

## How to Request an Inspection

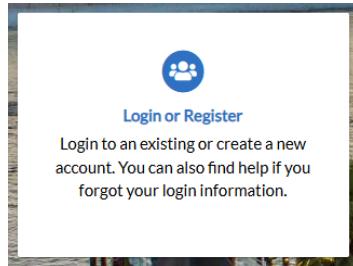
**Link to website:** [https://energovweb.myokaloosa.com/energov\\_prod/selfservice#/home](https://energovweb.myokaloosa.com/energov_prod/selfservice#/home)

### Description:

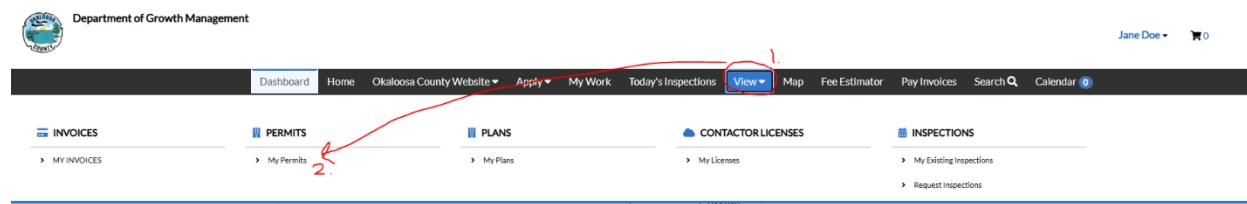
This document outlines how to request an inspection for your permit through the Okaloosa County Growth Management's online permitting system.

### Steps:

#### 1. Sign-in

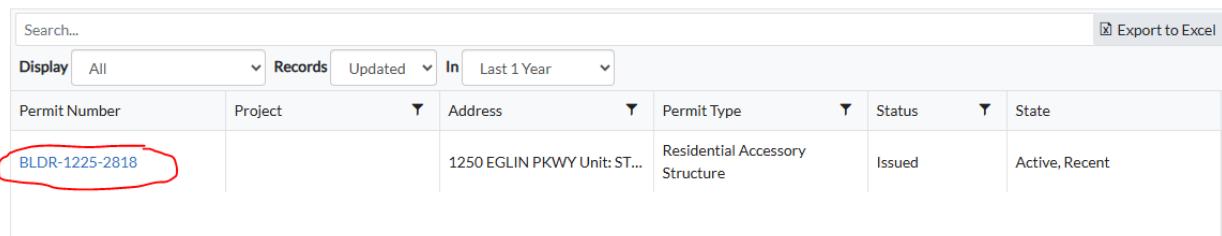


#### 2. Navigate to: View > My Permits



#### 3. Click on the permit you are requesting an inspection for

##### My Permits



A screenshot of a 'My Permits' table. The table has columns for Permit Number, Project, Address, Permit Type, Status, and State. A red circle highlights the 'BLDR-1225-2818' permit number in the first column. The table includes a search bar at the top and a 'Display' dropdown set to 'All'.

Permit Number	Project	Address	Permit Type	Status	State
BLDR-1225-2818		1250 EGLIN PKWY Unit: ST...	Residential Accessory Structure	Issued	Active, Recent

#### 4. You can request 1 of 2 ways:

- a. Under: Available Actions
- b. Inspections > Request Inspections > Under 'Action', check the checkmark box for all inspections needed > Request Inspection

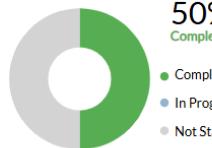
Permit Number: BLDR-1225-2818 

Permit Details | Tab Elements | Main Menu

Type:	Residential Accessory Structure	Status:	Issued	Project Name:	
IVR Number:	370850	Applied Date:	12/31/2025	Issue Date:	12/31/2025
District:	Shalimar	Assigned To:	Rider, Emily	Expire Date:	06/29/2026
Square Feet:	1,800.00	Valuation:	\$0.00	Finalized Date:	
Description:	Test				

Summary Locations Fees Reviews Inspections Attachments Contacts Sub-Records More Info

**Progress**



50% Completed

- Completed
- In Progress
- Not Started

**Workflow**

- Building Plan Review - Passed: 12/31/2025
- Site Plan/Elevation Certificate Review - Passed: 12/31/2025
- Erosion Control Affidavit - Passed: 12/31/2025
- Copy of Site Plan/Elevation Certificate (EC) - Passed: 12/31/2025
- Proof of Ownership - Passed: 12/31/2025
- Municipality Approval (If Required) - Passed: 12/31/2025

**Available Actions**

- Request Inspection Footing
- Request Inspection Mono Slab Inspection
- Request Inspection Slab

1.  2.  3.  4. 

