

Online Inspection Instructions

The follow information is designed to help you use the new Online Permitting and Inspection software we have recently implemented. By following these simple step-by-step instructions, you should be able to schedule all of your inspections as well as look-up inspection results. This also applies for any permit you are associated with, it is not for online permits only.

1. The first step in scheduling inspection online with our new software, if you are a registered user is to access the Permit Manager.

If you have not yet registered to use the system, You will need to visit our web site at <http://www.pinellascounty.org/build>. Follow the instruction supplied under the Online Permitting.

If you are registered you may access the Online Inspections at our web address: <http://www.pinellascounty.org/build>. Once you have accessed the site you will see this page.

Permit Manager

Welcome to Pinellas County, Florida



Building & Development Review Services Department

Anyone can use this site to research permit records and related activities, however, only registered users can use this site to apply for permits or schedule inspections. If you are not a registered user you can go to the following website for complete instructions <http://www.pinellascounty.org>, including information on permits and fee schedules.

The types of permits that will be available for issuance online are: Electrical, Mechanical, Gas, Plumbing, & Roofing permits that either do not require plan review or have been pre-reviewed under a Master Building permit. All permits issued by Pinellas County or online are available for permit and inspection status research.

You must have the Site Address when applying for a permit using this service and the Master Permit number for permits that were reviewed with the Master Permit. If required, the Master Permit must be in an ISSUED or RE-INSP status, not expired and at the same address.

Only current and properly licensed Contractors registered with Accela Citizens Access & Pinellas County Licensing Division for the type of permit they are requesting, will be allowed to obtain permits and schedule inspections through Accela Citizens Access.

[Contact Information](#)

About Permit Manager

Looking for another area or region? [Click here](#).

Learn more about Permit Manager including:

[Common Questions](#)
[Helpful Tips](#)
[Usage Fees](#)
[Getting Started](#)

[My Permit Manager](#)

Technical Support

Support@accela.com
1-559-627-1959 ext 5

How may we improve this solution? Send us [your suggestions](#).



2. Now scroll down this page until you see the following choices and select [Check/Request Inspections](#)



[Check/Research Permits](#)

Check on filed permits and find permit information on pending projects, projects under construction, or completed projects. Payment of all outstanding fees is also available.



[Check/Request Inspections](#)

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



[Apply for a Building Permit](#)

Apply for a Building Permit, pay all applicable permit fees, and print out the final permit for immediate posting.

This agency accepts:



3. You should now be looking at this page. You can see that you have four different selection as to how to check on inspection results or schedule a new inspection on a project. In most instances you will use the [By Permit Number](#) but any one of the four will work for scheduling as well as researching the results.

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Find a Permit to Check/Request Inspections

Look up Permits/Projects:

- [By Address](#)
- [By Parcel Number](#)
- [By Permit Number](#)
- [By License Number](#)

4. Once you select your choice (in this case I used permit number) you will be looking at the following screen. Simply type in your permit number and click on search.

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Look up Permits By Address

Street Number	Direction	Street Name
<input type="text" value="1677"/>	<input type="button" value="v"/>	<input type="text" value="East Groveleaf Ave"/>
City/Community		
<input type="text" value="PINELLAS COUNTY"/>		
<input type="button" value="v"/>		
Date From	Date To (MM/DD/YYYY)	
<input type="text"/>	<input type="text"/>	
<input type="checkbox"/> For Projects		
<input type="button" value="Search"/>	<input type="button" value="Clear"/>	<input type="button" value="New Search"/>

5. The search will bring up a list of matching addresses for you to select. Simply select the address, if it is the one you requested. If it is not, select the New Search button.

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Addresses 1 - 2 of 2

Please select an address below to continue...

[1677 EAST GROVELEAF AVE, PINELLAS COUNTY, FL, 34683](#)

[1677 EAST GROVELEAF AVE, PINELLAS COUNTY, FL, 34683](#)

6. By selecting the address you will be directed to a page listing all the permits for that address. Now select the permit from the list that you would like to schedule for an inspection. If the permit you are looking for is not on this list select the button titled [Next 10 Records](#).

