BUILDING PERMIT IVR INSPECTION SYSTEM OVERVIEW

Phone # 305-295-5160

What is the IVR?

The IVR is an Interactive Voice Response system that will enable the public to request, cancel and/or reschedule inspections.

(After Hours inspection requests must be requested in the office using the request form found on our website or in office.)

Additionally, the system allows the inspector to result an inspection immediately after performing the inspection onsite.

Lastly, the public may use the IVR to hear inspection results should they not have access to our MCeSearch website.

Do I have to use the IVR?

Yes. The IVR is designed to perform many of the required permit conditions checking and data entry that took our staff several hours every morning to complete before the inspector could go out to perform inspections. Therefore all inspection requests should come thru this system.

NOTE: The inspection email addresses are not monitored for daily inspection requests.

What are the required conditions that must be met on a permit in order to allow an inspection request?

An inspection request will be scheduled if the following conditions are met:

✓ The permit is active (not closed, voided or on hold) and has been issued.
✓ The same inspection code is not already scheduled/awaiting inspection and/or result. (NEW 3/5/14)
✓ If the Notice of Commencement is required for the job, a copy of a recorded copy has been accepted for the permit in the building department office.

Additionally, other types of state and/or local requirements such as Certificate of Elevation, Notice to Proceed where required must also have been approved.

✓ The state license, county competency registration (biennial renewal), Business Tax (formerly Occupational License annual renewal), insurance and workers comp insurance of the contractor id entered is current at the time of the request.
✓ The permit does not have any holds to restrict inspections.
✓ The Building Final (199) will only be allowed if all other inspections on the permit, or in the case of multiple same inspections the most recent inspection, has been resulted with a PASS (or NA).
FAQ - SCHEDULING INFORMATION:

**What information do I need to have when calling the IVR to schedule inspection(s)?**

(CLARIFIED 2/3/14)

The IVR will require every inspection a permit number, a contractor id, and an inspection code.

- Permit # - Is an 8 digit number where the first 2 numbers represent the year of application (not issuance). It can be found on the permit and permit hard card.
- Contractor Id – is a 5 digit id displayed on the permit.
  Owner Builder contractor id is 69637 (the numeric telephone digits representing the letters OWNER).
- Inspection code – is a 3 digit code. The inspection list was provided at issuance, is available in each office, is available on our website, and by pressing “*” while on the IVR you can additionally hear a list of inspections and the 3 digit code.

**What is cut-off time for same day inspection request?**

An inspection request can be scheduled before 5 am for the same day. *(NEW 9/20/18)*

**How far in advance can I schedule an inspection?**

An inspection request can be scheduled up to 4 days out.

**Can I request a specific time of day?** *(Updated 3/12/15)*

You may leave a message for inspector however no time preference can be guaranteed.

AM/PM time preference is available but can’t be guaranteed:

AM (8 am to 12 PM) or PM (12 PM to 6 PM)

**Will I be able to leave a message for the inspector?**

The IVR requires every inspection request to leave a contact telephone number. Additionally, it will allow for a contractor to leave a brief message to provide direction, location of plans, and/or access codes to site. However, any information left requesting other inspections will not be fulfilled. *(Exception: in qualifying situations where building final and other inspections are wanted for the same day.)*

**Can the General Contractor call in inspections for sub contractors whose license/registration/insurances have expired?** *(NEW 2/13/14)*

The IVR system will check the license/registration/insurances/business tax expiration dates of the contractor id entered. If the id used has any expired dates the IVR will not allow the inspection request. However if the entered contractor id is current but the contractor on record licensed for the work has expired dates, the inspector will not perform the requested inspection and notify the requestor (via the telephone number entered with the inspection request).

This practice has not changed with the implementation of IVR system.
**FAQ – INSPECTION INFORMATION:**

*Can I request the 199 ‐ Final Building permit inspection the same day as my other sub finals and/or Environmental/Planning/Fire finals?*  
(UPDATED 09/09/15, NEW 2/3/14)

The Building Final when required on a permit is the last inspection confirming the entire job is complete, including Environmental, Planning and/or Fire inspections. Any pending inspections not passed will therefore not allow the IVR to schedule this final inspection.

