



## Permitting Office Procedures

**Contact** Brevard Public Schools Permitting office for all inspections by phone @ 321-633-3580 ext 13073. You may also fax an inspection request form to 321-617-7795 or email to [Griffin.Judy@brevardschools.org](mailto:Griffin.Judy@brevardschools.org). All inspections are scheduled through the permitting office. A minimum of 24 hours notice is required to schedule inspections. It is the duty of the permit holder to call when work ready for inspection.

**Work** subject to inspection shall remain accessible and exposed for inspection until approved or released. Work is inspected for code compliance only and does not relieve the contractor of any or all other contractual obligations.

**Phased** inspections may be scheduled when plan submitted and approved.

**A Final inspection** will be conducted for each trade when all work including systems complete and structure ready for occupancy. A certificate of occupancy or completion will be issued. Please be reminded that additional permits from other governmental entities such as water management districts, state agencies, federal agencies, Brevard County Government, and the Florida Department of Education may have other requirements and completion procedures.