How-to Guide for Permit Inspections

1. Go to [ConnectLivePermits.org](http://ConnectLivePermits.org)

2. Sign In
   - Click the Sign In link at the top of the screen.
   - Enter your email address and password.
   - Click the Log In button.

3. Click
   - Click the Inspections link at the top of the screen.

4. Find
   - Find the permit you want. (Your open permits are separated by a blue bar with the address/permit number on it.)

5. Schedule
   - Find the inspection you want to schedule in the list under the permit number.
   - Click the Schedule link under Action.
   - Select the date you want; click its radio button.
   - Enter notes for the inspector if needed.
   - Click the Schedule this Inspection button.
   - Get message - Inspection scheduled successfully.
   - Click the Close button.

6. Cancel
   - Find the inspection you want to cancel in the list under the permit number.
   - Click the Cancel link under Action.
   - Get message - Are you sure you want to cancel this inspection?
   - Click the OK button.
   - Get message - Inspection cancelled successfully.
   - Click the OK button.

7. Get Info
   - Click on the icon under More Info to see the associated comments/deficiencies for an inspection. The icon will not appear if there is no inspection info.

8. Email
   - Click on the name under Inspector to send an email to the inspector with any questions you have about that inspection.

Important stuff to know
- No action is available on inspections that are highlighted in blue.
- Although listed, an inspection may not be available for scheduling due to its dependency on the passing of another inspection.
- Inspections, as shown on the list, are subject to change.
- Inspections may not be performed on the exact day requested.
- Reinspection fees may be added if the work is not ready/complete at the time of inspection or if the inspection request is canceled after the cut-off time.
- Inspections may only be scheduled by the Applicant of Record.

You can ...
- Schedule and Cancel Inspections
- Manage your personal information
- Apply online *
- View the status of your applications
- View fees and make payments
- Print documents and permits

* Only contractors licensed by the County may apply for building permits online at the present time.

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Find us on the web at [ConnectLivePermits.org](http://ConnectLivePermits.org)
Growth & Resource Management...simply service!
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2. SIGN IN

3. CLICK

4. FIND

5. SCHEDULE

6. CANCEL

7. GET INFO

8. EMAIL