



ON-LINE SCHEDULING

Pasco County has developed and is continuing to develop on-line services for the construction industry to provide current information on the status of site development and building permits.

Currently, building permit information can be retrieved on-line by accessing the Records Search web page at www.pascocountyfl.net. This web site provides for viewing of building permits and the associated inspection information. In addition, on-line scheduling for the construction industry is available. This service allows any contractor listed on the permit to directly schedule their inspections on-line between the hours of 5:00 a.m. and 9:00 p.m. without having to place a telephone call.

To access the on-line scheduling system, the contractor (license holder) will need to appear at or submit a notarized letter requesting a password to the Contractor Licensing Section of the Building Inspection Division located at 7530 Little Road, Suite 212, New Port Richey. The license holder may designate a representative to establish a password for them. In order to do this the license holder must submitted an original notarized letter authorizing the representative.

At that time, an eight-character password, unique to the contractor's license, will be established. Once the specific password has been established then inspections may be scheduled by accessing the Records Search web page (www.pascocountyfl.net) and selecting Contractors Services or Contractor Lookup.

From the Contractors Services or Contractor Lookup menu the building permit information can be accessed. If scheduling of an inspection is desired then the contractor will need to click on the Inspection tab and then click on the desired inspection. The contractor will then be requested to click on their contractor number and enter their password. After verification of the password, the inspection will be scheduled. If for any reason the inspection cannot be scheduled then the "contact us" button should be used to email the request to the inspection scheduling staff.

It is the contractor's responsibility to safeguard their password and monitor to which they distribute the same. Pasco County will not be liable for passwords distributed by the contractor. If for any reason the password needs to be changed and/or deleted, the Pasco County Contractor Licensing Section will need to be notified. Once notified, Pasco County will delete the passwords associated with the contractor and work with the contractor to reestablish new passwords.