



'Ready for Inspection' User Guide

The 'Ready for Inspection' feature allows you to notify the inspector online that your project is ready for inspection. You can suggest a preferred date and time (AM or PM), but the final scheduling decision will be made by the inspector.

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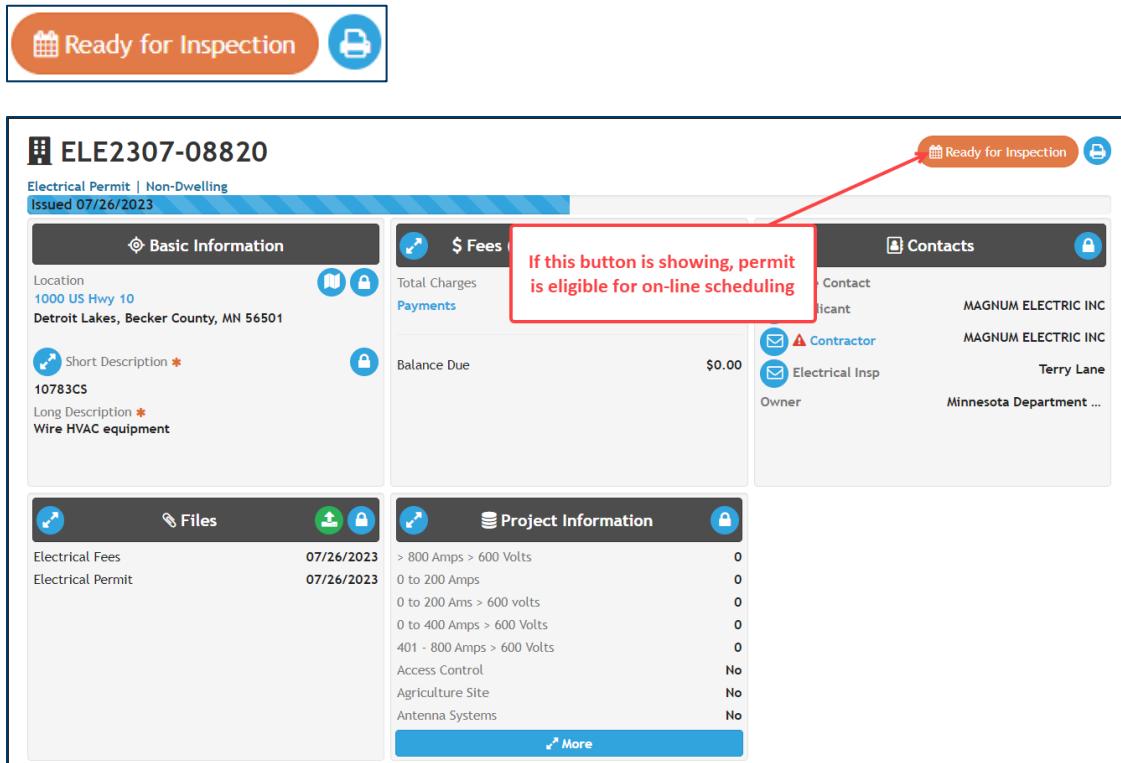
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Eligibility to Request Inspections Online

To request an inspection online, your permits must meet the following criteria:

- Be in Issued or Expired status.
- Have no current scheduled inspections.
- Have no prior request in Pending status.

If the 'Ready for Inspection' button is not visible on the permit, it means the permit has not met one of the eligibility criteria mentioned above.



The screenshot shows a permit detail page for ELE2307-08820. The page is divided into several sections: Basic Information, Fees, Contacts, Files, and Project Information. A red box highlights the 'Ready for Inspection' button in the top right corner of the page. A red callout box with the text 'If this button is showing, permit is eligible for on-line scheduling' points to the button.

Requesting an Inspection thru iMS

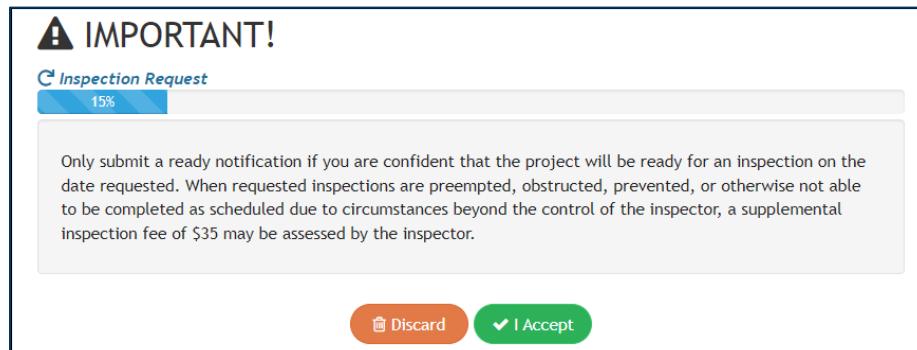
1. Open the permit and click 'Ready for Inspection' button in the upper right corner.



