



Community Development Department  
Building Division | 727-586-7488

## **Automated Inspection Request System**

### **WHAT IS THE AUTOMATED INSPECTION REQUEST SYSTEM?**

It is a computerized information system that provides 24-hour service to all callers. Primary features provided by the system include:

- General Information
- Permit Status
- Inspection Scheduling
- Inspection Results
- Inspection Canceling

It is on-line 24 hours a day, 7 days a week. If you call for an inspection before midnight, the inspection will be scheduled the following work day. For example, if you call at 11:58 P.M. on Friday, your inspection will be scheduled for Monday. If you call at 12:01 A.M. Monday, your inspection will be scheduled for Tuesday.

You can also call for inspection cancellation before midnight.

The contractor will be able to call the system for the inspection results. This provides the quickest feedback possible directly to the user. You will also be able to check the overall status of your permit and obtain the permit fees due when plan review is complete and the permit has been posted for you to pick up.

### **STEP BY STEP INSTRUCTIONS FOR THE AUTOMATED INSPECTION MENU OPTIONS:**

Enter one of the following telephone numbers from a touch-tone telephone: **587-6711**

When you reach the Automated Inspection Request System, you will hear:

- A greeting message, which may include special information or instructions. After listening to the entire message, press the appropriate key to continue.
- Be sure to have your Permit Number and the Inspection(s) code for the desired Inspection(s).
- A prompt for the following menu options. Press:
  - [1] to schedule an inspection
  - [2] to cancel or reschedule an inspection
  - [3] to obtain inspection results
  - [\*] to hear general information about the system.

### **HOW TO SCHEDULE AN INSPECTION - MENU OPTION [1] You will hear:**

- A greeting message, which may include special information or instructions. After listening to the entire message, press the appropriate key to continue.
- A prompt for the following menu options. Press:
  - [1] If your permit begins with BCP
  - [2] If your permit begins with ENG
  - [3] If there is no pre fix letter
  - [#] To return to the previous menu
  - [\*] For Assistance

- Enter the numeric portion of the Permit Number.
- Enter the code for the three digit inspection request code. (see attached Inspection Codes list). To hear a list of Inspection Codes Press the [\*] Key.
- Once you have chosen the inspection desired, listen to the instructions to select the desired inspection date. Inspection dates can only be scheduled for 5 days in advance.
- A prompt for inspection time preference. Press [1] for no time preference, [2] for a morning inspection preference, [3] for an afternoon inspection preference, or press [#] to correct the inspection date. Note: There is no guarantee for requested inspection times, but the inspector will try to accommodate requests based on the number of inspections scheduled that day.
- To leave a message for the inspector Press [1] and then follow the prompts, to continue without leaving a message for the inspector Press [2], to re-enter the inspection date Press the [#] key.
- Enter the 10 digit phone number you can be reached at and follow the prompts.
  - Press [1] To hear your confirmation number and hang up.
  - Press [2] To schedule another inspection for this permit.
  - Press [3] To schedule an inspection for a different permit.
  - Press [4] To return to the main menu.
  - Press [9] To repeat these options.

**HOW TO CANCEL OR RESCHEDULE A SCHEDULED INSPECTION - MENU OPTION [2]** You will hear:

- A greeting message, which may include special information or instructions. After listening to the entire message, press the appropriate key to continue.
- A prompt for the following menu options. Press:
  - [1] If your permit begins with BCP
  - [2] If your permit begins with ENG
  - [3] If there is no pre fix letter
  - [#] To return to the previous menu
  - [\*] For Assistance

- Enter the numeric portion of the Permit Number.
- Enter the code for the three digit inspection code. (see attached Inspection Codes list). To hear a list of Inspection Codes Press the [\*] Key.
- Once you have chosen the inspection code that you want to cancel or reschedule, listen to the instructions to select the inspection.
  - Press [1] To cancel.
  - Press [2] To cancel and reschedule for another date.
  - Press [3] To leave this inspection as scheduled.
  - Press [9] To repeat these options.

If you entered the [1] Key follow:

- Press [1] To hear your confirmation number and hang up.
- Press [2] To cancel another inspection for this permit.
- Press [3] To cancel an inspection for a different permit.
- Press [4] To return to the main menu.
- Press [9] To repeat these options.

If you entered the [2] Key follow:

- Once you have chosen the inspection desired, listen to the instructions to select the desired inspection date. Inspection dates can only be scheduled for 5 days in advance.
- A prompt for inspection time preference. Press [1] for no time preference, [2] for a morning inspection preference, [3] for an afternoon inspection preference, or press [#] to correct the inspection date. Note: There is no guarantee for requested inspection times, but the inspector will try to accommodate requests based on the number of inspections scheduled that day.
- To leave a message for the inspector Press [1] and then follow the prompts, to continue without leaving a message for the inspector Press [2], to re-enter the inspection date Press the [#] key.
- Enter the 10 digit phone number you can be reached at and follow the prompts.
  - Press [1] To hear your confirmation number and hang up.

Press [2] To cancel another inspection for this permit.  
 Press [3] To cancel an inspection for a different permit.  
 Press [4] To return to the main menu.  
 Press [9] To repeat these options.

If you entered the [3] Key follow:

Press [1] To hear your confirmation number and hang up.  
 Press [2] To cancel another inspection for this permit.  
 Press [3] To cancel an inspection for a different permit.  
 Press [4] To return to the main menu.  
 Press [9] To repeat these options.

**HOW TO OBTAIN INSPECTION RESULTS- MENU OPTION [3]** You will hear:

- A greeting message, which may include special information or instructions. After listening to the entire message, press the appropriate key to continue.
- A prompt for the following menu options. Press:
  - [1] If your permit begins with BCP
  - [2] If your permit begins with ENG
  - [3] If there is no pre fix letter
  - [#] To return to the previous menu
  - [\*] For Assistance
- Enter the numeric portion of the Permit Number.
- Enter the code for the three digit inspection request code. (see attached Inspection Codes list). To hear a list of Inspection Codes Press the [\*] Key.
- A message speaking your inspection results.

***City of Largo Building Inspector Phone Numbers***

<b><i>Inspector</i></b>	<b><i>Building</i></b>	<b><i>Mechanical</i></b>	<b><i>Electrical</i></b>	<b><i>Plumbing</i></b>	<b><i>Landscape</i></b>	<b><i>Cell Phone</i></b>
Don Lane (Chief Building Inspector)	X	X	X	X		(727)439-8413
Bruce Jetter	X	X	Residential			(727)422-9315
Ryan Ferry	X					(727)348-6604
Curtis Johnson				X		(727)204-8809
Open			X			(727)439-8412
Dennis Reynolds					X	(727)439-8415
Jon Thomas	X					(727)439-8427
Alan Baker	X					(727)439-8435

Building Division main number: (727)586-7488  
 Fire Inspection: (727)587-6714

Chief Building Inspector: (727)586-7488 ext: 7306

***City of Largo Engineering Inspector Phone Numbers***

<b><i>Inspector</i></b>	<b><i>Storm</i></b>	<b><i>Sewer</i></b>	<b><i>Driveway</i></b>	<b><i>Sidewalk</i></b>	<b><i>Erosion Controls</i></b>	<b><i>Cell Phone</i></b>
Brian Highnote (Chief Construction Inspector)	X	X	X	X	X	(727)512-3461
Robert Kollar	X	X	X	X	X	(727)348-6604
Morgan Mann	X	X	X	X	X	(727)439-8417
Carlos Moreno	X	X	X	X	X	(727)518-3080
Jeb Bernard	X	X	X	X	X	(727)507-4462

Engineering Division main number: (727) 587-6713