What is the IVR?
IVR is an interactive voice response system that allows citizens and contractors, with a touch tone telephone, to call the Planning & Development Services and access the following menu choices 24 hours a day, seven (7) days a week:

English and Spanish options are now available:
- Press “1” for English
- Press “2” for Spanish

Permitting Menu Choices:
- Permit Status
- Plan Review Status
- Fees Due & Make Payments

Inspection Menu Choices:
- Schedule an inspection
- Cancel an inspection
- Receive inspection results

Press “0” to speak to a Customer Service Rep.
Press “1” to schedule an inspection.
Press “2” to cancel an inspection.
Press “3” to get the results of an inspection.
Press “4” for Plan Review Status.
Press “6” to make a payment.
Press “*” to get general information.

The IVR will then ask for your 10 digit permit number (i.e. 18 123456 00). If scheduling an inspection, then enter the 3-digit inspection code. For a list of inspection types press “*”, and then one of the following:

1 — Structural
2 — Electrical
3 — Gas & Mechanical
4 — Plumbing
6 — Tree Final, Culvert, Row, and Sign
8 — Resource Protection

Follow the remaining IVR prompts.

CALL BACKS:
At the end of scheduling an inspection, you will have the ability to get an automatic call back after the results of the inspection have been posted by the inspector.

Payment of Fees and Violations
You can pay all fees and violations associated with a permit using your credit card. You will need to enter the 16-digit credit card number, the 3-digit security code found on the back of the card and your zip code. Once the account has been verified and the transaction has been processed you will receive a confirmation number.

Other available options for Inspection Scheduling, payments, etc. are:
- Website—www.building.scgov.net
- Contractor App
  Download from the Apple or Google Play Stores
- Inspection Hotline—861-3271, 861-3273
  Hours: Mon-Fri 7:30am-4:30pm

Permit Center Contact Information:
- Sarasota Office
  Phone: 941-861-6678
  Fax: 941-861-6471
- Venice Office
  Phone: 941-861-3029
  Fax: 941-861-3282
- Email: building@scgov.net
- Hours: Mon, Tues, Wed, & Fri 7:30am-4pm
  Thursday 7:30am—3:30pm

PLANNING & DEVELOPMENT SERVICES
1001 Sarasota Center Blvd., Sarasota, FL 34240
4000 S. Tamiami Trail, Venice, FL 34293

Inspection Hotline available
Monday—Friday 7:30 am—4:30 pm
(941) 861-3271 or 861-3273
E-Mail: InspHotline@scgov.net
### PERMITTING & INSPECTIONS

#### Structural
- 100—Footer
- 101—Monolithic
- 102—Floor
- 103—Lintel
- 104—Roof Sheathing
- 105—Framing
- 106—Wall Sheathing
- 107—Roof Dry-in/Flashing
- 108—Roof In Progress
- 109—Window/Door Buck
- 110—Insulation
- 111—Shutters
- 112—Truss
- 113—2nd/3rd Floor Tie-Down
- 114—Stem Walls
- 115—Rated Assemblies
- 116—Columns
- 117—Pool Steel
- 118—Pool Deck
- 119—Pool Final
- 120—Tie-Down—mobile homes only
- 121—Pool Cage
- 122—Fill Cell
- 123—Building Final
- 124—Pool Safety
- 125—Lath
- 126—Soffit/Facia
- 250—Sea Wall Cap
- 251—Window/Door Replacement

#### Electrical
- 200—Elec. Tug/T-Pole
- 201—Elec. Underground/Slab
- 202—Elec. Service Change
- 203—Elec. Ceiling Rough
- 204—Elec. Wall Rough
- 205—Elec. Temporary Power
- 206—Pool Electrical
- 210—Commercial Electrical Final
- 207—Residential Electrical Final
- 208—Residential Electrical Rough
- 209—Commercial Electrical Rough
- 249—Photovoltaic Electric Final

#### Gas
- 220—Gas Rough
- 221—Gas Final
- 227—Gas In Ground Tanks

#### Mechanical
- 230—Mech. Rough
- 231—Changeout/Replace
- 232—Mech. Final
- 233—Mech. Underground
- 234—Mech. Hood Rough
- 235—Mech. Hood Final
- 236—Refrigeration Rough
- 237—Refrigeration Final

#### Plumbing
- 240—Plumbing Rough
- 241—Plumbing 2nd Rough
- 242—Plumbing Water
- 243—Plumbing Sewer
- 244—Plumbing Backflow Water
- 245—Plumbing Backflow Irrigation
- 246—Plumbing Final
- 247—Pool Plumbing

#### Resource Protection
- 700—WNCA—Pre-Construction
- 701—WNCA Construction / Final
- 702—WNCA Mitigation
- 703—Tree PR / Initial Inspection
- 704—Final Tree Permit
- 705—Earthmoving

### HELPFUL HINTS

If at any time, during our regular working hours, you wish to speak to a Customer Service Representative while using the IVR, just press “0” at a menu choice.

Inspections may be scheduled within seven (7) days of the requested inspection date until the day of the inspection. However, you will NOT be able to schedule or cancel any “same day” inspections. The IVR will not accept any inspection requests for Saturdays, Sundays, or holidays.

You may schedule or cancel inspections on multiple permits by choosing that option after completing the first request.

The IVR will tell you the permit status and the permit fees due. You can also access other fees due like Re-Inspection and Impact Fees.

Always have the following ready before calling the IVR:
- Permit number (ex. 18 123456 00)
- Inspection type and inspection code directory (listed on the permit card)
- If you need help or training with our interactive voice response system, please call our Inspections Hotline staff at (941) 861-3271 or 861-3273.

Fire Inspections can only be scheduled through the Fire Marshal’s office at (941) 861-2290.