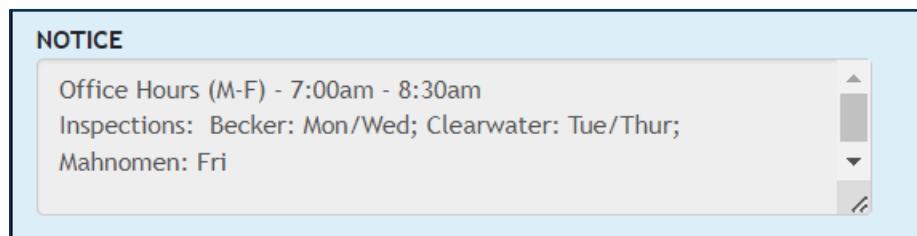
If this button is not available, you cannot request an inspection online. Please contact your inspector by phone or email.

2. Read and accept the statement on the next screen confirming the project's readiness for inspection. Please note that additional fees may apply if the inspection cannot be completed as scheduled. You must accept the disclaimer to request an inspection.

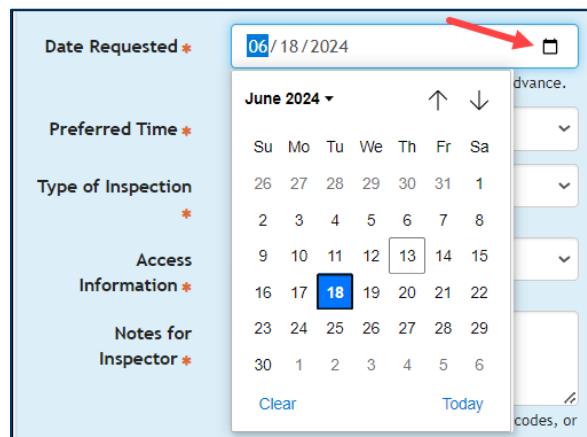
'Only submit a ready notification if you are confident that the project will be ready for an inspection on the date requested. When requested inspections are preempted, obstructed, prevented, or otherwise not able to be completed as scheduled due to circumstances beyond the control of the inspector, a supplemental inspection fee of \$35 may be assessed by the inspector.'



3. On the Inspection Request screen, read the Notice information before entering any details. It contains important information about the availability of inspection times.



4. Enter all information on Inspection Request screen. Click next.
 - a. **Date Requested** – Manually enter the date or open the calendar.
 - i. Request up to 2 weeks in advance.
 - ii. Same day inspections cannot be requested after 8:00am.



b. **Preferred Time** – Choose AM or PM from the dropdown menu.

| | |
|----------------------|--------------------|
| Preferred Time * | --- SELECT ONE --- |
| Type of Inspection * | --- SELECT ONE --- |
| | AM |
| | PM |

c. **Type of Inspection** – Choose from dropdown menu.

| | |
|----------------------|--------------------|
| Type of Inspection * | --- SELECT ONE --- |
| Access Information * | --- SELECT ONE --- |
| | Rough-In |
| | Final |

d. **Access Information** – Choose from dropdown menu.

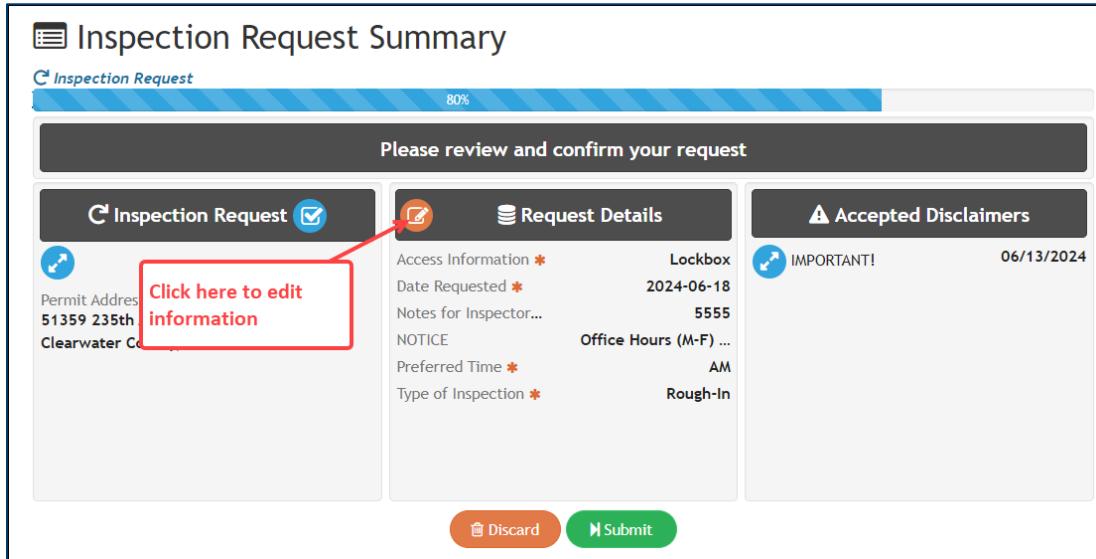
| | |
|-----------------------|--------------------------------|
| Access Information * | --- SELECT ONE --- |
| Notes for Inspector * | --- SELECT ONE --- |
| | Lockbox |
| | Garage |
| | Hidden Key |
| | Open Door |
| | Contractor/Owner will be here |
| | Call for Access |
| | All outside/No Access required |

