



Development Support & Environmental Management

435 N. Macomb St., Tallahassee, FL 32301
(850) 606-1300
www.leonpermits.org

Inspection Scheduling Instructions

Schedule | Cancel | Reschedule | Check Results
Includes Complete List of Inspection Codes



To schedule by text message, text “Schedule” to
855-927-1525



To schedule by phone, call
850-606-1306



PEOPLE FOCUSED. PERFORMANCE DRIVEN.



Schedule by Phone

via the Voice Permits IVR system

- 1. Dial 850-606-1306**
 - 2. Make a choice from the menu and enter the corresponding keypress**
 - 3. Follow the spoken prompts for entering your permit number, inspection code, and other details**
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PRESS [1]

To schedule an inspection

PRESS [2]

To cancel or reschedule an inspection

PRESS [3]

To obtain inspection results

PRESS [4]

To hear plans review status

PRESS [0]

To speak to department staff



Schedule by Text

via the SelecTXT system

1. Enter one of the following into your text messaging app

“SCHEDULE” to schedule an inspection

“CANCEL” to cancel an inspection

“RESCHEDULE” to reschedule an inspection

“RESULTS” to obtain inspection results

2. Send it to 855-927-1525

3. Follow the interactive prompts for entering your permit number, inspection code, and other details



Residential/Commercial

Building

100 Footing
101 Setbacks
102 Re-Bar
103 Lintel
104 Roof
105 Slab
106 Exterior Sheathing
107 Framing
108 Sprinklers
109 Insulation
110 Drywall
111 Sign Footing
112 Roof Deck Re-Nailing
113 Roof Secondary Barrier
114 Exterior Siding In Progress
115 Exterior Siding Final
116 Soffit Rough In
117 Soffit Final
199 Other Building
900 Building Final
904 Mobile Home Final
906 Sign Final
917 Roofing Final

Electrical

200 Electrical Rough In
201 Rough Ceiling
202 HVAC Changeout (Elec)
203 Service Changeout
204 Pool Electrical Bonding
299 Other Electric
500 Temporary Power
501 Electrical Release
534 City Interconnect Pwr Source
535 Talquin Interconnect Pwr Source
901 Electrical Final
921 Solar PV Final

Gas

300 Gas Piping Test
307 Boiler
309 Underground Gas
398 Other Gas
502 Gas Meter Set Residential
503 Gas Meter Set Commercial
902 Gas Final

Mechanical

301 Ductwork
302 Rangehood
303 Refrigeration
304 Ventilation
305 HVAC
306 HVAC Changeout
903 Mechanical Final

Plumbing

400 Building Sewer
401 Plumbing Rough-In Slab
402 Plumbing Rough-In
403 Tub Set
404 Water Heater
405 Percolation
406 Septic
407 Water System
408 Mobile Home Sewer
409 Mobile Home Water
410 COT Backflow Device
411 Talquin Backflow Preventer
499 Plumbing Other
905 Plumbing Final

Pool

102 Re-Bar
105 Slab
111 Pool
112 Fence and Gate
113 Pool Re-Liner
204 Pool Electrical Bonding
901 Electrical Final
916 Swimming Pool Final

Roofing

104 Roof
115 Roof Deck Re-Nail
116 Roof Secondary Barrier
917 Roofing Final

**Schedule quickly with express text commands to:
855-927-1525**

To schedule an inspection, send:
S [permit number] [inspection code] [date] [Any/AM/PM]

To cancel an inspection, send:
C [permit number] [inspection code]

To reschedule an inspection, send:
RESCHED [permit number] [inspection code]

To check results on an inspection, send:
R [permit number] [inspection code]

Additional Resources

- Fire inspections can ONLY be scheduled through the Tallahassee Fire Department's Office at (850) 891-7040
- The cut off time for inspections to be scheduled for the next day is midnight.
- The voic permits IVR system is available from 1:00 AM to Midnight daily.