

# **ONLINE PERMITS AND INSPECTIONS**

## **TRAINING MANUAL**

### **CHECK/REQUEST INSPECTIONS**

# Online Permits and Inspections Training Manual

## Check/Request Inspections

Click on Check/Request Inspections on this screen.

# Permit Manager



Welcome to Leon County, Florida

### Leon County Department of Community Development

Department of Community Development is a group of divisions including Building, Environmental, Development Review and Support Services, within the Department of Community Development. They provide one-stop permitting and processing services related to development activities.  
Contact Information

#### Check/Research Permits

Check on filed permits or get permit information on pending projects, projects under construction, or completed projects.

#### Check/Request Inspections

Schedule inspections for projects and receive immediate confirmation of the inspection date and time.

#### Apply for a Permit

Complete the online permit application, pay all applicable permit fees, and print out the final permit for immediate posting.

This agency accepts:



### About Permit Manager

Learn more about Permit Manager including:

#### Common Questions

Helpful Tips

Usage Fees

Getting Started

Looking for another area or region? Click Here...

#### My Permit Manager

Online Shop

Order History

### Customer Support

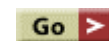
vchsupport@accela.com  
1-888-791-2999

How can we make it better for you? Send us your suggestions here...



Looking for another area or region?

Simply select a participating municipality from the listing below.



Refresh the menu!

# Online Permits and Inspections Training Manual

## Check/Request Inspections

After pressing Check/Request Inspections you arrive at this screen. Here you will choose to search by address, permit number or license number. This manual assumes you are searching by address. See Appendix A for the screen you will arrive at if you choose to search by Permit number and Appendix B for the License number search screen.

## Permit Manager

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**Leon County Department of Community Development**

Find a Permit to Check/Request Inspections

### Look up Permits:

- By Address
- By Permit Number
- By License Number

On this screen choose how you want to search for the inspection.

#### BY ADDRESS

After pressing the “By Address” Link you arrive at the [address entry screen](#). See the next page.

#### BY PERMIT NUMBER

After pressing the “By Permit” Link you arrive at the [permit number entry screen](#). See appendix A

#### BY LICENSE NUMBER

After pressing the “By License Number” link you will arrive at the [license number entry](#) . See Appendix B

# Online Permits and Inspections Training Manual

Check/Request Inspections  
By Address

Enter an address to search for and press "Search".

## Permit Manager

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### Leon County Department of Community Development

Look up Permits By Address

Street  
Number  Direction  Street Name  Suffix

City/Community

**Search** > **Clear** > **New Search** >

#### Search Tips

The input for an address search consists of a Street Number (may be referred as House or Building Number in some communities), a Street Name, and a City. You may perform a search with a full or partial Street Name alone. For example, if you are looking for the address:

- 100 Shoreline Ave, Leon County

You can type in the fields above:

- Street Number: 100
- Street Name: Shoreline
- Street Suffix (Select): Avenue
- City: (Select) LEON COUNTY

You can also do a search by the street name itself:

- Street Number: (Keep this blank)
- Street Name: Shoreline
- Street Suffix: (Keep this blank)
- City: (Select) LEON COUNTY

# Online Permits and Inspections Training Manual

Check/Request Inspections  
By Address

After entering an address and pressing the “Search” button you will arrive at the following screen. Click on the desired address.

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### Address 1 of 1

Please select an address below to continue...

3908 CARNABY CT, TALLAHASSEE-LEON COUNTY, FL, 32308

New Search >

# Online Permits and Inspections Training Manual

Check/Request Inspections  
By Address

Select the permit for which an inspection is being requested or queried.

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<b>Permit#</b>	<b>Type</b>	<b>Status</b>	<b>Date</b>
Please select a permit below to continue...			
<u>TBM099999</u>	T-MECH	COMPLETE	2000-04-04
<u>TBN022222</u>	T-GAS	COMPLETE	2000-02-21
<u>TBN077777</u>	T-GAS	COMPLETE	2000-07-20

**New Search** >

# Online Permits and Inspections Training Manual

Check/Request Inspections  
By Address

To schedule an inspection press "Schedule" next to the desired inspection type. Then see page 9. To query an inspection press on the description. This will bring you to page 8.

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Leon County Department of Community Development

### Parcel Data

Permit Number	TBM099999
Mailing Address	3908 CARNABY CT TALLAHASSEE-LEON COUNTY, FL
Parcel Number	110465 H9999

[New Search >](#) Search for another permit.

