

## How to Request an Inspection

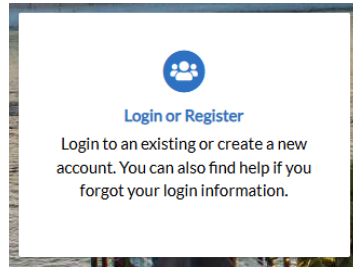
**Link to website:** [https://energovweb.myokaloosa.com/energov\\_prod/selfservice#/home](https://energovweb.myokaloosa.com/energov_prod/selfservice#/home)

### Description:

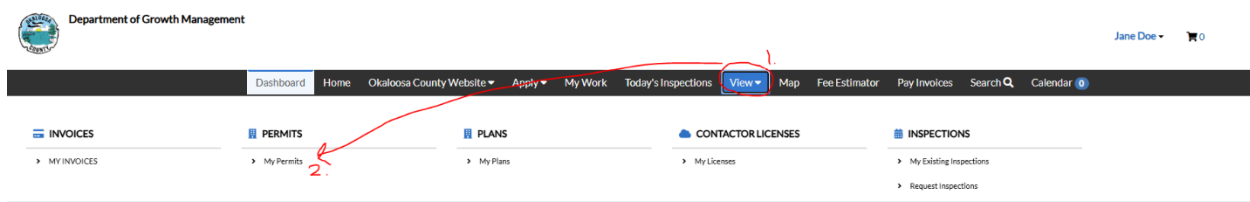
This document outlines how to request an inspection for your permit through the Okaloosa County Growth Management's online permitting system.

### Steps:

1. Sign-in



2. Navigate to: View > My Permits



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

#### My Permits

Search...						Export to Excel
Display	All	Records	Updated	In	Last 1 Year	
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

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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				

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**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](#)
- Request Inspection Mono Slab Inspection [Request](#)
- Request Inspection Slab [Request](#)

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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.

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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)

1 #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

Submit

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

1 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

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

- View > My Existing Inspections
- 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

PERMITS

My Permits

PLANS

My Plans

CONTACTOR LICENSES

My Licenses

INSPECTIONS

My Existing Inspections

Request Inspections

Permit Number: BLDR-1225-2818



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Square Feet:	1,800.00	Valuation:	\$0.00	Finalized Date:	
Description:	Test				

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

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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	Reschedule

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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:	<a href="#">BLDR-1225-2818</a>	Completed Date:		Completed Time:	
Inspector Name:	Michael Langley				
Main Address:	1250 EGLIN SHALIMARFL 32579				

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[Contacts](#)

[Checklist](#)

[Fees](#)

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Attachments

