



## **Building Department**

2650 N. Dixie Freeway  
New Smyrna Beach, Florida 32168  
Phone: (386) 410-2800  
Fax: (386) 410-2805  
E-Mail: [building@cityofnsb.com](mailto:building@cityofnsb.com)  
[www.cityofnsb.com](http://www.cityofnsb.com)

## **How to Obtain an Inspection**

(12/29/2015)

There are three methods to schedule an inspection; 1. The Citizen Self Service System, 2. Fax Request and 3. E-Mail.

The Citizen Self Service System is a web access that was designed to dispatch inspection requests and/or cancellations for the next working day or future dates for building, plumbing, electrical, and mechanical, water, sewer, fire and grading permits. Customers may also view inspection results using CSS. CSS is available seven days a week, twenty-four hours a day. Under limited circumstances, however, CSS may be temporarily unavailable due to system maintenance. We recommend you wait a half-hour and then try CSS again.

Building and trade inspections requests may be made on-line up to midnight the evening prior to the requested inspection date. You can request a morning or afternoon inspection. Morning inspections are typically between 8:30 and 11:30 a.m. Afternoon inspections are typically between 1 and 4 p.m. Requesting a morning or afternoon inspection is not a guarantee, but we will do our best to accommodate your request. Also, some inspections may require more time and be more involved than other inspections, making it difficult to guarantee the time for any inspection. After the inspection has been completed, a sticker will be left on the premises whether subject inspection was approved or disapproved. These stickers are usually placed in a central location. You must have your permit/application number with you when using CSS along with other pertinent information. You will received an e-mail from the inspector at the time of the inspection provided that you furnished us with an active e-mail. To find out if an inspection has been made you can view the results on-line or check the job site for a sticker. Please do not call our office for this information unless there is a problem (386.410.2800 before 4:00 p.m.).

Reinspection fees will be charged if the work is not ready for inspection or if violations are not corrected. A copy of the approved construction plans and all of your construction documents must be on site at all times.

### Online Schedule (Citizen Self Service)

1. Click on Citizen Self Service
2. Log-in to Citizen Self Service (if you have not previously register, you must do so at this time)
3. Enter your application/permit reference # (9 digits) and Search
4. When your permit comes up, click on details
5. Choose an inspection and click on schedule
6. Fill-in all the required information (in the priority space place the code # for the inspection type that you want – See type of inspection sheet and if there are any special instructions to the inspector, place in the description area) click schedule
7. You should receive an e-mail conformation.
8. If all the required information is not provided the inspection will not be schedule

### Fax or E-Mail ([building@cityofnsb.com](mailto:building@cityofnsb.com)) Inspection Request

1. Enter all the required information onto the Building Department Inspection form (Can be obtain on the City's website or at the Building Department)
2. Fax and E-mail Requests will be received up to 4:00 p.m. the day prior to the requested inspection date.
3. If all the required information is not provided the inspection will not be schedule

### **STICKERS:**

Permit#: \_\_\_\_\_  
City of New Smyrna Beach, Florida  
Building Department  
386.410.2800  
Type of Inspection: # \_\_\_\_\_  
**APPROVED**  
Inspector: \_\_\_\_\_

Approved Sticker (Green): This means the work has been approved and may be covered

Permit#: \_\_\_\_\_  
City of New Smyrna Beach, Florida  
Building Department  
386.410.2800  
Type of Inspection: # \_\_\_\_\_  
**CORRECTION NEEDED**  
Inspector: \_\_\_\_\_

Correction Sticker (Red): A formal notice that items need to be corrected that were identified by an Inspector. To review the corrections, go on-line to Citizen Self Service