



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.

3) INSPECTIONS CLOSE FOR LUNCH 12:00 TO 12:30.

- a) Permit Number.**
- b) Street Address.**
- c) Inspection Type.**
- d) Name of contact for scheduling this inspection.**
- e) Phone number of contact for this inspection.**
- f) Date requested for inspection.**
- g) Comments (optional).**

4) 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.**

5) 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@sarasotafl.gov Inspection requests sent to any employee or other e-mail address will not be set up. - no reply and no rejection will be sent.**

6) **YOU DO NOT HAVE A CONFIRMED SCHEDULED INSPECTION UNTIL YOU RECEIVE A REPLY.**

7) The inspectors will attempt to honor the date of your request, but inspections are done on a first-come, first serve basis.

8) The optional comments section should be used to note special access instruction, scheduling issues 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.**

10) **We no longer do same day inspections.**

REQUESTING AN INSPECTION BY E-MAIL – AVAILABLE INSPECTION TYPES

Below are examples of some of the inspections offered.

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	Asbestos / Final	Building	Building / Sidewalk	Plumbing	Plumbing / Gas Final
	Building / Beams		Building / Sign Final		Plumbing / Partial Final
Building	Building / Breakaway Walls	Building	Building / Slab	Plumbing	Plumbing / Partial Rough-In
	Building / Ceiling		Building / Slab on Grade		Plumbing / Rough-In
Building	Building / Ceiling Penetration	Building	Building / Stairs	Plumbing	Plumbing / Rough-In/Tubset
	Building / Column(s)		Building / Stem Walls		Plumbing / Sanitary
Building	Building / Core Wall	Building	Building / Tieback(s)	Plumbing	Plumbing / Sewer
	Building / Deadmen		Building / Tie Beam(s)		Plumbing / Sewer Cap
Building	Building / Demo Final	Building	Building / Vault Top Steel	Plumbing	Plumbing / Sewer/Tubset
	Building / Door Buck		Building / Vault Wall		Plumbing / Shower Pan
Building	Building / Driveway	Building	Building / Wall Sheathing	Plumbing	Plumbing / Tubset
	Building / Elevated Slab		Building / Waterproofing		Plumbing / Water
Building	Building / Elevator Pit	Building	Building / Window Buck	Plumbing	Plumbing / Water/Sewer
	Building / Ext Tie Down		Electrical / Ceiling Rough-In		Plumbing / Water/Tubset
Building	Building / Ext Wall	Electrical	Electrical / Partial Ceiling Rough-In	Pool	Pool / Pool Steel
	Building / Fence Final		Electrical / Partial Rough-In		Electrical Grounding
Building	Building / Fill Cells	Electrical	Electrical Final	Pool	Electrical Bonding
	Building / Final		Electrical / Partial Final		Pool/Pool Deck
Building	Building / Flood Panel	Electrical	Electrical / Partial Wall Rough-In	Pool	Plumbing Pressure Test
	Building / Floor		Electrical / Remeter		Electrical and Plumbing Final
Building	Building / Floor Tie Down	Electrical	Electrical / Rough-In	Pool	Pool / Final
	Building / Foundation		Electrical / Slab/Underground		Propane / Final
Building	Building / Fountain Steel	Electrical	Electrical / Temporary Permanent Power (TPU)	Pool	Propane / Pressure Test
	Building / Framing		Electrical / T-Pole		Propane / Rough-In
Building	Building / Grade Beams	Electrical	Electrical / TUG	Roofing	Roofing / Dry-In
	Building / Insulation		Electrical / Wall Rough-In		Roofing / Final
Building	Building / Mono Slab	Fire	Fire / Final	Roofing	Roofing / Flashing
	Building / Pads		Fire / Fire Proofing		Security Alarms / Final
Building	Building / Piles/Pilecaps	Fire	Fire / Fire Wall(s)	Sheet Metal	Sheet Metal / Final
	Building / Partial Final		Fire / Floor Penetration		Sheet Metal / Rough-In
Building	Building / Partial Footing	Fire	Fire / Product Line	Sign	Sign / Final
	Building / Partial Framing		Fire / Partial Final		Sign / Foundation
Plumbing Final	Plumbing Final	Fire	Fire / Wall Penetration	Standpipe	Standpipe / Pressure Test
	Demo Final				Standpipe / Final
Demo Final	Demo Final	Fire		Trees	Trees / Final
					Trees / Final