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Permits 1 - 10 of 25

Permit#	Type	Status	Date
Please select a permit below to continue...			
1-0356V	B_COMP	CLOSED	1991-03-01
CB06-15774	2COMBO	FINALED	2006-09-08
CB149326	2COMBO	EXPIRED	1996-11-01
CB232781	2COMBO	EXPIRED	2001-04-03
CB78454	2COMBO	FINALED	1993-03-30
CB8422	2COMBO	FINALED	1989-07-21
CW08-00007	COMBOWEB	ISSUED	2008-01-11
CW08-00018	COMBOWEB	APPLIED	2008-01-11
CW08-00019	COMBOWEB	APPLIED	2008-01-11
CW08-00022	COMBOWEB	APPLIED	2008-01-14

[Next 10 Records →](#)

[New Search](#)

7. The following screen supplies you with the details and contact information (not shown). You have two options list at the top under Detail. They are [Inspections](#) & [Status](#).

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Detail

[Inspections](#) [Status](#)

Case / Application / Permit Number	CW08-00007
Type / Classification	COMBOWEB
	ELC: Electric Only
	BLDG: Building Department
Address	1677 EAST GROVELEAF AVE
	Pinellas County, FL
Parcel Number	062816060240002670
File Date	2008-01-11
Status	ISSUED
Status Date	N/A
Valuation	\$650.00
Fees	\$129.00
Payments	\$129.00
Balance	\$0.00
Description	Service upgrade

[View Map](#) (Click the "Back" button on the browser to return to Permit Manager.)

8. Simply clicking on the Inspections link will bring up a list of inspections. If there is a red tag on any inspection and you wish to pay it and reschedule it , always remember to use the [Schedule](#) link, and not the [Reschedule](#) link associated with the red tag function.

Parcel Data

Permit Number [CW08-00007](#)
 Address 1677 EAST GROVELEAF AVE
 Pinellas County, FL
 Parcel Number 062816060240002670

[New Search](#)

Search for another permit.

Available Inspections

Date	Type	Description	
N/A	100	E-Sawpole	Schedule
N/A	102	E-Slab	Schedule
N/A	104	E-1st Rough	Schedule
N/A	105	E-Temp Pwr Letter	Schedule
N/A	106	E-Temp Power	Schedule
N/A	108	E-Service	Schedule
N/A	110	E-Bond	Schedule
N/A	112	E-Safety	Schedule
N/A	114	E-Wet-Niche Bond	Schedule
N/A	116	No Description on File	Schedule
N/A	118	No Description on File	Schedule
N/A	138	E-Job Check	Schedule
N/A	139	E-Final Equal Change A/C	Schedule
N/A	140	E-Partial Rgh	Schedule
N/A	194	E-Contr/Owner Called	Schedule
N/A	195	E-Other - 1	Schedule
N/A	197	E-Partial Final	Schedule
N/A	198	E-Other	Schedule
N/A	199	E-Final	Schedule

9. Now select [Schedule](#) for the type of inspection you would like to request. In this screen you will notice in the bottom half the section is titled Appointment Request. Here you can add comment in that field, such as 45 minute call ahead with the phone number the inspector will need to call. You can also leave any special instructions that you want the inspector to be aware of. Also in the section you will see a drop down menu titled Inspection Request - Date. If you do not want the inspection schedule for the next working day, you can pick the date from this menu.

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Parcel Data

Permit Number	CW08-00007
Address	1677 EAST GROVELEAF AVE
	Pinellas County, FL
Parcel Number	062816060240002670

[← Previous](#)

Return to the inspection list.

Appointment Request

Inspection:	E-Final
Inspection Request - Date:	March 24, 2008 - Monday <input type="button" value="v"/>
Comments: (Maximum 100 characters)	<input type="text"/>

10. Once you have selected the date of the inspection (if different from the default) and add any comments you would select the Submit button. This is your final screen. If you want another inspection type on this permit, you could click the Continue button at the bottom you would be returned to the inspection list.

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Parcel Data

Permit Number	CW08-00007
Address	1677 EAST GROVELEAF AVE
	Pinellas County, FL
Parcel Number	062816060240002670

Appointment Confirmation

You have been scheduled for the following time:

Inspection:	E-Final
Date/Time:	New appointment for Monday, March 24, 2008
Comment:	

Select "Continue" to return to the inspection list.

Continue