

HOW TO CALL IN FOR INSPECTION ON PERMIT

Before you schedule an inspection, please be aware that the work at your location is required to be reviewed by the inspector and your work must be complete and ready for the Inspector to review. Incomplete work **WILL** result in a failed inspection and you will need to schedule an additional inspection when the work has been completed.

3 EASY STEPS

CITY OF PALM BAY BUILDING/FIRE PERMIT
120 MALABAR ROAD, SE
PALM BAY, FL 32907
321-953-8924 (PHONE) * 953-8925 (FAX) * **952-3484 (INSPECTIONS)**

Application Number 20-00006045 Page 2
Property Address 120 MALABAR ROAD SE Date 7/08/20
Parcel ID 28372450 16 1 283724
Application description ROOF (RESIDENTIAL)
Subdivision Name PORT MALABAR UNIT 3
Property Use R-SINGLE FAMILY RESIDENCE
Permit ROOF
Additional desc
Phone Access Code **1390160**

Once your work has been completed, you must call the City of Palm Bay inspection line phone number **(321) 952-3484** which is located on the top right section of the permit (*shown here in the highlighted area.*)

Please note that the call must be made before 3:00 p.m. in order to schedule the inspection for the next business day.

When you call, the automated message will prompt you to enter the seven digit phone access code, followed by the # sign. The seven digit phone access code is located in the middle of the page (*shown here in the highlighted area.*) Enter the seven digit code, followed by the # sign.

| Required Inspections | | | | | |
|----------------------|-------------|-------------|-----------------------|----------|------|
| Seq | Phone Insp# | Insp Code | Description | Initials | Date |
| 999 | | 4532 | ROOF DRY-IN AFFIDAVIT | | |

Next, you will be prompted to enter the four digit inspection code that you are requesting. The code may be found at the bottom of the page (*shown here in the highlighted area.*)

Please note, inspections that are not on the inspection card cannot be scheduled. If you do not see a required inspection on the permit card, please call our office to have this inspection added.



BUILDING DEPARTMENT

190 Malabar Road SW • Suite 105 • Palm Bay, FL 32907

For inspection questions please contact our office at (321) 953-8924