



Inspection Scheduling/Appointment Instructions

BUILDING DEPARTMENT

Revision Date: 12/6/2022

Form I.D. Number: 041.0

(Please have your permit number available when calling in your inspection!)

- You may schedule your inspection online at <https://etrakit.coralsprings.gov/etrakit>.
- You may also call our Customer Care Center at (954) 344-1025 to schedule your inspection with the Building Department.
 - Call by 4:00pm Monday through Wednesday for next day inspections.
 - Call by 1:30pm on Thursdays and 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 would like to know your inspection time, you may call (954) 344-1025 on the morning of the scheduled inspection between 7:30am and 8:00am and you will be provided an inspection window. (Example: “your inspection has been scheduled between 8am-10am, etc.) **Inspectors leave the Building Department at 8:00 am.**
- If you have scheduled a Zoning, Fire, or Engineering inspection, please call the appropriate number listed below:

Zoning	(954) 344-1160
Fire	(954) 346-1396
Engineering	(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.

To **CANCEL** an inspection, please call (954) 344-1025 **no later than 8:00am 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.**