

HELP STOP the spread of COVID-19




PLANNING AND DEVELOPMENT SERVICES-BUILDING DIVISION
ATTENTION CUSTOMERS FOR YOUR HEALTH AND SAFETY!!!

*****APPOINTMENTS REQUIRED*****

2 OPTIONS ARE AVAILABLE

SIGN IN remotely for same day service:

1. Using your cell phone, go to the Apple Store OR the Google Play Store and type in QLess.
2. When you see the  logo and QLess – Queuing Software description, click Install to download.
3. Once installed, click on the app (on your phone) to open it.
4. Scroll to find the correct location - Sarasota County Operations Center.
5. Click on “Join the Line to be Seen Today”.
6. Provide the information requested to enter the line.
7. Simply wait in your car and keep your phone handy.
8. You will be summoned in by the next available Permitting Customer Service Representative via text message on your cell phone

SCHEDULE an appointment for same day or another day service:

Schedule an appointment for same day or another day service:

1. Follow steps 1 – 4 above.
2. Click “Schedule Appointment for Another Day” (but you can also schedule a same-day appointment, if available).
3. Click radio button to select the service requested.
4. Click time requested (to choose a different day, click the arrow to the right of the date on the top line).
5. Review date, time, and service requested for accuracy, then click Confirm.
6. You will receive a confirmation of your appointment via text on your smart phone.