



## BUILDING CODE COMPLIANCE OFFICE

6501 Magic Way, Building 100C

Orlando, Florida 32809

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

Email: [BuildingCode@ocps.net](mailto:BuildingCode@ocps.net) - Web: [Building Code Compliance Office](http://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 (*Sun for Mon inspections*). 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. and room numbers, 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 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.

If you would like to add more to an inspection on the day of your inspection, you must ask the inspector when they arrive on site. If the inspector's schedule allows it, and they agree, you will need to email the BCCO to advise the additional inspection details. Then in MyGov, you must click the "Reply" button on the note for that day and add a note stating "*Per the inspector, adding*" plus the details. The note with the addition details must be entered prior to the inspector resulting the inspection.

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.