



City of Sanford

Building & Fire Prevention Division

How to Schedule Inspections
on the Internet

Important Information

- A pin number is required for this service.
- Pin numbers are assigned when a permit is issued.
- Any fees due must be paid in order to schedule inspections on line.
- At this time fees can be paid at City Hall or via credit card over the phone.

City of Sanford Website

- The City of Sanford website is www.sanfordfl.gov
- From the left hand column under Popular Links select E.Services
- Select Building Permits

- From the left hand menu select
Schedule/Cancel Inspections
- Select Schedule an Inspection
Do Not Use Cancel an Inspection at this time.
Please continue to call Building Division
staff at 407.688.5150 to cancel inspections.
- Select the trade you want to have inspected.

- You may see required inspections appear. You may select one of these inspection types.
- You will also have the ability to schedule inspections other than the basic required inspections.
- The available dates appear – the cut off time to schedule an inspection for the next day will be 4:00^{PM}

- Please enter a contact name and phone number under the comments for the inspector along with any additional information you want the inspector to know.
- After you click the Continue button you will receive a confirmation number. Your inspection is now scheduled for the date you selected.
- You can schedule another inspection or select finish to exit the module.