

Requesting an Inspection

Your permit has been delivered and the crew is on the roof. This is how you ask the private provider for an inspection, what happens on the day, and what lands on the record afterwards — every screen, in order.

14 STEPS ABOUT 10 MINUTES

A SHINGLE RE-ROOF, FIRST INSPECTION

HAVE THESE READY BEFORE YOU START

☐ **The permit the building department issued**

Its number, and the date on it. An inspection is carried out on an issued permit, so mePermit asks for both once, with your first inspection request. This is not the municipal process number you were given to start the application — that came earlier and is a different number.

☐ **A delivered permit that includes inspections**

When you started the application you chose what the private provider would do for you: review the permit documents only, or review the documents *and* perform the inspections. The inspections panel appears on your permit page only if you chose the second. A private provider is a licensed firm the law allows you to hire in place of the local building department, under Section 553.791 of the Florida Statutes.

☐ **The name and phone number of whoever will be on site**

Somebody has to meet the inspector, or hold the phone for a virtual visit. You name that person on the request.

☐ **The date the work will be ready**

You ask for a preferred date; the provider confirms the actual time.

☐ **Any forms the inspector has to see**

Sheathing affidavits, gas flue vent certifications and the like. Every one of them must be dated on or after the date your permit was issued — a form dated earlier cannot be accepted.

☐ **A phone or tablet on the roof, for a virtual visit**

The person on site opens a link, the inspector joins the call, and the photographs are taken through that page.

WHAT THIS GUIDE COVERS

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ABOUT THE PICTURES

Every screen shown here is a real mePermit screen, captured while requesting one real inspection from start to finish. The contractor, the license number, the job site and the people named in it are invented for the guide. Your own screens will show your details in their place.

Find your inspections

Inspections live on the permit itself, not in a separate place. Everything in this guide happens on one panel of one page.

01

Open the permit from your dashboard

Your dashboard lists every application. A delivered permit carries a green **RELEASED** label and an **Inspections** button that takes you straight to the right part of the page.

The line underneath the permit is a running count: how many inspections are done, and which one comes next.