**Effective 10/1/15** – Due to logistical reasons with inspectors’ variable daily routes and the inability to consistently coordinate without impacting inspection service to the County, the following option is discontinued:

If you would like to request a building final the same day in conjunction with other inspections you may leave a message when requesting the other inspections to alert the inspector you wish to have the permit building final inspection as well. Inspectors will try to coordinate their inspection workload to accommodate this request.

**What inspection code do I use to request Floodplain related inspections?**  
(NEW 2/3/14)

Inspections such as Transfer of Ownership, Inspection Upon Sale, Certificate of Compliance FEMA program, enclosure demos, etc., related to our Floodplain department should be requested with a 157 – F.E.M.A. Compliance inspection code.

**How can I verify the inspection was scheduled?**  
(NEW 2/13/14)

Use Option #3 from Main Menu, Obtain Results, and after entering the permit number and inspection code, the specific scheduled inspection will recite the date scheduled.  
Note: The IVR will not allow the scheduling of the same inspection code that is already scheduled/awaiting inspection and/or result.  
(NEW 3/5/14)

**What happens if I schedule the wrong inspection?**  
(CLARIFIED 2/11/14)

If it is before 5 am the day of the requested inspection you CANCEL the inspection (option #2 from IVR Main Menu) and then schedule (option #1 from IVR Main Menu) the correct inspection.

If it is after 5 am the day of the requested inspection, the inspector may perform the correct inspection, and while there on site will require you to call in the correct inspection code, so the inspector can then immediately result both the incorrect code with CANCEL and the correct inspection just performed.
**How can I obtain results of the inspection and/or hear messages for contractor?** *(NEW 5/14/14)*

Select Option #3 from Main Menu, Obtain Results, and after entering the permit number and inspection code, the IVR will recite inspection information.

If the inspector left a message the message will be recited at this time.

Additionally, you can use the Monroe County Building Department “MCeSearch” web application to look up permit inspection information. Resulted inspections will have information available and under “NOTES” it will display if a message was left by the inspector for the contractor. If a message was recorded you must call the IVR and use the Obtain Result option to hear the recorded message for that inspection code.

**Will I be able to speak to a “real” person during working hours?**

Yes, the IVR will give you the option to be transferred to an attendant should you have a problem. Inspection requests will not be fulfill thru the attendant.

If the attendants’ lines are busy you will be transferred directly to Voice Mail. Staff are monitoring voice messages throughout the day so be sure to leave a return phone number and detail message so that staff can be ready to assist when returning the call.

**If the IVR phone line is down, how will I be able to request an inspection?** *(CLARIFIED 5/14/14)*

Should the County IVR phone line become in operable for more than 1 1/2 business days, notice will be posted on our website and in lobbies detailing a contingency plan for requesting inspections.

**Impact on Private Providers:**

Private Providers performing inspections must call in all inspections PRIOR to performing them, using the contractor ID assigned to them on the permit. Additionally, they must call in the results of that scheduled inspection within 2 days.

A separate instructional document is available in the Private Provider packet detailing the inspection process for the Private Provider.
PRIVATE PROVIDERS PERFORMING INSPECTIONS ON BUILDING PERMITS

Inspection process:

1. Private Providers performing inspections must call in all inspections, PRIOR to performing them, using the IVR phone line and the contractor ID assigned to them on the permit.

2. Results must be emailed to the appropriate email within 2 business days:
   - lowerkeysinspections@monroecounty-fl.gov
   - upperkeysinspections@monroecounty-fl.gov

   NOTE:
   For new construction or elevated additions, upon approval of the inspection which establishes the lowest floor elevation in AE flood zones or the bottom of the lowest horizontal structural member in VE zones, the Private Provider shall notify the Building Department liaison/staff member. A Preliminary Certificate of Elevation will be required within 21 days of this passed inspection. NO FURTHER INSPECTIONS WILL BE ALLOWED TO BE SCHEDULED after 21 days unless a Preliminary Certificate of Elevation has been received and approved by the Floodplain Management Department.

