To **schedule an inspection**, from the Building Division's home page select **BUILDING PERMITS ONLINE** link: (or go to: <u>https://semc-egov.aspgov.com/Click2GovBP/index.html</u>)



Once on the home page, select the Schedule or Cancel Inspection link



Select the Application Number from the drop down box next to the Search Method

Input the application number in the boxes, then select the **Continue button**.

SEMINOLE COUNTY FLORIDAS NATURAL CHOICE	
Pay Fees	Coloct Dormit
Home	Select Permit
Select Permit	* = Required
Schedule or Cancel Inspection	Search Method: Application Number
Request Application Number	Search Criteria
Email Us	* Application Number: 21 🖌 5520
	Continue

The Schedule or Cancel Inspection page will open. To schedule an inspection select the **Schedule link**.

SEMINOLE COUNTY FIORIDAS NATURAL CALORCE				
Pay Fees	Cebedule	r Canaal Inanaat	ion	
Home	Schedule o	r Cancel Inspect	ion	
Select Permit	Parcel ID	: 30-19-31-506-0200-0010	Address:	1101 E 1ST ST TEST
Detail	Application Date		Owner:	SEMINOLE B C C
Fees	Application Number	: 21 - 5520	Application Type:	ALTERATION
Permit				COMMERCIAL
Plan Tracking	Permit Description	Contractor or Sub-Contractor	Schedule Inspection	Cancel Inspection
Inspections	BUILDING PERMIT	TEST ABC COMPANY	Schedule	Cancel
Schedule or Cancel Inspection	Showing 1 to 1 of 1 entries			
Request Application Number				
Email Us				

The Permit Status List window will open with the permit types attached to the permit application. Note if the inspection is not shown on this page select the **Next button** at the bottom right side of the window.

Note, only the available inspections will be listed as sequenced.

Select the **Inspection Type** under the Inspection Description column to schedule. Then select the Next button. In this example, we are scheduling the footer/setback inspection.

SEMINOLE COUNTY FORDAS NATURAL CHOICE					
Pay Fees	Schedule or Cancel Inspection / Available Inspections				
Home					
Select Permit	Schedule Inspection - Available Inspections				
Detail	Select the inspection you want to schedule from the list below.				
Fees	Parcel ID: 30-19-31-506-0200-0010	Add	Iress: 1101 E 1ST ST TEST		
Permit	Application Date: 03/29/21	o	wner: SEMINOLE B C C		
Plan Tracking	Application Number: 21 - 5520	Application	Type: ALTERATION COMMERCIAL		
Inspections					
Schedule or Cancel Inspection	000 000 BPC 00 - BUILDING PERMIT				
Request Application Number	Inspection Description	It Type It	Permit/Sequence		
Email Us	DRY-IN WALL	B162	BPC 00		
	EXT WALL COVERING IN-PROGRESS	B169	BPC 00		
	FINAL BUILDING	B <mark>1</mark> 16	BPC 00		
	FIREWALL/FASTENING	B114	BPC 00		
	FOOTER/SETBACK	B102	BPC 00		
	FRAME	B112	BPC 00		
	INSULATION	B113	BPC 00		
	LATH	B107	BPC 00		
	Showing 1 to 8 of 8 entries		Next		

Select the requested date from the list of the available dates:

Home		<u>r tranasio inopodiono</u>			
Select Permit	Schedule Ins	spection - Av	ailable Dates		
Detail	Select from the list of available dates to schedule this inspection.				
Fees	Parcel ID:	30- 1 9-31-506-0200-0010	Address:	1101 E 1ST ST TEST	
Permit	Application Date:	03/29/21	Owner:	SEMINOLE B C C	
Plan Tracking	Application Number:	21 - 5520	Application Type:	ALTERATION COMMERCIAL	
Inspections					
Schedule or Cancel Inspection	000 000 BPC 00 - BUILDING PERMIT				
Request Application Number	There are no guarantees that the date and time you select will be your scheduled inspection time. Your preference will be taken into consideration.				
Email Us					
	Wednesday 03/31/21				
	Friday 04/02/21				
	Monday 04/05/21 Tuesday 04/06/21				

A new window will open showing the inspection type and date selected.

Note, the box under the scheduled date is currently in programming and <u>is not operational</u>. Please <u>do not type anything</u> in the box as it will not be transmitted to staff or the inspection team.

If correct, select the **Schedule Inspection button** to schedule the inspection and proceed to the confirmation screen.

SEMINOLE COUNTY BIORDAS NATURAL CHOICE				
Pay Fees	Schedule or Cancel Inspection	Available Inspections / Available	Dates / Schedule Inspection	an an
Home	6			
Select Permit	Schedule Ins	spection		
Detail	MESSAGE NOT FOUND FOR	KEY bp.schd_insp.top		
Fees	Parcel ID:	30-19-31-506-0200-0010	Address:	1101 E 1ST ST TEST
Permit	Application Date:	03/29/21	Owner:	SEMINOLE B C C
Plan Tracking	Application Number:	21 - 5520	Application Type:	ALTERATION COMMERCIAL
Inspections	Increation for: 000			
Schedule or Cancel Inspection	inspection for: 000	000 BPC 00 - BUILD	ING PERMIT	
Request Application Number	Schedul	led Date: Wednesday 03/31/21 F	PM	
Email Us	Do not type into t	this box:		
			$\boldsymbol{\mathcal{C}}$	Schedule Inspection

The **Scheduled Inspection Confirmation** page will open (can be printed). Note: The **PM** shown by the scheduled date is not applicable as the inspections are set by the inspector assigned to the inspection for that day.

SEMINOLE COUNTY PEORIDAS NATURAL CHOICE					
Pay Fees		·····			
Home	Schedule In	spection Confi	mation		
Select Permit	Please print out and retain the following information for your records.				
Detail	Parcel ID:	30-19-31-506-0200-0010	Address:	1101 E 1ST ST TEST	
Fees	Application Date:	03/29/21	Owner:	SEMINOLE B C C	
Permit	Application Number:	21 - 5520	Application Type:	ALTERATION COMMERCIAL	
Plan Tracking	Permit Number: 00	00 000 BPC 00 - BUIL	DING PERMIT		
Inspections					
Schedule or Cancel Inspection	Inspection:	FOOTER/SETBACK			
Request Application Number	Scheduled Date: Confirmation Number:	03/31/21 PM 023621238			
Email Us	Commutor Humber.	020021200			
	Click "Confirm" to return to the home page or, you can schedule another inspection or reschedule this inspection by choosing "Schedule Inspection". To cancel this inspection, select "Cancel an Inspection". Once you cancel an inspection, you can reschedule by choosing "Schedule an Inspection" and choosing another available date.				
	Schedule Another Inspection	>		Confirm	

If additional inspections for this permit needs to be scheduled, select the **Schedule Another Inspection link.** If complete with this permit, select the **Confirm link** which will return you to the home page.