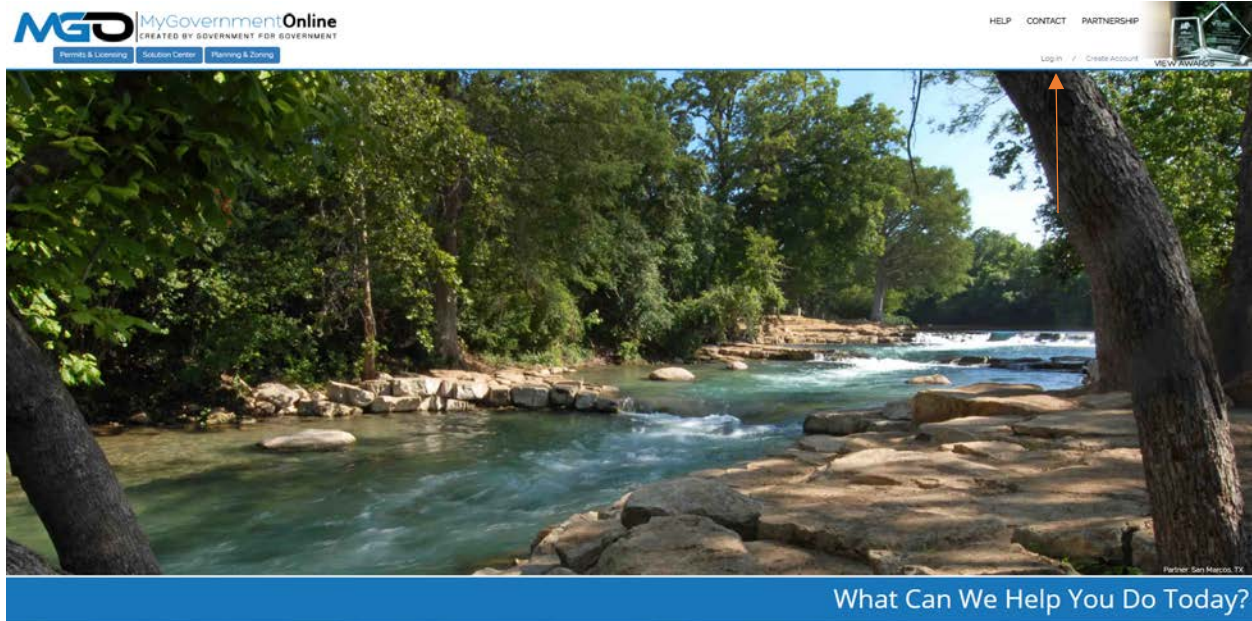
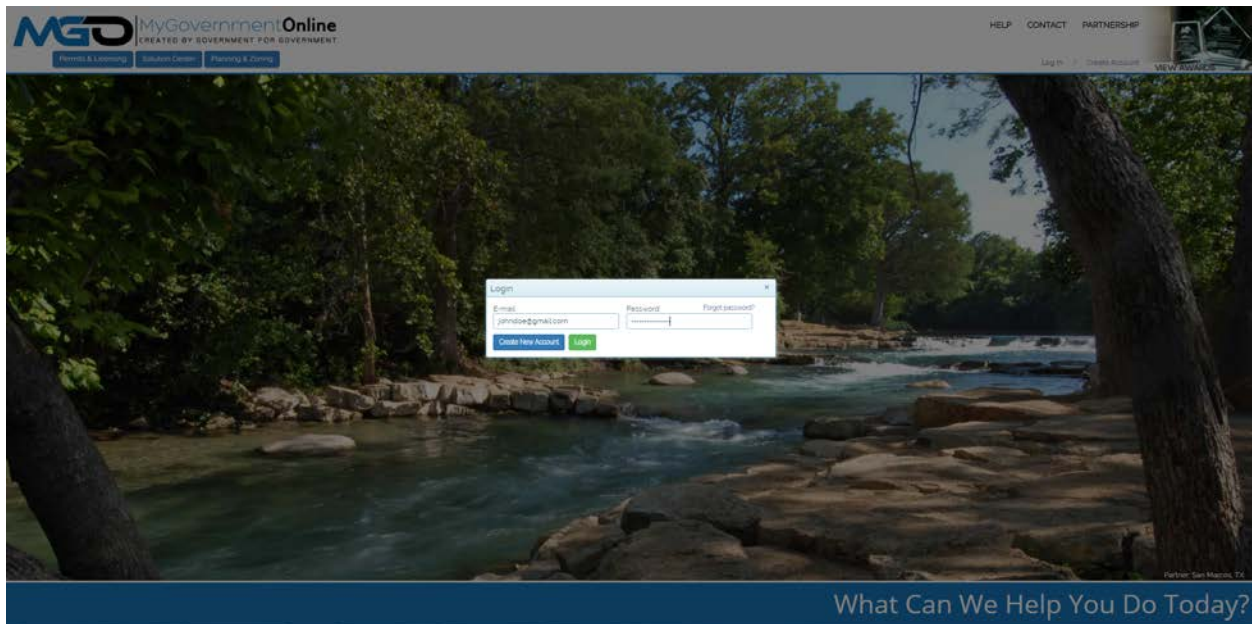


# MyGovernmentOnline – How to Request an Inspection

Go to [www.mygovernmentonline.org](http://www.mygovernmentonline.org) and click Login. **Note: You must create an account if you have not already created a MyGovernmentOnline customer portal account.**