   Completed Inspection Reports must be retained on the job site for county audit inspection reference.

   Additionally, all completed Inspection Reports must be submitted with Certificate of Inspection Compliance.

3. At the end of the inspection process the Private Provider must submit a Certificate of Inspection Compliance along with the compiled completed Inspection Reports. The Building Official and/or his designate will review the permit for approval of Certification of Completion or Occupancy.
Before Calling the IVR to Request/Cancel/Reschedule Inspection(s)....

HAVE THESE 3 PIECES OF INFORMATION AVAILABLE:

PERMIT #
8 digits

CONTRACTOR ID
or
SUB CONTRACTOR ID
5 digits

INSPECTION CODE
3 digits
**To REQUEST Inspection(s) Using the IVR:**

<table>
<thead>
<tr>
<th>Instruction</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dial</strong></td>
<td><strong>305-295-5160</strong></td>
</tr>
<tr>
<td><strong>Press 1</strong></td>
<td>To request an inspection</td>
</tr>
<tr>
<td>Enter 8 digit permit number AND press the “#” key</td>
<td>Example: 12301188#</td>
</tr>
<tr>
<td>Enter 5 digit CONTRACTOR ID or SUB CONTRACTOR ID AND press the “#” key</td>
<td>Example: 08174#</td>
</tr>
<tr>
<td>Enter 3 digit INSPECTION CODE</td>
<td>Example: 125</td>
</tr>
<tr>
<td>Select DAY you wish to schedule inspection</td>
<td></td>
</tr>
<tr>
<td>Select TIME preference</td>
<td></td>
</tr>
<tr>
<td>Press 1 – message</td>
<td>Press 2 – no message</td>
</tr>
<tr>
<td>Enter contact TELEPHONE #</td>
<td>Enter 10 digit telephone number (include area code). Confirm recited telephone number.</td>
</tr>
<tr>
<td>Press 1 – End Call</td>
<td>Press 2 – Schedule on same permit</td>
</tr>
<tr>
<td>Press 3 – Schedule on different permit</td>
<td></td>
</tr>
</tbody>
</table>

**IVR SYSTEM is not available Thursday from 11 PM to 4 AM for system maintenance.** (UPDATED 9/1/18)
MENU OUTLINE on IVR System

Main Menu

1 – Schedule

- Enter Permit #, Contractor Id, Inspection Code
- Select date
- Am/Pm preference
- Leave Voice Message (optional)
- Enter phone # for contractor
- End Menu
  - 1 – Get confirmation # and end Call
  - 2 – Schedule another inspection on same permit
  - 3 – Schedule another inspection on DIFFERENT permit
  - 4 – Return to Main Menu

2 – Cancel or Reschedule (Failed/Incomplete inspections)

- Enter Permit #, Contractor Id, Inspection Code
- Select inspection
  - 1 – Cancel
  - 2 – Cancel and Reschedule
  - 3 – Do nothing with this inspection code
- End Menu
  - 1 - Get confirmation # and end Call
  - 2 – Select another inspection to cancel on same permit
  - 3 – Select another inspection to cancel on DIFFERENT permit
  - 4 – Return to Main Menu

3 – Obtain Results

- Enter Permit # and Inspection Code
- Result Choice
  - 1 – Hear previous result for the same inspection
  - 2 – Hear results for a different inspection
  - 3 – Reschedule the resulted inspection
- End Menu
  - 1 – Get confirmation # and end Call
  - 2 – Hear more results on same permit
  - 3 – Hear results on DIFFERENT permit
  - 4 – Return to Main Menu

COMMON Functions to all menus:

# - Go back to previous prompt
0 – Transferred to Attendant