

## INSTRUCTIONS FOR NEW INSPECTION REQUEST SYSTEM

1. Go to the EHS website main page ([www.ehs.ucf.edu](http://www.ehs.ucf.edu)) and select the button labeled Building Permit Database. You can also access the Building Permit Database from the left menu on the Building Code pages of the website <http://www.ehs.ucf.edu/Buildingcode>.
2. On the top of the database page, you'll see a button labeled **Inspection Request**. Select the **Inspection Request** button and follow the simple instructions. You will need the permit number to quickly access the form. The permit number is located on your yellow permit card. It is the primary identifier for viewing the database.
3. When you have completed the form; click the submit button and you are done! The form will automatically be sent to the inspector's office for scheduling. A copy will also be sent to the Building Code Office as a back-up.