e. **Note for Inspector** – include any relevant information including:

- Access codes or other information to gain access.
- Service panel work – Provide homeowner name and phone number.
- In home inspections – Adult age 18 or older must be present.
- Information provided only visible to DLI staff. Not public information.

| | |
|---|----------------------|
| Notes for Inspector * | <input type="text"/> |
| <small>Important: Include lockbox information, codes, or any details required to gain access. For service panel work, you must provide the homeowner's name and phone number. For in-home inspections, an adult aged 18 years or older must be present. Information provided here is not public and is only visible to DLI staff.</small> | |

5. Review Inspection Request Summary screen for accuracy. Make any necessary edits and click 'Submit'.



Inspection Request Summary

Inspection Request

Please review and confirm your request

Inspection Request **Request Details** **Accepted Disclaimers**

Permit Address: 51359 235th Clearwater Co, FL 34625 **Click here to edit information**

| | |
|------------------------|------------------------|
| Access Information * | Lockbox |
| Date Requested * | 2024-06-18 |
| Notes for Inspector... | 5555 |
| NOTICE | Office Hours (M-F) ... |
| Preferred Time * | AM |
| Type of Inspection * | Rough-In |

IMPORTANT! 06/13/2024

Discard **Submit**

An email will be generated to you as the requestor, confirming your request.

Subject: Inspection Request
Body: Your request has been received by the department and will be reviewed by the inspector assigned to your permit.
If your request can be accommodated, you will receive a follow-up email with a scheduling confirmation. If your request cannot be accommodated, the follow-up email will include information on how to proceed.

From the Create Confirmation, click Home to return to the iMS home page or click the History button to return to the permit.



Create Confirmation

Inspection Request

History

ELE2307-04773 (51359 235th Ave)
ELE2307-04772 (28614 Tucker St NE)

6. "Request an Inspection" button is no longer visible on the permit indicating Inspection Request pending status.



ELE2307-04773

Electrical Permit | One-Family Dwelling | Existing Dwelling or Other Items
Issued 07/17/2023

Reasons Inspection May Not be Scheduled on Preferred Date

1. If you try to schedule a same-day inspection on or after 8:00 AM, you will receive the message: 'The date requested is not available. Please choose a different date.'

Request Details

Inspection Request

35%

Will receive message to choose another day

The date requested is not available. Please choose a different date.

Please enter details below

Inspection Request

NOTICE

Office Hours (M-F) - 7:00am - 8:30am
Inspections: Becker: Mon/Wed;
Clearwater: Tue/Thur; Mahnomen: Fri

Date Requested *

06/06/2024

Requests can be made up to 2 weeks in advance.

Preferred Time *

PM

Type of Inspection *

Rough-In

Access Information *

Lockbox

Notes for Inspector *

123

Important: Include lockbox information, codes, or any details required to gain access. For service panel work, you must provide the homeowner's name and phone number. For in-home inspections, an adult aged 18 years or older must be present. Information provided here is not public and is only visible to DLI staff.

Discard

Undo

Next

2. Inspectors have a maximum number of requests they can accept per day. If this limit is reached, you will need to choose a different date.
 - You will receive the message: 'Inspection for (specific date) not currently available. Maximum requests for the day. Please select a different date.'

Request Details

Inspection Request

35%

Inspection for 06/11/2024 not currently available. Maximum requests for the day. Please select a different date.

Please enter details below

Inspection Request

NOTICE

Office Hours (M-F) - 7:00am - 8:30am
Inspections: Becker: Mon/Wed; Clearwater: Tue/Thur; Mahnomen: Fri

Date Requested * 06 / 11 / 2024

Requests can be made up to 2 weeks in advance.

Preferred Time * PM

Type of Inspection * Reinspection

Access Information * Garage

Notes for Inspector * access 5555

Important: Include lockbox information, codes, or any details required to gain access. For service panel work, you must provide the homeowner's name and phone number. For in-home inspections, an adult aged 18 years or older must be present. Information provided here is not public and is only visible to DLI staff.

3. The requested date may be unavailable for many reasons including:
 - It falls on a state holiday.
 - It falls on a weekend.
 - The inspector is unavailable on a given day.