

INSPECTIONS INSTRUCTIONS

As of MAY 24th, 2023

INSPECTION REQUESTS WILL BE BY **EMAIL ONLY**. REQUESTS MUST BE SENT TO:

INSPECTIONS@CITYOFSWEETWATER.FL.GOV

PLEASE PROVIDE THE FOLLOWING INFORMATION FOR SCHEDULING:

- PERMIT NUMBER
- JOB ADDRESS
- TYPE OF INSPECTIONS
- CONTACT NAME & PHONE NUMBER
- PERSON REQUESTING INSPECTION

PLEASE NOTE: IF THE REQUIRED INFORMATION IS INCOMPLETE YOUR REQUEST **WILL NOT BE PROCESSED**.

**REQUESTS RECEIVED BEFORE 3:00 PM
WILL BE POSTED FOR THE FOLLOWING BUSINESS DAY.**

GENERAL INSPECTION TIME FRAME

TRADE	DAYS	TIME FRAME
BUILDING & ELECTRICAL	MON-FRI	9AM TO 4PM
PLUMBING	MON-FRI	9AM TO 12PM
MECHANICAL	MON-FRI	9AM TO 3PM

Note: If the same inspection fails twice, a \$75.00 fee will be charged. All fees must be paid prior to the inspection request.

PLEASE DO NOT CALL THE OFFICE TO SCHEDULE INSPECTIONS

WE CANNOT ROUTE THE INSPECTIONS.

THANK YOU

CERTIFICATE OF USE INSPECTIONS INSTRUCTIONS

As of MAY 24th, 2023

INSPECTION REQUESTS WILL BE BY **EMAIL ONLY**. REQUESTS MUST BE SENT TO:
INSPECTIONS@CITYOFSWEETWATER.FL.GOV

Inspections required: Electrical, Plumbing, Mechanical & Building.

The Certificate of Use also requires the fire inspection that can be scheduled simultaneously with the Miami-Dade County Fire Dept. To schedule it you must Call them at (786) 331-5000.

PLEASE PROVIDE THE FOLLOWING INFORMATION FOR SCHEDULING:

- CERTIFICATE OF USE NUMBER
- JOB ADDRESS
- TYPE OF INSPECTIONS
- CONTACT NAME & PHONE NUMBER
- PERSON REQUESTING INSPECTION

PLEASE NOTE: IF THE REQUIRED INFORMATION IS INCOMPLETE
YOUR REQUEST **WILL NOT BE PROCESSED.**

**REQUESTS RECEIVED BEFORE 3:00 PM WILL BE POSTED FOR
THE FOLLOWING BUSINESS DAY**

GENERAL INSPECTION TIME FRAME

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We cannot issue your Certificate of Use unless you send us the MDC FIRE inspection report and DERM approval by email. *Please send it only after you have passed all the inspections.*

You **MUST obtain** your Certificate of Use within 30 days of submission otherwise it will be cancelled.
Note: If the same inspection fails twice, a \$75.00 fee will be charged. All fees must be paid prior to the inspection request.

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CANNOT ROUTE THE INSPECTIONS.**