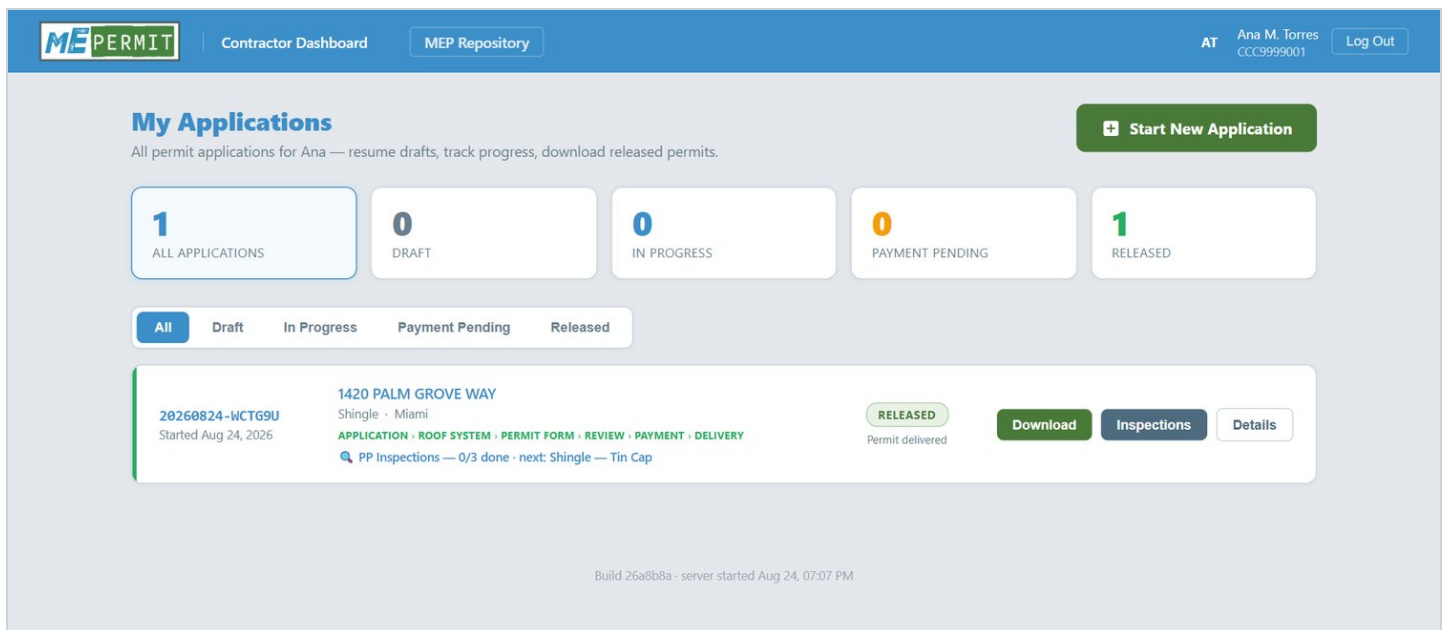


Fig. 1 The dashboard. The Inspections button jumps to the panel; Details opens the same page at the top.



Fig. 2 The progress line on the permit row: none done yet, and the next one is the tin cap inspection.

02

Read the panel before you use it

The panel is headed **Inspections · s.553.791**. Before you have told it anything, it explains two things.

The grey bar is **how long the permit lasts**: 180 days, counted from the day the building department issued it. Not from the day mePermit approved your documents, and not from the day you paid — both of those happen before you have a permit. Until you enter the issue date there is no date to count from, so no countdown is shown.

It is not a countdown you have to fight, either: every inspection that passes renews the permit for another 180 days from the date of that inspection. A permit only expires if the work stops.

The cream box is **your issued permit** — the number and the date, which the next few steps cover.

The permit is valid for **180 days from the day the building department issues it**, and each approved inspection renews it for another 180 days. Enter the permit number and its issue date with your first inspection request and this will show the date it runs to.

Request an inspection

Permit 20260824-WCTG9U. Select the inspections that are ready, choose on-site or virtual, and name the job-site employee who will meet the inspector.

Your issued permit

An inspection is carried out on an issued permit, so we need it once. Copy the permit number and the issue date from the permit the building department issued — not the municipal process number, which was issued earlier to start the application.

Issued

☐ Shingle — Tin Cap☐ Shingle — In Progress☒ On-site ☐ Virtual (tablet/iPad)Preferred date 

— the private provider confirms the time (scheduled by 6pm the prior business day).

[Request inspection](#)

Fig. 3 The panel as it first appears, before the issued permit has been recorded: what starts the 180 days, and the request form.

Ask for an inspection

One short form. You are asking for a date, not booking one — the provider confirms the time.

03

Tick the inspections that are ready

The list shows only the inspections you can ask for now. In this example that is **Shingle – Tin Cap** and **Shingle – In Progress**. The final inspection is deliberately not on the list yet: it appears only once every other inspection on that roof system has passed.

You may tick more than one. Everything you tick becomes a single visit — one inspector, one trip, one fee — which is why pairing the tin cap and in-progress inspections is common practice when the work suits it.

The inspections themselves were set when the permit was issued, from the roof system you filed. You never choose them by code number; they are named for what is being looked at.

04

Choose on-site or virtual

An **on-site** visit is the traditional one: the inspector drives to the property and walks the roof.

A **virtual** visit is done live through a phone or tablet held by your employee on the roof. The inspector sees and hears the job in real time, directs the camera, and the photographs taken during the call become the record. It is the same inspection, by the same licensed inspector, and it is usually the faster of the two to schedule.

WHAT A VISIT COSTS

A virtual visit is \$250. An on-site visit is between \$400 and \$500, and the exact figure is set when the visit is scheduled, because that is when the travel is known. Either way the price is per visit, not per inspection — two inspections in one trip cost one fee.

