

1 **Go to**
ConnectLivePermits.org

2 **Sign In**
Click the **Sign In** link at the top of the screen.
Enter your email address and password.
Click the **Log In** button.

3 **Click**
Click the **Inspections** link at the top of the screen.

4 **Find**
Find the permit you want. (Your open permits are separated by a blue bar with the address/permit number on it.)

5 **Schedule**
Find the inspection you want to schedule in the list under the permit number.
Click the **Schedule** link under **Action**.
Select the date you want; click its radio button.
Enter notes for the inspector if needed.
Click the **Schedule this Inspection** button.
Get message - **Inspection scheduled successfully**.
Click the **Close** button.

6 **Cancel**
Find the inspection you want to cancel in the list under the permit number.
Click the **Cancel** link under **Action**.
Get message - **Are you sure you want to cancel this inspection?**
Click the **OK** button.
Get message - **Inspection cancelled successfully**.
Click the **OK** button.

7 **Get Info**
Click on the  icon under **More Info** to see the associated comments/deficiencies for an inspection. The icon will not appear if there is no inspection info.

8 **Email**
Click on the **name** under **Inspector** to send an email to the inspector with any questions you have about that inspection.

Important stuff to know

- No action is available on inspections that are highlighted in blue.
- Although listed, an inspection may not be available for scheduling due to its dependency on the passing of another inspection.
- Inspections, as shown on the list, are subject to change.
- Inspections may not be performed on the exact day requested.
- Reinspection fees may be added if the work is not ready/complete at the time of inspection or if the inspection request is canceled after the cut-off time.
- Inspections may only be scheduled by the Applicant of Record.

VOLUSIA COUNTY

Growth & Resource Management
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How-to Guide for Permit Inspections

You can ...

- Schedule and Cancel Inspections
- Manage your personal information
- Apply online *
- View the status of your applications
- View fees and make payments
- Print documents and permits

* Only contractors licensed by the County may apply for building permits online at the present time.

Find us on the web at
ConnectLivePermits.org

Growth & Resource Management...simply service!

How-to Guide for Permit Inspections

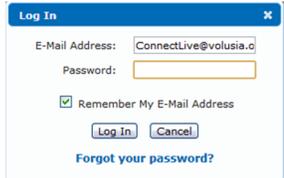
1

GO TO...



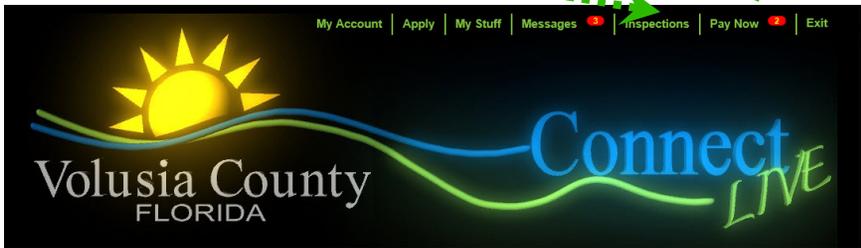
2

SIGN IN



3

CLICK



4

FIND

My Inspections				
Inspection	Status	Action	Inspector	More Info
9 JUNIPER Drive ORMOND BEACH Permit: 20140120001				
Mechanical Final	Failed 06/13/2014	Schedule	Dale Smith	
1000 E REYNOLDS Road DELEON SPRINGS Permit: 20140990001				
Wetland Final	Not available			
Wetland Interim	Inspection Requested	Cancel		
Wetland Int	Passed 03/01/2015		Brenda Borgiet	
Gas Final	Not available			
Gas Rough-in	May be available	Schedule		
1000 E REYNOLDS Road DELEON SPRINGS Permit: 20141028001				
Inspection	Status	Action	Inspector	More Info

5

SCHEDULE



6

CANCEL



7

GET INFO

Status	Inspector	Deficiency	Remedy
Deficient	Dale Smith	Dust, Stock & Refuse Conveying Systems 511, Comment(s): does not meet the requirements of the 2010 version of the Florida Building Code.	Reinstall.
Deficient	Dale Smith	Duct Const. & Installation 603, Comment (s): not in proper location and without duct seal affidavit.	Relocate the duct on the north side of the house. Upload a copy of the duct seal affidavit

8

EMAIL

