



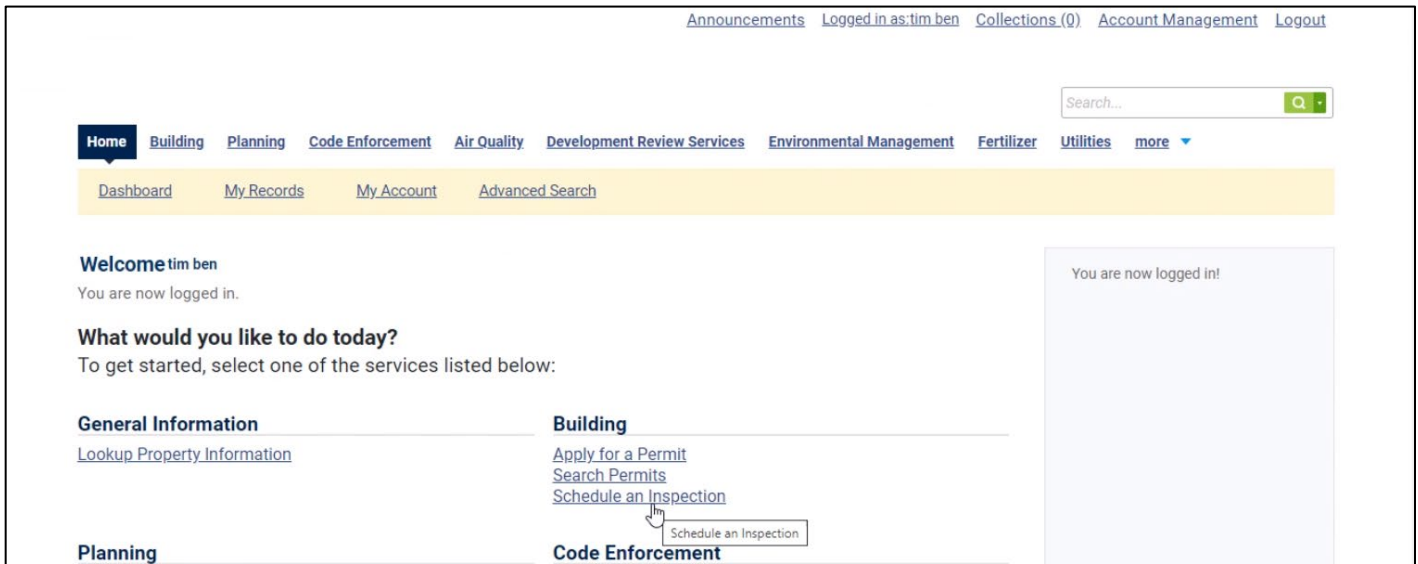
Access Portal Instructions

Schedule an Inspection

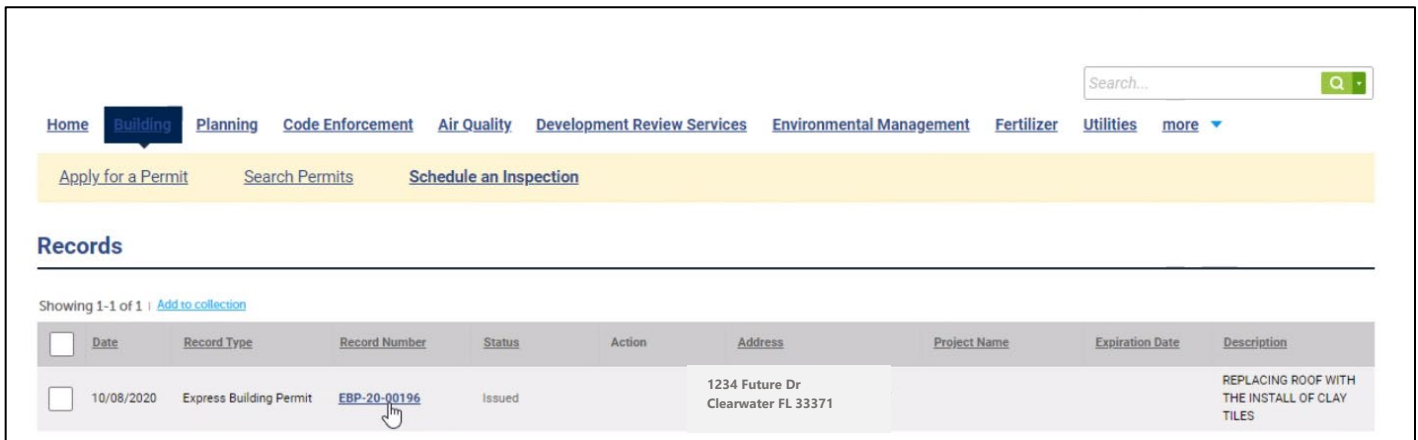
STEP 1: Login to the Pinellas County Access Portal.

