REQUEST FOR BUILDING INSPECTION

Welcome to the City of Ft Walton Beach online Building Inspection Request form. This online form was created to provide the citizens of Ft Walton Beach an additional option to request a Building inspection with the City. You may also call the City of Ft Walton Beach Building Inspection line at (850) 833-9605, or you may stop by the Building Division at City Hall Annex at 105 Miracle Strip Pkwy in person during business hours, Monday through Fridays 7:30 a.m. to 4:30 p.m.

IMPORTANT INFORMATION

Staff monitors online inspection requests during business hours. The city requires a minimum of 24 hour advance notice on all inspections. For example if you request an inspections before 3:30 p.m., it will be scheduled for the following business day.

Please note: if you schedule an inspection prior to 3:30 p.m. on a Friday, the inspection will be done the following Monday (or regular open business day).

BEFORE YOU PLACE YOUR INSPECTION

At a minimum the City needs the following information to schedule your Inspection:

Name on permit
Permit Number
Project Address
Type of inspection requested
Date you need the inspection
Name and telephone number of person requesting inspection.

Inspection Request: The Inspection Request Line is available 24 hours a day. Before requesting an inspection, the general contractor should check with all subs to insure the project is ready for the inspection. All inspections must be called in by the general contractor or a representative. City approved plans shall be on the job site. If for any reason the inspection staff is unable to conduct an inspection at the requested time, the inspection will automatically be moved to the next am or pm inspection schedule. For technical questions or code compliance issues, please call (850)-833-9605 or Please fill out the questions/comments form and submit to the Building Department. Your cooperation with these requirements will allow us to provide the most efficient process for conducting inspections.

*You may also request an A.M. or P.M. inspection. Our inspectors will do their best to accommodate your time, however it may not be guaranteed. Please call the Building Division between 8:00 a.m. and 9:00 a.m. the day of your inspection to coordinate a time or to speak with your inspector directly at (850) 833-9605. If you need to cancel an inspection call between the above allotted times, if the inspection is not cancelled before the inspector leaves for the day you will be charged a reinspection fee for any work not completed.

OUR PROCESS

Our Building Inspectors regularly leave for the field at 9:00 a.m. and return to the office at 3:30 p.m. to return calls/e-mails and/or to meet with individuals in person. Their day ends at 4:30 p.m.

24 Hour Notice is Required

A minimum of 24 hours advance notice is required. Inspection requests called in on Fridays after 4:00 p.m. will be performed within two working days. Inspection requests called in on weekends and holidays will also be performed within two working days. All information for items 1 thru 6 must be provided or the inspection cannot be scheduled.

Be sure to have the permit posted in a conspicuous place and an approved set of plans on the job site. It is the responsibility of the owner and/or contractor to verify that a final inspection has been completed.

Online/ Faxed Request for Inspection Form

Step 1-

Name on permit: _____	Permit Number: _____	Date of Request: _____
Project Address: _____	Type of Inspection Requested: _____	Date you need the inspection: _____
Time Inspection Requested:	AM☐ PM☐ Anytime☐	Schedule time: _____
Contact Person: _____	Time request submitted: _____	Email Address: _____

Name and telephone number of person requesting inspection: _____
Contractor Name and Phone Number: _____
Comments:_____

Step 2 – Describe type of inspection requested. In the event pre-requisite inspections are incomplete or conditions of previous inspections are not satisfied (reports, certifications, letters, etc.), the inspection request cannot be processed.

Step 3 - Submit to the Building Department for scheduling. Requests may be submitted via electronic mail, facsimile, regular mail or at the Building Department. **Requests by telephone will also be accepted.**
Phone: 850-833-9605
Facsimile: 850-833-9926
Mail: 105 Miracle Strip Parkway Ft Walton Beach, FL 32548
On-line inspection request form: Please click the submit button below

Requests will be scheduled as staffing and activity levels permit. Priority will be given to requests received prior to 4 PM for the scheduling of inspections on the following business day.

Online Question/Comments Form

Please fill in form completely

Your cooperation with these requirements will allow us to provide the most efficient process for answering questions and addressing comments.

Name on Permit/Property: _____	Permit Number (if applicable): _____	Project/Property Address: _____
Type of Question Requested (if not provided): _____	Building Code: ☐ Land Development: ☐ Planning & Zoning: ☐ CRA: ☐	Engineering: ☐ Permitting: ☐ Code Enforcement: ☐ Misc: ☐
Time & Date Requested: _____	Type of Responses: Email: ☐ Phone: ☐ Pick Up Hard Copy: ☐ Other: _____	If you would like to Schedule time to have your question answered in person: _____
Contact Person Name: _____	Address & Phone #: _____	Email Address: _____

Please provided detailed questions/comments below

Question/Comments:_____

Submit