



REQUESTING AN INSPECTION BY E-MAIL

TO SCHEDULE YOUR INSPECTION, YOU MUST FOLLOW THESE INSTRUCTIONS.

City of Sarasota
Building & Zoning
1565 1st Street
Sarasota, FL 34230
(941) 954-4156

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

1) All inspection requests must have the following subject line:

Request Inspection on {date} for {permit number} with your requested inspection date and permit number inserted where shown.

2) All inspection requests must have the following information, in this order, with each piece of information 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) **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 emailed no later than 3:00 pm the afternoon prior to the inspection request day. If you email a request after 3:00 pm the inspection will not be set up until the day after next. 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.

5) YOU DO NOT HAVE A CONFIRMED SCHEDULED INSPECTION UNTIL YOU RECEIVE A REPLY showing the date which your inspection has been scheduled .

6) We will attempt to honor the date of your request, but inspections are logged on a first-come, first served basis.

7) The optional comments section should be used to note special access instruction, scheduling issues (if your chosen date is not available) or any other information that you feel we will need to schedule and successfully complete your inspection.

8) WE DO NOT SCHEDULE SPECIFIC TIMES FOR INSPECTIONS.

9) We no longer do same day inspections.

REQUESTING AN INSPECTION BY E-MAIL – AVAILABLE INSPECTION TYPES

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

AC / Mechanical	AC/Mechanical / Ceiling Rough-In	Building	Building / Partial Insulation/Wall Only	Plumbing	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			
Building	Building / Beams	Building / Sign Final	Plumbing / Partial Final		
	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	Pool		
	Building / Fill Cells	Electrical Final			
	Building / Final	Electrical / Partial Final			
	Building / Flood Panel	Electrical / Partial Wall Rough-In			
	Building / Floor	Electrical / Remeter			
	Building / Floor Tie Down	Electrical / Rough-In	Propane / Final		
	Building / Foundation	Electrical / Slab/Underground	Propane / Pressure Test		
	Building / Fountain Steel	Electrical / Temporary Permanent Power (TPU)	Propane / Rough-In		
	Building / Framing	Electrical / T-Pole	Roofing / Dry-In		
	Building / Grade Beams	Electrical / TUG	Roofing / Final		
	Building / Insulation	Electrical / Wall Rough-In	Roofing / Flashing		
Building / Insulation	Fire / Final	Security Alarms / Final			
Building / Mono Slab	Fire / Fire Proofing	Sheet Metal / Final			
Building / Pads	Fire / Fire Wall(s)	Sheet Metal / Rough-In			
Building / Piles/Pilecaps	Fire / Floor Penetration	Sign / Final			
Building / Partial Final	Fire / Product Line	Sign / Foundation			
Building / Partial Footing	Fire / Partial Final	Standpipe / Pressure Test			
Building / Partial Framing	Fire / Wall Penetration	Standpipe / Final			
Plumbing Final		Trees / Final			
Demo Final		Trees / Final			