



## REQUESTING AN INSPECTION BY E-MAIL

We are now accepting e-mail inspection requests.

### TO SCHEDULE YOUR INSPECTION, YOU MUST FOLLOW THESE INSTRUCTIONS.

You can still schedule inspections by calling **941-954-4126**, but keep in mind that e-mail has no busy signals.

City of Sarasota  
Building & Zoning

1565 1st Street  
P.O. Box 1058  
Sarasota, FL 34230

**(941) 954-4156**

- 1) All inspections requests must have the following subject line:  
**Request Inspection on {date} {AM or PM} for {permit number}**  
with your requested inspection date, AM or PM time block and permit number inserted where shown.
- 2) All inspection requests must have the following information, in this order, with each piece of info on a separate line. Only the last item (comments) is optional; omitting any of the other items will prevent us from processing your request.
  - a) **Permit Number**
  - b) **Street Address**
  - c) **Inspection Type (pick from list on back, see item (3), below)**
  - d) **Name of Contractor and Sub (Owners acting as their own contractors, enter your name).**
  - e) **Contractors enter your City Registration Number or State Certification/Registration number; Owners acting as their own contractor, please put "Owner" on this line.**
  - f) **Name of contact for scheduling this inspection**
  - g) **Phone number of contact for this inspection**
  - h) **Date requested for inspection**
  - i) **AM/PM requested for this inspection**
  - j) **Comments (optional)**
- 3) You **MUST** pick from the **inspection list** on the back of this form. If the inspection you wish to schedule is not on that list, you must schedule your inspection by calling 941-954-4126.
- 4) **Deadline:** Inspection requests must be sent at least 18 hours prior to requested time block: Morning inspections must be received no later than noon the day before the requested inspection, and afternoon inspections must be received by 5:00 pm the day before the requested time block. For Monday inspections, AM requests must be received by noon Friday, and PM requests by 5:00 Friday. Holiday rules will be similar, with requests needing to be sent on the *work* morning (for AM) or afternoon (for PM) preceding the requested time block. If you need the inspection scheduled sooner, you must call the inspections line.
- 5) You must e-mail your inspection request to **Inspection@sarasotagov.com**. Inspection requests sent to any employee or other e-mail address will be ignored - no reply and no rejection will be sent.
- 6) YOU DO NOT HAVE A CONFIRMED SCHEDULED INSPECTION UNTIL YOU RECEIVE A REPLY showing the date and time block for which your inspection is scheduled.**
- 7) We will attempt to honor the date and time of your request but inspections are logged on a first-come, first served basis. If you cannot accept a different date or time, or if there are only specific dates or times that will work if your requested time is booked, please call in your inspection.
- 8) The optional comments section should be used to note special access instruction, scheduling issues (if your chosen time is not available) or any other information that you feel we will need to schedule and successfully complete your inspection.
- 9) **WE DO NOT SCHEDULE SPECIFIC TIMES FOR INSPECTIONS.** We only schedule morning (7:30-11:30) or afternoon (1-4) inspections.
- 10) Inspections on the barrier islands can only be scheduled for mornings (7:30-11:30).

# REQUESTING AN INSPECTION BY E-MAIL – AVAILABLE INSPECTION TYPES

*Only inspections of the types shown below can be requested by e-mail.*

<b>AC / Mechanical</b>	AC/Mechanical / Ceiling Rough-In	<b>Building</b>	Building / Partial Insulation/Wall Only	<b>Plumbing</b>	Fire Sprinkler / Final
	AC/Mechanical / Hood Sys Final		Building / Rated Wall		Fire Suppression / Final
	AC/Mechanical / Final		Building / Retaining Wall		Fuel Tanks / Final
	AC/Mechanical / Pressure Test (Chiller Lines)		Building / Roof Sheathing		Grease Trap / Final
	AC/Mechanical / Partial Final		Building / Seawall Cap		Hood / Final
	AC/Mechanical / Partial Rough-In		Building / Seawall Panels		Irrigation / Final
	AC/Mechanical / Rough-In		Building / Shaft Wall		Plumbing / 2nd Rough-In
	AC/Mechanical / Wall Rough-In		Building / Shearwall		Plumbing / Final
AC/Mechanical / Risers	Building / Sheet Metal	Plumbing / Gas Rough-In			
Asbestos / Final	Building / Sidewalk	Plumbing / Gas Final			
<b>Building</b>	Building / Beams	Building / Sign Final	Plumbing / Partial Final	<b>Pool</b>	
	Building / Breakaway Walls	Building / Slab	Plumbing / Partial Rough-In		
	Building / Ceiling	Building / Slab On Grade	Plumbing / Rough-In		
	Building / Ceiling Penetration	Building / Stairs	Plumbing / Rough-In/Tubset		
	Building / Column(s)	Building / Stem Walls	Plumbing / Sanitary		
	Building / Core Wall	Building / Tieback(s)	Plumbing / Sewer		
	Building / Deadmen	Building / Tie Beam(s)	Plumbing / Sewer Cap		
	Building / Demo Final	Building / Vault Top Steel	Plumbing / Sewer/Tubset		
	Building / Door Buck	Building / Vault Wall	Plumbing / Shower Pan		
	Building / Driveway	Building / Wall Sheathing	Plumbing / Tubset		
	Building / Elevated Slab	Building / Waterproofing	Plumbing / Water		
	Building / Elevator Pit	Building / Window Buck	Plumbing / Water/Sewer		
	Building / Ext Tie Down	Electrical / Ceiling Rough-In	Plumbing / Water/Tubset		
	Building / Ext Wall	Electrical / Partial Ceiling Rough-In	Pool / Pool Steel		
	Building / Fence Final	Electrical / Partial Rough-In	Electrical Grounding		
	Building / Fill Cells	Electrical Final	Electrical Bonding		
	Building / Final	Electrical / Partial Final	Pool/Pool Deck		
	Building / Flood Panel	Electrical / Partial Wall Rough-In	Plumbing Pressure Test		
	Building / Floor	Electrical / Remeter	Electrical and Plumbing Final		
	Building / Floor Tie Down	Electrical / Rough-In	Pool / Final		
Building / Foundation	Electrical / Slab/Underground	Propane / Final			
Building / Fountain Steel	Electrical / Temporary Permanent Power (TPU)	Propane / Pressure Test			
Building / Framing	Electrical / T-Pole	Propane / Rough-In			
Building / Grade Beams	Electrical / TUG	Roofing / Dry-In			
Building / Insulation	Electrical / Wall Rough-In	Roofing / Final			
Building / Mono Slab	Fire / Final	Roofing / Flashing			
Building / Pads	Fire / Fire Proofing	Security Alarms / Final			
Building / Piles/Pilecaps	Fire / Fire Wall(s)	Sheet Metal / Final			
Building / Partial Final	Fire / Floor Penetration	Sheet Metal / Rough-In			
Building / Partial Footing	Fire / Product Line	Sign / Final			
Building / Partial Framing	Fire / Partial Final	Sign / Foundation			
Plumbing Final	Fire / Wall Penetration	Standpipe / Pressure Test			
Demo Final		Standpipe / Final			
		Trees / Final			
		Trees / Final			