Summary Locations Fees Reviews **Inspections** Attachments Contacts Sub-Records More Info

Existing Inspections | Request Inspections | Optional Inspections | Next Tab | Permit Details | Main Menu

Existing Inspections Sort Description

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
No records to display.						

Request Inspections Sort Order

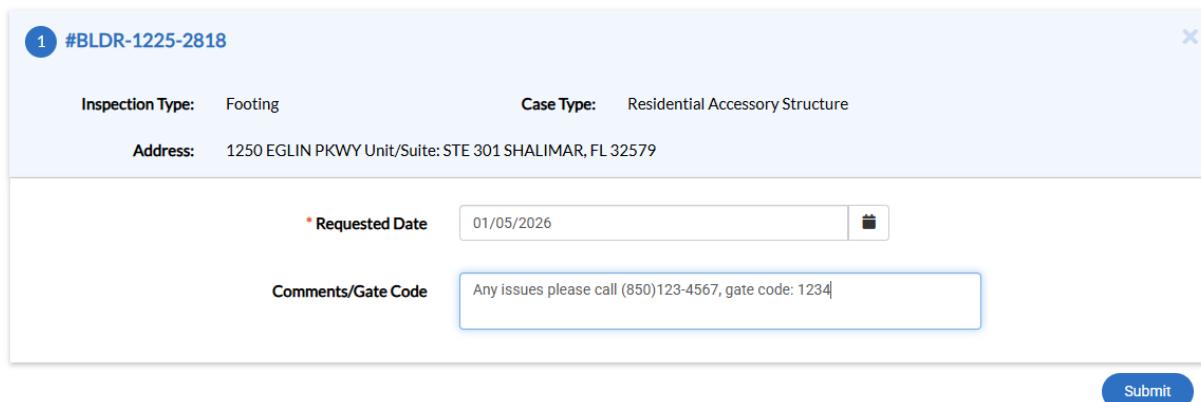
Description	Reinspection	Action
Footing	No	<input checked="" type="checkbox"/>
Mono Slab Inspection	No	<input type="checkbox"/>
Slab	No	<input type="checkbox"/>
Framing Dry-In Inspection	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
Nail Off Inspection	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
Roof Rough In Inspection	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
Building Final Inspection	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.

Results per page 10 1 - 7 of 7 << < 1 > >> **Request Inspection**

Optional Inspections

## 5. Fill out:

- a. Requested Date
  - \*\*The soonest we can accommodate is the next business day\*\*
- b. Comments/Gate Code
  - This is where you can put a phone number for any issues
  - Please put any gate/key codes that are necessary
  - Please mention if this is virtual and if pictures are uploaded (directions towards the end of this document)