Nothing is charged when you send the request. The charge is created when the provider schedules the visit.

05

Enter the permit the building department issued

On your first request only, the panel asks for two things off the permit itself: the **permit number** the department put on it, and the **date it was issued**.

This is not the municipal process number. That number was issued earlier, to start the application at the department; the permit number is on the permit you got back at the end of it.

The date matters more than it looks. It starts the 180 days your permit runs for, and it is the date every document handed to an inspector is checked against. Copy it from the permit rather than from memory — and if it turns out to be wrong, the private provider can correct it.

mePermit refuses a date that cannot be right: one in the future, or one earlier than the day your documents were approved. You are told which, and asked again.

Once entered, it is never asked for again.

06

Name the person on site, and pick a date

Give the name of the job-site employee who will meet the inspector, and a phone number if you have one. For a virtual visit this is the person who

will hold the phone, so the number is worth filling in.

Then choose the date you would like. It is a preference, not a booking: the private provider confirms the actual time, and does so by 6pm on the business day before the visit.

INSPECTIONS · S.553.791

2 to request

The permit is valid for **180 days from the day the building department issues it**, and each approved inspection renews it for another 180 days. Enter the permit number and its issue date with your first inspection request and this will show the date it runs to.

Request an inspection

Permit 20260824-WCTG9U. Select the inspections that are ready, choose on-site or virtual, and name the job-site employee who will meet the inspector.

Your issued permit

An inspection is carried out on an issued permit, so we need it once. Copy the permit number and the issue date from the permit the building department issued — not the municipal process number, which was issued earlier to start the application.

BLD-2026-14872

Issued

08/24/2026

☒ Shingle — Tin Cap

☐ Shingle — In Progress

☒ On-site ☐ Virtual (tablet/iPad)

Luis Ramirez

(305) 555-0148

Preferred date

08/27/2026

— the private provider confirms the time (scheduled by 6pm the prior business day).

Request inspection

Fig. 4 The completed request: the issued permit recorded at the top, one inspection ticked, on-site chosen, the site employee named and a preferred date set.

Send it, and keep the paper copy

Choose **Request inspection**. The request appears immediately above the form as a visit, marked **REQUESTED**, listing what you asked for and who will meet the inspector.

Download inspection request (PDF) gives you the one-page record of the request. PDF is the ordinary document format that opens on any device. Keep it with the job file — it names the permit, the property and the inspections you asked for.

INSPECTIONS · S.553.791

1 to request

Permit valid until **February 20, 2027** (180 days left). Each approved inspection renews it for 180 days.

On-site visit · REQUESTED

Site contact: Luis Ramirez · preferred 2026-08-27

Shingle Tin Cap — requested

[Download inspection request \(PDF\)](#)

Not scheduled yet — you can still switch this to [a virtual visit](#).

Request an inspection

Permit 20260824-WCTG9U · building department permit BLD-2026-14872, issued August 24, 2026. Select the inspections that are ready, choose on-site or virtual, and name the job-site employee who will meet the inspector.

Documents provided at an inspection (e.g. sheathing affidavit, gas flue vent certification) must be dated **on or after the permit issuance date, August 24, 2026**. A document dated earlier cannot be accepted.

☐ Shingle — In Progress

☒ On-site ☐ Virtual (tablet/iPad)

Job-site employee name Phone (optional)

Preferred date — the private provider confirms the time (scheduled by 6pm the prior business day).

Request inspection

Fig. 5 The visit as sent: requested, with the inspections listed and the download link beneath.

