



BUILDING CODE COMPLIANCE OFFICE

6501 Magic Way, Building 100C

Orlando, Florida 32809

Telephone (407) 317-3794 Fax (407) 317-3950

Email: BuildingCode@ocps.net - Web: Building Code Compliance Office

INSPECTION REQUIREMENTS

All approved construction documents shall be on site for all inspections. Any deviations from the original approved documents must have BCCO approval stamp **PRIOR** to inspection.

All inspection requests and notes **must** be entered into MyGov no later than **3:00pm the day prior** to the date you are requesting the inspection for. All inspection requests and notes received after 3:00pm will be canceled and will need to be re-requested by the contractor. The inspection note shall indicate the date that you want the inspection performed and details for what is to be inspected (*including bldg. numbers, room numbers, specific locations, etc.*). After adding the note, click "Request Inspection" then click "Set". (**Do not** change the "Ready Now" date that will appear.)

Note, we are unable to accommodate specific times or am/pm for inspections. You may request an ETA, by specifically including "*Please call with an ETA*" in your note and providing a valid name and phone number. The inspector will call the number early on the morning of inspection and advise a 2 hour window; you **must** answer this phone call or the request will be canceled.

Do not enter notes in MyGov on the morning of your inspection. If you wish to cancel all or a portion of your inspection, you **must** email our office at the address listed above **prior** to the inspector arriving on site.

A failed or canceled inspection is not automatically re-scheduled for another inspection. An inspection request must be re-requested by the contractor **after** the failed inspection fee is paid.