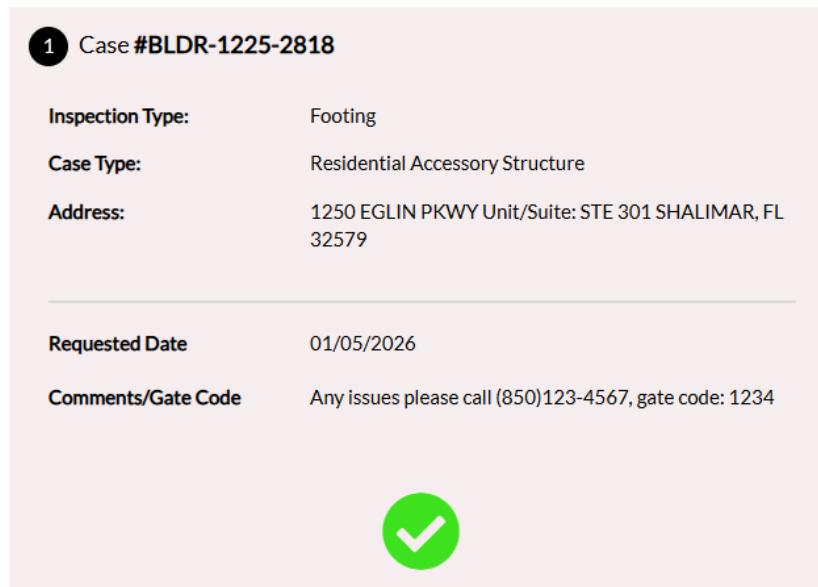


The screenshot shows a web-based form for requesting an inspection. At the top, it displays the case number #BLDR-1225-2818. The form fields are as follows:

Inspection Type:	Footing	Case Type:	Residential Accessory Structure
Address:	1250 EGLIN PKWY Unit/Suite: STE 301 SHALIMAR, FL 32579		
* Requested Date		01/05/2026	<input type="button" value=""/>
Comments/Gate Code Any issues please call (850)123-4567, gate code: 1234			

At the bottom right of the form is a blue "Submit" button.

## 6. This is what a successful request will look like:



The screenshot shows a confirmation page for a successful inspection request. It includes the following information:

Case #BLDR-1225-2818

Inspection Type:	Footing
Case Type:	Residential Accessory Structure
Address:	1250 EGLIN PKWY Unit/Suite: STE 301 SHALIMAR, FL 32579
Requested Date	01/05/2026
Comments/Gate Code	Any issues please call (850)123-4567, gate code: 1234

At the bottom center of the page is a large green circular icon containing a white checkmark.

## 7. To ensure that your inspection has been received and scheduled, there are a couple different ways to verify. Navigate to:

- a. View > My Existing Inspections
- b. View > My Permits > Click on Permit > Inspections > Existing Inspections

\*\*If an inspection has been scheduled, the status will reflect 'Scheduled' and show an Inspector has been assigned

### My Existing Inspections

Search... Export to Excel

Display Scheduled

Inspection Number	Inspection Type	Address	Status	State	Case Number	Requested	Scheduled	Comp
IBLD-013571-2026	Footing	1250 EGLIN P...	Scheduled	Scheduled	BLDR-1225-2818	01/05/2026	01/05/2026	

Dashboard Home Okaloosa County Website ▾ Apply ▾ My Work Today's Inspections View ▾ Map Fee Estimator Pay Invoices Search ▾ Calendar 0

PERMITS PLANS CONTACTOR LICENSES INSPECTIONS

My Permits My Plans My Licenses My Existing Inspections { Request Inspections }

Permit Number: BLDR-1225-2818



[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Residential Accessory Structure	Status:	Issued	Project Name:
IVR Number:	370850	Applied Date:	12/31/2025	Issue Date:
District:	Shalimar	Assigned To:	Rider, Emily	Expire Date:
Square Feet:	1,800.00	Valuation:	\$0.00	Finalized Date:
Description:	Test			

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### Existing Inspections

Sort Description

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
IBLD-013571-2026	Footing	Scheduled	01/05/2026	01/05/2026	Langley Michael	<span style="border: 1px solid black; padding: 2px;">Reschedule</span>

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## Inspections that Require Documents or Photos

### Steps:

1. Sign-in
2. Navigate to: View > My Existing Inspections > Select Desired Inspection > Attachments > + Add Attachment

**\*\*NOTE:** Currently, only PDF file types are accepted as attachments (subject to change)\*\*

Inspection Number: IBLD-013571-2026 Reschedule

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Inspection Type:	Footing	Requested Date:	01/05/2026	Requested Time:	12:18 PM
Inspection Status:	Scheduled	Scheduled Date:	01/05/2026	Scheduled Time:	12:19 PM
Permit Number:	BLDR-1225-2818	Completed Date:			
Inspector Name:	Michael Langley	Completed Time:			
Main Address:	1250 EGLIN SHALIMARFL 32579				

[Locations](#) | [Contacts](#) | [Checklist](#) | [Fees](#) | Attachments

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Attachments

click or drag files

Add Attachment



Supported: .pdf