INSPECTION REQUEST

MEP / PERMIT # 20260824-WCTG9U
MPN —
BUILDING DEPT PERMIT # BLD-2026-14872
ISSUED August 24, 2026
PROPERTY 1420 PALM GROVE WAY
MUNICIPALITY Miami
ASSIGNED INSPECTOR Unassigned
STOP STOP-9PVBA9

INSPECTIONS REQUESTED

SYSTEM	INSPECTION	STATUS
Shingle	Tin Cap	REQUESTED

Scope: roofing trade-permit inspection under the private provider's authority (§553.791).
The approved permit and NOAs are available to the inspector via the document link.

Fig. 6 The inspection request as a document. The stop number is how the provider refers to this one visit.

Until it is scheduled, the request is still yours

Between sending the request and the provider confirming a time, nothing has been committed and nothing has been charged. That gap is yours to use.

08

Switch between on-site and virtual yourself

While the visit still says **REQUESTED**, the panel offers a link to change it to the other kind of visit — here, from an on-site visit to a virtual one. You do not need to call anyone; the change is yours to make.

Once the provider schedules the visit, that link disappears. At that point the visit has a time, an assigned inspector and a fee, so moving it is a conversation with the provider rather than a button.

Permit valid until **February 20, 2027** (180 days left). Each approved inspection renews it for 180 days.

Virtual visit · REQUESTED

Site contact: Luis Ramirez · preferred 2026-08-27

Shingle Tin Cap — requested

[Download inspection request \(PDF\)](#)

Not scheduled yet — you can still switch this to [an on-site visit](#).

Request an inspection

Permit 20260824-WCTG9U · building department permit BLD-2026-14872, issued August 24, 2026. Select the inspections that are ready, choose on-site or virtual, and name the job-site employee who will meet the inspector.

Documents provided at an inspection (e.g. sheathing affidavit, gas flue vent certification) must be dated **on or after the permit issuance date, August 24, 2026**. A document dated earlier cannot be accepted.

☐ Shingle — In Progress

☒ On-site ☐ Virtual (tablet/iPad)

Job-site employee name

Phone (optional)

Preferred date  — the private provider confirms the time (scheduled by 6pm the prior business day).

Request inspection

Fig. 7 The same visit after switching: now a virtual visit, still requested, and still changeable.

Once the provider schedules it

Scheduling is the moment the visit becomes real: it gets a time, an inspector and a price, and two new things appear on your panel.

09

The confirmed visit

The visit now reads **SCHEDULED** and carries the confirmed date and time beside the date you asked for. You are told by email as well; you do not have to watch the page.

The inspections in the visit move with it — each one now says **scheduled** rather than **requested**.

Permit valid until **February 20, 2027** (180 days left). Each approved inspection renews it for 180 days.

Virtual visit · SCHEDULED

Site contact: Luis Ramirez · preferred 2026-08-27 · scheduled 8/27/2026, 9:00:00 AM

Shingle Tin Cap — scheduled

[Download inspection request \(PDF\)](#)

Live inspection page for the on-site employee: [open](#) · [copy link](#)

Send this to the job-site employee for the live call + per-item photo/video capture.

Request an inspection

Permit 20260824-WCTG9U · building department permit BLD-2026-14872, issued August 24, 2026. Select the inspections that are ready, choose on-site or virtual, and name the job-site employee who will meet the inspector.

Documents provided at an inspection (e.g. sheathing affidavit, gas flue vent certification) must be dated **on or after the permit issuance date, August 24, 2026**. A document dated earlier cannot be accepted.

☐ Shingle — In Progress

☒ On-site ☐ Virtual (tablet/iPad)

Job-site employee name

Phone (optional)

Preferred date  — the private provider confirms the time (scheduled by 6pm the prior business day).

Request inspection

Required inspection documents

Upload the applicable forms (provided at first inspection). Notice of Commencement is shown to the inspector for review only — do not upload it.

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Upload

Drag & drop a file here, or **click to choose**

[Get a field upload link \(for someone on site\)](#)

Fig. 8 The scheduled visit. Two things have appeared: the live-inspection link, and the documents section further down.

