

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 available:

- Press “1” for English
- Press “2” for Spanish

Press “*” for General information

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 “5” to make a payment.

You will need your full permit number to answer the IVR prompts.

If scheduling an inspection, 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 — Environmental Protection

Follow the remaining IVR prompts to complete the process.

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:

- Accela ACA portal
- SelectTXT (855-975-3036)
- Inspection Hotline—861-3271, 861-3273
Hours: Mon-Fri 7:30am-4:30pm

Permit Center Contact Information:

- **Sarasota Office**
870 Apex Road.
Sarasota, FL 34240
- **Venice Office**
4000 S. Tamiami Trail. Room 2090
Venice, FL 34293
- **Hours:** Mon, Tues, Wed, & Fri 7:30am-4pm
Thursday 7:30am—3:30pm
- **Email:** building@scgov.net
InspHotline@scgov.net
- **Contact Center:** 941-861-5000

PLANNING & DEVELOPMENT SERVICES

870 Apex Road, Sarasota, FL 34240
4000 S. Tamiami Trail, Venice, FL 34293

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



**Planning &
Development Services**

IVR

Interactive Voice Response

INSPECTIONS SCHEDULING 24/7



(941) 861-6441

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 or 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 home only
121—Pool Cage
122—Fill Cell
123—Building Final
124—Pool Safety
125—Lath or Exterior Wall Covering
126—Soffit/Facia
127—Piling
128—Pile Cap
250—Grade Beam
251—Window/Door Replacement
263—Sea Wall Cap

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
211—Photovoltaic (PV) Elec. Final
213—Electrical Rough
212—Electric Final

PERMITTING & INSPECTIONS

Gas

220—Gas Rough
221—Gas Final
222—Gas In Ground Tanks

Mechanical

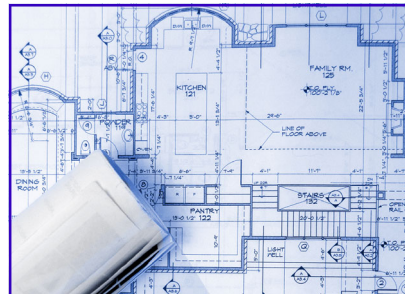
230—Mech. Rough
231—Changeout/Replace
232—Mech. Final
233—Mech. Underground
234—Mech. Hood Rough
235—Mech. Hood Final
236—Refrigeration Rough
237—Refrigeration Final

Plumbing

240—Plumbing Rough
248—Plumbing 2nd Rough
242—Plumbing Water
243—Plumbing Sewer
244—Plumbing Backflow Water
245—Plumbing Backflow Irrigation
246—Plumbing Final

Environmental 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. 23 123456 00)
(ex. RES-NEW-24-123456)
- 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.