Scheduling inspections is quick and easy!!

**Step 1:** Go to the City’s website at [www.ocalafl.org](http://www.ocalafl.org) and click on the Licensing and Permits link.

**Step 2:** Select Contractor to open the Login screen:

**Step 3:** Enter your contractor name or use the drop-down menu. Enter the four digit PIN provided when registering as a contractor with the City. Click Login.

**Step 4:** Notice that you are now logged in. Find your permit in the list of Active permits by Selecting the link for the permit.

**Step 5:** To schedule an inspection, select the link for "Request" under the Inspections column.

All of your contact information will be defaulted. If you need to change any data, you can. Follow the directions in the bottom right corner. After you click Submit, you are done!
You may also review information on Fees paid or due, status of previous inspections, and plan review progress. All information about your permit is at your fingertips.

Simply click on the permit link in the Permit No. column.

You can view the permit or site information, contacts, related fees and plans reviews.

If there are attachments, you can click on the link to view those as well.

You will receive a confirmation email that your requested inspection has been scheduled. Please be sure to log out or we may not be able to access the permit to enter inspection results.

Please contact us at 629-8421 or gmd@ocalafl.org should you have any questions or difficulties.