Send the live-inspection link to the person on site

For a virtual visit the panel now offers a link for your job-site employee, with **copy link** next to it. Send it to their phone. They do not need a mePermit account, and the link works only for this one visit.

What they see is built for one hand on a roof: who the visit is for, a **Start live call** button, and a **Photo** and **Video** button for each inspection in the visit.

The call is two-way and is not recorded. The photographs are: each one is stamped with where it was taken and kept as part of the inspection record. Video is for showing the inspector something live and is not saved.

Live Inspection

mePermit — on-site capture for the private-provider inspector

Permit: 20260824-WCTG9U

Property: 1420 PALM GROVE WAY

Visit: Virtual (live) - 8/27/2026, 9:00:00 AM

Site contact: Luis Ramirez

Live call with the inspector

Start live call

Not connected

Point the camera at each area as the inspector directs. Audio and video are two-way and are not recorded — only the photos/videos you capture below are kept as the inspection record.

Capture each item

Shingle — Tin Cap

Photo

Video

Take a clear **photo** of each inspection item — photos are geo-stamped and kept as the record. A **video** is for live/in-progress viewing only and is not saved.

Send a document

Documents must be dated on or after the permit issuance date, August 24, 2026. A document dated earlier cannot be accepted and will be removed or disapproved at the inspection.

Upload a required form the inspector needs during this visit (e.g. a Decking Attachment or Roof-to-Wall Affidavit). PDF or photo.

Document

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Drag & drop a file here, or **tap to choose**

Upload document

Fig. 9 The live inspection page as your employee sees it on a phone.

mePermit · Requesting an Inspection

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Upload the documents the inspector needs

A **Required inspection documents** section appears at the bottom of the panel once a visit has been scheduled — not before, because these are the papers handed over at an inspection. Choose the type, then drag the file in or click to choose it.

Your employee can send one from the job site too: the same page they use for the call has a **Send a document** section, for the form somebody finds in the truck on the day.

One document is deliberately not on the list. A notice of commencement is shown to the inspector to look at — it is not uploaded.

Required inspection documents

Upload the applicable forms (provided at first inspection). Notice of Commencement is shown to the inspector for review only — do not upload it.

Appliance Flue Vent Compliance ▼ **Upload**

Drag & drop a file here, or **click to choose**

[Get a field upload link \(for someone on site\)](#)

Fig. 10 The documents section. It appears only once a visit is scheduled.

THE DATING RULE, AGAIN

Every document provided at an inspection must be dated on or after the day the permit was issued. One dated earlier cannot be accepted, and will be removed or disapproved at the inspection. It is the most common reason a document has to be redone, and it is worth checking the date before you upload rather than on the roof.

The visit, and what it leaves behind

An inspection is not finished when the inspector leaves. It is finished when it is signed, and on the record.

12

On the day

For an on-site visit, your employee meets the inspector and shows the work.

For a virtual visit, your employee opens the link and presses **Start live call**. The inspector directs the camera, and asks for a photograph of each item as it is covered. Each photograph is sent as it is taken, so the inspector can say straight away whether it shows enough — there is no waiting until afterwards to find out that a picture was too dark or too far away.

If something is not ready, say so during the call. It is better to have part of a visit recorded honestly than to have the whole inspection fail.

13

The result

The inspector records the result and signs it. On your panel, the inspection changes from **scheduled** to its result — here, **PASS** — and the visit closes as **COMPLETED**.

Look at the grey bar again: the permit now runs to a new date — 180 days from the day this inspection passed, which is later than the 180 days it had from the day it was issued. That is the renewal in action.

If an inspection does not pass, the report lists what has to be corrected. You fix the work and ask for a re-inspection, which is a new visit.

Permit valid until **February 20, 2027** (180 days left) — renewed by the last approved inspection.

Virtual visit · COMPLETED

Site contact: Luis Ramirez · preferred 2026-08-27 · scheduled 8/27/2026, 9:00:00 AM

Shingle Tin Cap — PASS

[Download inspection request \(PDF\)](#)

Live inspection page for the on-site employee: [open](#) · [copy link](#)

Send this to the job-site employee for the live call + per-item photo/video capture.

