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**.

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Itatus Detail	Partel ID:	2006040.072040.0000	A02416	1222 HAULOVER ST SW
oplication Fees	Application Com-	82/60/21	Owner:	ROCKWELL, STACEY L
Vermit Status	Appreciation Number:	21 - 1176	Application Type:	MECHANICAL (RESIDENTIAL)
mpercton litatus	Valuation:	\$4,837	Square Footage:	000000000
Nan Tracking Status	Tenant Name:		Application Status:	INSUED
oplication Inspections	Tenant Unit Number:		General Contractor:	THERMODYNAMOS
ichedule or Cancel Inspection	Zoning Description:	BINGLE FAMILY RESIDENTIAL		BOULTIONS (LC
	Structure Detail			
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Palm Bay	BUILDING P	ERMITS & INSPE	CTIONS 953.8924	

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 —



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BUILDING PERMITS & INSPECTIONS

AC 00 - A/C CHANGE-OUT

Palm Bay

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

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