



# BUILDING CODE COMPLIANCE OFFICE

6501 Magic Way, Building 100C  
Orlando, Florida 32809

Telephone (407) 317-3794 Fax (407) 317-3950

Email: [BuildingCode@ocps.net](mailto:BuildingCode@ocps.net) - Web: [Building Code Compliance Office](#)

## MYGOV INSPECTION REQUEST PROCESS

Log into [MyGov](#) then follow the steps below to request an inspection.

**All inspection request & notes must be submitted no later than 3pm the day prior to the requested inspection date.**

1. Click "My Projects".
2. Click the magnifying glass next to the project you wish to request an inspection for. (If you are a Sub to a General Contractor, click on the number under the "Subs" column, find your company in the list that appears and then click "View".)
3. You will be directed to the project page where you will see all the inspection steps to the right of your screen.
4. Click on the name of the inspection step you wish to request an inspection for.
5. You will be directed to the inspection page.
6. Click "Add Note". (It is next to "Notes Overview for this step".)
7. In the "Title" field write the date you are requesting the inspection for. For example, "Inspection 8/10/22". (Do not write other details in this field.)
8. In the "Description (body)" field you must list exactly what needs to be inspected, any room or building numbers if applicable, if you are requesting a Partial Inspection, and any other important details. If you would like an ETA you must specifically request one in the note and provide a name and phone number. (Note, an inspector will call early in the morning to provide a 2 hr window; if their call is not answered, the inspection request is canceled.)
9. When done, click "Save".
10. Click "Request Inspection" at the top of the screen and then click "Set". (You will see a "Ready Now" date and an "Edit Date" button, but DO NOT change the dates.)
11. You will be directed back to your project page.
12. If you have additional inspections to request for this permit, repeat the above process.
13. If complete, you may return back to your home screen or log off.

### IMPORTANT

**To cancel an inspection you must email our office prior to the inspector arriving on site. You must email our office to avoid the inspection being resulted as "failed".**

**After all inspection steps have been passed, the "Certificate of Construction Completion" must be requested using the appropriate step in order to close out the permit.**

### PHOTOGRAPHS BELOW:

**Permits and Inspections**  
Welcome, Y. Dee

<b>My Projects</b>	1	▶ Request Inspection
Requested	0	▶ Request Project
Payments Due	0	▶ Request a New License / Registration
Expiring Projects	1	▶ Estimate Fees
Holding Projects	0	▶ Download Forms
Delayed	0	▶ My Account
Notes to Read	1	

Log In: Click "My Projects"



# BUILDING CODE COMPLIANCE OFFICE

6501 Magic Way, Building 100C

Orlando, Florida 32809

Telephone (407) 317-3794 Fax (407) 317-3950

Email: [BuildingCode@ocps.net](mailto:BuildingCode@ocps.net) - Web: [Building Code Compliance Office](http://Building Code Compliance Office)

## My Projects

Filters: View | Hide | Off

Showing 1 - 1 of 1

id #	address	city	step	project	subs	P   F   R	days	notes
19-2092	700 Oak Ridge Rd.	Orlando, FL	Framing Inspection	BUILDING PERMIT NEW	2	0   0   0	884d 1h	4/5

Sub-Projects (hide)

ELPN 700 Oak Ridge Rd. Dee Construction Archived 0 | 0 849d 4h 0/0 (view)

GC'S: Click the "magnifying glass" to view your permit

Sub-Contractors: Click the # under the "Subs" column, find your permit, then click "View"

## IRRIGATION PERMIT NEW

Overviews: Project | Notes | Reviews | Inspections

ID # IGPN-230403-0634 Started: 04/03/23 Time: 4d 6h

### Work Description

Irrigation

### Address

Oak Ridge High - 0691  
700 Oak Ridge Rd.  
Orlando, FL 32809

### Tenant

Oak Ridge High - 0691

Permit (issue date): Apr 03, 2023 07:29 am

### STEPS

- Irrigation Plan Review** Review step  
Started: 04-03-23 Approved: 04-03-23 1/1
- Final Approval** Review step  
Started: 04-03-23 Approved: 04-03-23 1/1
- Irrigation Final** Inspect step  
Started: 04-03-23 Awaiting Request 1/1
- Irrigation Pressure Test** Inspect step  
Started: 04-03-23 Awaiting Request
- Certificate of Construction Complet** Inspect step

Click the inspection step you wish to request

## Notes Overview for this step

Add Note

Click "Add Note"

Read Status:  Read  Unread Note Type:  Comment  Required  Resolved

Add Note

Title: Type in the note's title

Description (body):

Images: Choose Files No file chosen webcamera

Documents: Choose Files No file chosen

Location: --Select Floor-- --Select Area-- --Select Place--

Save Cancel

Request Inspection

Ready Now: Mar 30, 2023 at 12:46 pm CDT (edit)

Set

Cancel