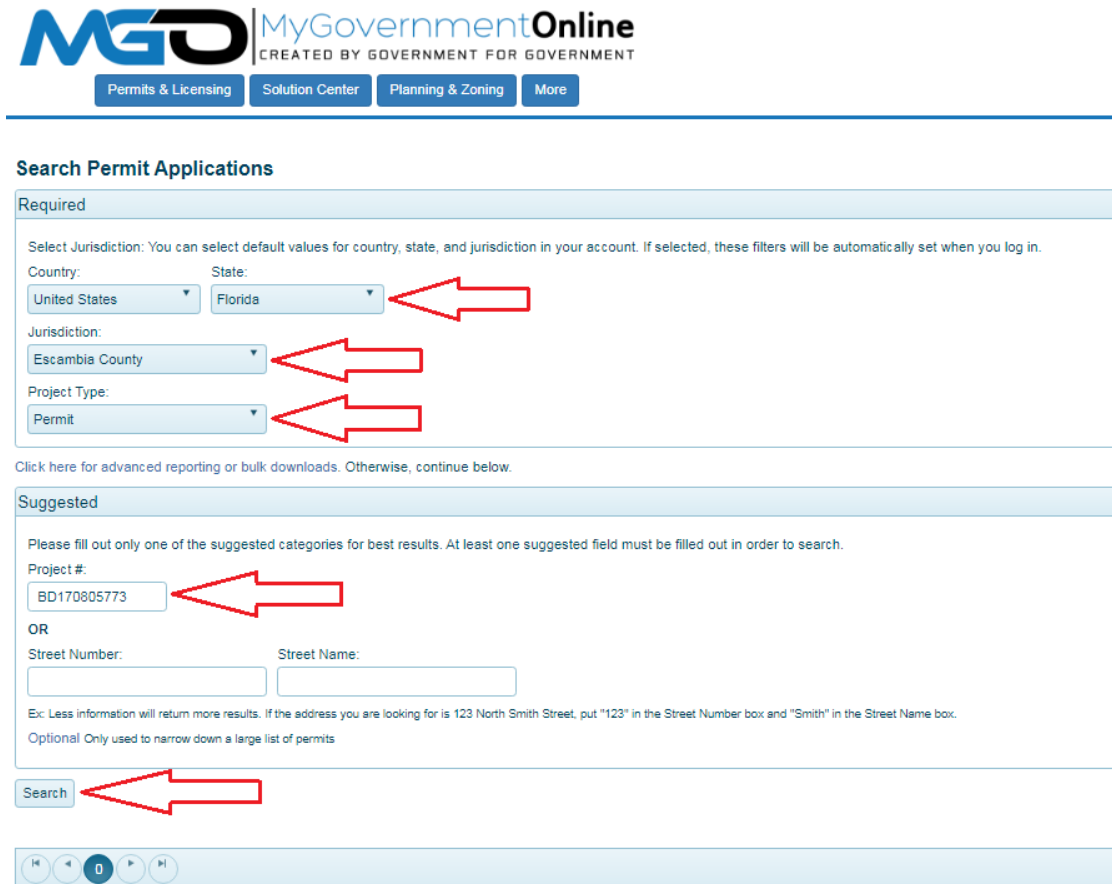
Enter the e-mail address and password that you provided when creating your account. Then click the login button.



In the top left area of the screen, place your mouse on the 'Permits and Licensing' link. Then click on Search Permits in the menu that displays.



In the order as shown below, input the selections. Enter the permit number within the 'Project Number' field. Then click the search button to look up the permit.



Your search results will display below. Click the 'Request Inspection' link located to the far right as shown below.

**BD170805773**  
Jurisdiction: Escambia County  
Type: Imported Fee (Qty. 9)  
Create Date: 2017-08-24T00:00:00  
Status: Permit Issued

**Business**  
LENNAR HOMES, LLC  
**Applicant**  
CHRISTOPHER ROGERS

**Physical Address**  
14608 SALT MEADOW DR  
32507 PENSACOLA, FL  
**Mailing Address**  
8895 MILITARY TRAIL  
33410 PALM BEACH  
GARDENS, FL

**Lot Number**  
000  
**SubDivision**  
LOST KEY C11 TOWNHOME  
PB 19 P 43/43A  
**Square Footage**  
2218  
**Description**  
TOWNHOME

[+ Add to my account](#)  
[Request Inspection](#)



1 - 1 of 1 items

Select the inspection type you wish to schedule and the date you wish to have the inspection performed. Enter any notes necessary for the inspector. Then click the add button.

### Request Inspection for Project #BD170805773

Request Inspection

Inspection Type: \* Building Final

Address: \* 14608 SALT MEADOW DR PENSACOLA FL 32...

Requested Date: \* 12/18/2017

(i) Scheduled date is a request only.  
The Jurisdiction may modify the date based on their internal policies that account for the time the request is made, weekends and holidays.  
Please contact the Jurisdiction directly for more information.

Notes

Gate Code = 1234

Add

The final step is to click the 'Submit Request to Jurisdiction' link as shown below. This action will submit the request to Escambia County so that an inspector can be assigned to the inspection.

### Request Inspection for Project #BD170805773

Request Inspection

Inspection Type: \*

Address: \*

Requested Date: \*

! Scheduled date is a request only.  
The Jurisdiction may modify the date based on their internal policies that account for the time the request is made, weekends and holidays.  
Please contact the Jurisdiction directly for more information.

Notes

Inspection Type	Requested Date	Requested Action
Building Final	12/18/2017	Create Inspection Request <input type="button" value="Remove"/>

**WARNING: After all Inspection request have been added you must press the Submit button below for the jurisdiction to receive your Inspection request(s)**

A confirmation message will be presented confirming that request is submitted. When Escambia County assigns the inspection to an inspector you will receive an e-mail confirmation. Please note that the inspection may not be assigned to an inspector until the morning of the inspection.

Request(s) Sent

**Success! Your Inspection request(s) have been created.**