



Inspection Scheduling/Appointment Instructions

(Please have your permit number available.)

- You may schedule your inspection by calling our automated line at (954) 345-2132. You will need to have both your permit number **and** the inspection number (found on your invoice) available.
 - To Schedule an Inspection, Press “1”
 - To Cancel or Reschedule, Press “2”
 - To Obtain Inspection Results, Press “3”
 - To Speak with Staff, Press “0”
- You may schedule your inspection online at <https://etrakit.coral springs.org/etrakit>.
- You may also call our Customer Care Center at (954) 344-1025 to schedule your inspection with the Building Department by 4:00pm on Mondays through Wednesdays for next day inspections and by 1:30pm on Thursdays & Fridays for next day inspections. (**Inspections called in on Thursdays after 1:30pm will be scheduled for the following Monday. Inspections called in on Fridays after 1:30pm will be scheduled for the following Tuesday**). You may request a morning (8:00am – 12:00pm) or an afternoon (1:00pm – 3:30pm, except on Fridays) inspection. The inspector will make every effort to accommodate your request
- If you need a specific appointment time, you may call the inspector on the morning of the scheduled inspection between 7:30am and 8:00am. **Inspectors leave the Building Department at 8:00 am.** The appointment may need to be an approximate time. Example: the inspector may make the appointment to be at your job address between 10:00 am and 11:00am.
- Call the corresponding number listed below for the discipline your inspection is scheduled within. If multiple discipline inspections are requested, please speak to the inspector in each area.
 - a. Structural Discipline (954) 344-1194
 - b. Electrical Discipline (954) 344-1056
 - c. Mechanical Discipline (954) 344-1189
 - d. Plumbing Discipline (954) 344-1052
 - e. Zoning Discipline (954) 344-1040
 - f. Fire Discipline (954) 346-1396
 - g. Engineering Discipline (954) 345-2160
- Please have the permit number and the name of the subdivision where the job is located. Contact the Customer Care Center (954) 344-1025 if you need assistance.
- In the event you miss speaking with the inspector in the morning, you may call our Customer Care Center at (954) 344-1025. The Customer Care Center will provide assistance to determine the approximate time frame of your inspection or will advise you how to reschedule the inspection, if necessary.

To **CANCEL** the inspection, call the appropriate inspection discipline (see numbers listed above) between 7:00am and 7:45am **on the morning** of the scheduled inspection to avoid a re-inspection fee. **Inspections cancelled after 8:00am may be subject to a re-inspection fee.**