Request an inspection

Permit 20260824-WCTG9U · building department permit BLD-2026-14872, issued August 24, 2026. Select the inspections that are ready, choose on-site or virtual, and name the job-site employee who will meet the inspector.

Documents provided at an inspection (e.g. sheathing affidavit, gas flue vent certification) must be dated **on or after the permit issuance date, August 24, 2026**. A document dated earlier cannot be accepted.

☐ Shingle — In Progress

☒ On-site ☐ Virtual (tablet/iPad)

Job-site employee name

Phone (optional)

Preferred date  — the private provider confirms the time (scheduled by 6pm the prior business day).

Request inspection

Required inspection documents

Upload the applicable forms (provided at first inspection). Notice of Commencement is shown to the inspector for review only — do not upload it.

Appliance Flue Vent Compliance



Upload

Drag & drop a file here, or **click to choose**

[Get a field upload link \(for someone on site\)](#)

Fig. 11 After the result: the inspection reads PASS, the visit is completed, and the permit has been renewed for another 180 days.

What goes on the record

A signed report is produced for the visit and emailed to you. The same report goes to the building department of record, with any documents provided at that inspection attached — you do not have to forward anything.

When the job's last inspection has passed, the private provider issues one cumulative final report covering all of them, signed, and sends that to the building department.

Your permit page keeps the history: every request, every confirmation and every result, in order.

PP INSPECTION REPORT

MEP / PERMIT # 20260824-WCTG9U
 MPN —
 BUILDING DEPT PERMIT # BLD-2026-14872
 ISSUED August 24, 2026
 PROPERTY 1420 PALM GROVE WAY
 MUNICIPALITY Miami
 INSPECTOR Vince F. Seijas — BU BU2022
 STOP STOP-9PVBA9
 INSPECTION DATE August 24, 2026
 PERMIT VALID UNTIL February 20, 2027
 OVERALL RESULT **PASS**

RESULTS

SYSTEM	INSPECTION	RESULT	CORRECTIONS / PENDING
Shingle	Tin Cap	PASS	—

Inspected and electronically signed by:

Vince F. Seijas — BU BU2022

Signed: 8/24/2026, 7:12 PM EDT

Performed under the private provider's authority pursuant to Section 553.791, Florida Statutes.

Fig. 12 The signed report for the visit. It names the inspector, the licence they hold, and the authority the inspection was performed under.



Fig. 13 The same events on the permit's own history.

Questions people ask

Can I ask for more than one inspection at a time?

Yes. Tick everything that is ready and it becomes one visit, at one fee. The only inspection that waits is the final one, which becomes available after everything else on that roof system has passed.

What if the work is not ready on the day?

Tell the provider as early as you can. Once a visit is scheduled it has an inspector assigned to it, so moving it is a conversation rather than something you change on the page.

When do I pay for a visit?

The charge is created when the visit is scheduled, and it is invoiced to you. An unpaid visit stops you requesting the *next* one — it never stops a visit that is already scheduled, and never withholds the report for an inspection that has been done.

How long is my permit good for?

180 days from the day the building department issued it — which is why mePermit asks for that date with your first inspection request. Every inspection that passes then renews it for 180 days from the date of that inspection. A job that keeps moving keeps its permit.

Is a virtual inspection a lesser inspection?

No. It is performed by the same licensed inspector under the same authority, and it produces the same signed report. What differs is that the inspector is looking through your employee's camera rather than standing next to them.

Do I still have to deal with the building department?

Not for these inspections. The private provider performs them under Section 553.791 of the Florida Statutes and furnishes the reports to the building department of record.

Prepared August 2026 for contractors using mePermit™. Inspections shown here are performed by a private provider under Section 553.791, Florida Statutes. Prices quoted are the published per-visit rates at the time of writing.