The screenshot displays the Pinellas County Access Portal homepage. At the top left is the Pinellas County logo and 'Access Portal' text. A navigation bar includes links for 'Announcements', 'Accessibility Support', 'Register for an Account', and 'Login'. Below this is a search bar and a menu with categories like 'Home', 'Building', 'Planning', 'Code Enforcement', 'Air Quality', 'Development Review Services', 'Environmental Management', 'Fertilizer', 'Utilities', and 'more'. A yellow banner contains an 'Advanced Search' link. The main content area features a 'Welcome to the Pinellas County Access Portal' message, explaining that users can access permitting, scheduling, and fee payment services 24/7. It also notes that unregistered users have limited services. A 'LOGIN FORM' is located on the right side, with fields for 'User Name or E-mail:' and 'Password:'. A blue arrow points to the 'User Name or E-mail:' input field. A 'Login »' button is positioned below the password field. At the bottom left, a link says 'To get started, select one of the services listed below:'.

STEP 2: On the Welcome page, select **Schedule an Inspection**.



STEP 3: Select the **Record Number**.



STEP 4: Click the **Record Info** drop-down arrow and select from the list of **Available Inspection Types**.

Record EBP-20-00196:
Express Building Permit
Record Status: Issued [Add to collection](#)

[Record Info](#) [Payments](#)

Inspections

Upcoming
[Schedule or Request an Inspection](#)
You have not added any inspections.
Click the link above to schedule or request one.

Completed
There are no completed inspections on this record.

Schedule/Request an Inspection ×

Available Inspection Types (144)
 Show optional inspections

- P - Water Svc (optional)
- R - 1st Rough (optional)
- R - Final (optional)
- R - Information and Notes (optional)
- R - Job Check (optional)
- R - Other (optional)
- R - Partial Final (optional)
- R - Pressure Test (optional)
- S - 1st Rough (optional)
- S - Abovegrnd Visual/Pressure (optional)

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[Continue](#) [Cancel](#)

STEP 5: Select a date.

Schedule/Request an Inspection

To continue, select an appointment date and time range by clicking a link on the calendar below:

Oct 2020							Nov 2020							Dec 2020							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
				1	2	3	1	2	3	4	5	6	7				1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	
25	26	27	28	29	30	31	29	30						27	28	29	30	31			

[« Prev](#) [Next »](#)

All Day

Continue [Back](#) [Cancel](#)

STEP 6: Verify **Location** and **Contact**. Click **Continue**.

Schedule/Request an Inspection

Inspection type: R - Final

Location and Contact

Verify whether the location and contact person for the selected inspection are correct.

Location

1234 Future Dr
Clearwater FL 33371

Contact

tim ben

[Change Contact](#) ▾

Continue [Back](#) [Cancel](#)

STEP 7: Confirm your selection. Click **Finish**.

Schedule/Request an Inspection

Confirm Your Selection

Please confirm the details below and click the Finish button to schedule the inspection.

R - Final

10/12/2020

1234 Future Dr
Clearwater FL 33371

tim ben

[Include Additional Notes](#)

Finish

[Back](#)

[Cancel](#)