

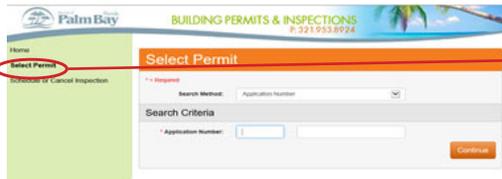
SCHEDULE PERMIT INSPECTIONS ONLINE

Inspections must be input prior to 3:00 P.M. to schedule for the next business day.



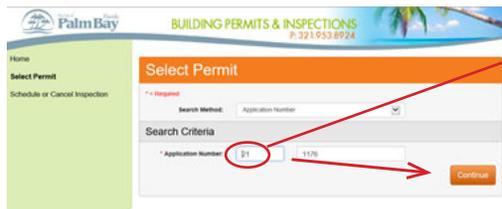
STEP 1

Go to: <https://pay.palmbayflorida.org/Click2GovBP/index.html>



STEP 2

Click on “**Select Permit**” on left hand side.



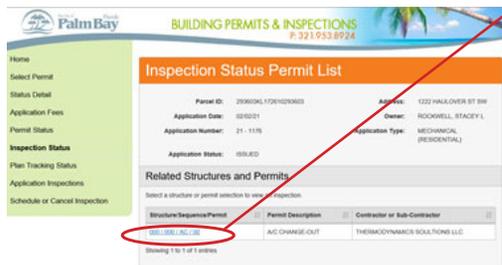
STEP 3

In Application number **type the first 2 numbers of permit** – Example 21 In second box type Application/Permit Number – Example 1176 Press **Continue**.



STEP 4

Click “**Inspection Status**” on the left hand side of the screen.



STEP 5

Click link under “**Structure/Sequence/Permit**” in lower part of screen.



BUILDING DEPARTMENT

190 Malabar Road SW • Suite 105 • Palm Bay, FL 32907
321-953-8924

STEPS 6 -10 on the back →

Inspections must be input prior to 3:00 P.M. to schedule for the next business day.



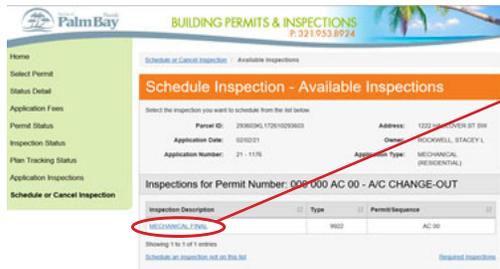
STEP 6

Click **“Schedule or Cancel Inspection”**.



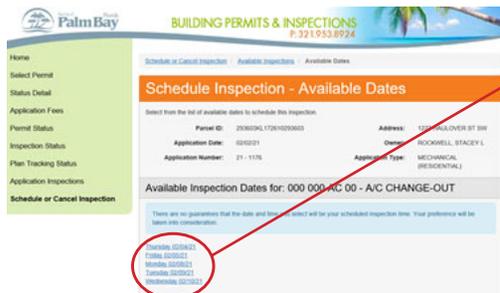
STEP 7

Then click **“Schedule”**. From this screen you can also **“Cancel”** previously scheduled inspections.



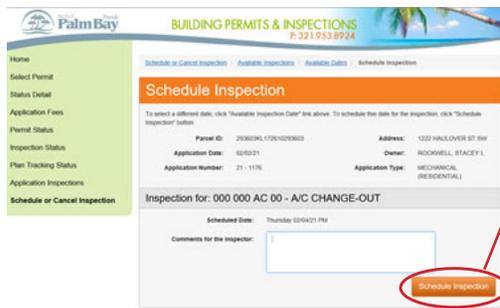
STEP 8

Click link under **“Inspection Description”**. (Ensure the 4 digit code is the correct code you wish to schedule.) In the example below it will be **“MECHANICAL FINAL - 9922”**.



STEP 9

Click on the date requesting the inspection.



STEP 10

Add any Comments to the inspector and Click **“Schedule Inspection”** to submit inspection.



BUILDING DEPARTMENT

190 Malabar Road SW • Suite 105 • Palm Bay, FL 32907
321-953-8924