment'. Below them are two input fields: 'Request Date: 2/25/2022 @ 7:52am' and 'Job Ready: 2/25/2022 @ 7:52am'. Below the fields is a note: 'Dates must not precede 02/09/2022 @ 06:53 am - the last step date.' At the bottom are 'Set' and 'Cancel' buttons. An orange arrow points to the 'Set' button.