### Available Inspections

Date	Type	Description	
N/A	301	<a href="#">DUCTWORK</a>	<a href="#">Schedule</a>
N/A	302	<a href="#">RANGE HOOD</a>	<a href="#">Schedule</a>
N/A	303	<a href="#">REFRIGERATION</a>	<a href="#">Schedule</a>
N/A	304	<a href="#">VENTILATION</a>	<a href="#">Schedule</a>
N/A	305	<a href="#">HVAC</a>	<a href="#">Schedule</a>
N/A	306	<a href="#">CHANGEOUT</a>	<a href="#">Schedule</a>
N/A	307	<a href="#">BOILER</a>	<a href="#">Schedule</a>
N/A	504	<a href="#">BUSINESS LICENSE</a>	<a href="#">Schedule</a>
N/A	907	<a href="#">PERMIT FINAL</a>	<a href="#">Schedule</a>
N/A	908	<a href="#">Fire Final</a>	<a href="#">Schedule</a>

### Completed Inspections

Date	Type	Description	Status
N/A	505	<a href="#">NOTICE OF COMMENCEMENT</a>	Approved
4/4/2000	903	<a href="#">MECHANICAL FINAL</a>	Approved

# Online Permits and Inspections Training Manual

Check/Request Inspections  
By Address

After clicking on the description of an inspection you will arrive at this screen. Press the “previous” button to return to the previous page.

## Permit Manager

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### Parcel Data

Permit Number	TBM099999
Mailing Address	3908 CARNABY CT TALLAHASSEE-LEON COUNTY, FL
Parcel Number	110465 H9999

Return to the inspection list.

### NOTICE OF COMMENCEMENT

Date/Time	<b>4/4/2000</b> : AM
Inspector	KINLEYA
Status	<b>Approved</b>
Inspector's Comment	(Approved) No NOC required, valuation
Your Comment	N/A

[< Previous](#) Return to the inspection list.




# Online Permits and Inspections Training Manual

## Check/Request Inspections By Address

After pressing “Schedule” next to an inspection item you will arrive at the following Login screen. You must log in prior to scheduling an inspection. If you are already registered with us enter your email address and password and press the “login” button. If you are not registered press “Register Here”.

Home Back

# Permit Manager



## Login

**Your Session has expired or you were logged off. You must login again.**  
First time users [register here](#). It's free and easy!

Already registered? Login here using your e-mail address and password.

**Email Address:**  **Password:**

**Forgot your password?**  
Enter only your email address above and click Login for your hint.

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VelocityHall Engine Version 2.8

TEST/CCBYPASS Mode TEST/CCBYPASS Mode TEST/CCBYPASS Mode

# Online Permits and Inspections Training Manual

Check/Request Inspections  
By Address

After logging in you will arrive at the following screen. Use the drop down arrows next to the date and time to pick a date and time for the inspection. Then click the submit button.

## Permit Manager

Welcome to Leon County, Florida



Leon County Department of Community Development

### Parcel Data

Permit Number	TBM099999
Mailing Address	3908 CARNABY CT TALLAHASSEE-LEON COUNTY, FL
Parcel Number	110465 H9999

[< Previous](#) Return to the inspection list.

[Top of Form](#)

### Appointment Request

Inspection:	<b>DUCTWORK</b>
Inspection Request - Date:	October 25, 2002 - Friday
Time:	(Please select a time)
Comments: (Maximum 40 characters)	
<b>Submit</b> > <b>Clear</b> >	

# **Appendix A**

# Online Permits and Inspections Training Manual

Check/Request Inspections  
By Permit Number

After pressing the “By Permit Number” link you will arrive at this screen where you will enter the permit number and press the “search” button. This will bring you to the screen on page 5 and you can continue through the manual.

## Permit Manager

Welcome to Leon County, Florida



**Leon County Department of Community Development**

Look up Permits By Permit Number

Permit Number (complete # required)

Search >

Clear >

New Search >

### Search Tips

The format of permit numbers differ from agency to agency. A permit number consists typically of alpha-numeric characters. Sometimes, it may include special characters such as dashes ("-"). Spaces (" "), however, are not common. In most cases, permit numbers are not case sensitive. Here are two examples of what the permit number may look like:

- B97C2701
- 01BLD-00000-02701

You can typically find the permit number printed at the top of your permit printout. If you don't remember or cannot find the permit number, you can try performing a search by address.

## **Appendix B**

# Online Permits and Inspections Training Manual

Check/Request Inspections  
By License Number

After pressing the “By License Number” link you will arrive at this screen where you will enter the contractor license number to search by and press the “search” button. This will bring you to the screen on page 6 and you can continue through the manual.

## Permit Manager

Welcome to Leon County, Florida



**Leon County Department of Community Development**

Look up Permits By License Number

License Number (complete # required)

Search >

Clear >

New Search >

### Search Tips

License numbers can either be a number issued by the state professional boards or a business identification number issued by the agency. A license number consists typically of alpha-numeric characters. In most cases, license numbers are not case sensitive. Here are two examples of license numbers:

- 012345
- CA88811

Some agencies may not keep license number information and therefore may not return any data. If you cannot find the information here, you can try performing a search by address.