

**CITY OF VENICE
ONLINE PERMITTING SERVICES WEBSITE**

TRACKING A PERMIT

To do this you will need your application/permit number.

- + On the left side menu bar, choose "Select Permit"
- + Enter your permit number then press "Submit"
- + Select the option of "Plan Tracking Status"

Agency Description	Key Dates		Action Summary				Revisions	
	In	Est Comp	Last	Type	By	No	Description	
PLAN REVIEW TRACKING	01/20/11	01/25/11						
ZONING PLAN REVIEW	01/21/11	01/22/11	01/22/11	APP	RC			
BUILDING PLAN REVIEW	01/22/11	01/23/11	01/23/11	HLD	JG			
PLUMBING PLAN REVIEW	01/23/11	01/24/11	01/24/11	APP	BK			

- + Choose "Agency Description" then "Action Description" to follow your permit through the various steps and to review plan review comments.
- + The codes you may see are:
 - PC - In Plan Check**
 - APP - Approved**
 - HLD - On Hold**
 - CO - Completed (Certificate of Occupancy Issued)**
- + After a complete agency review, if the application is placed on "Hold", a plans review correction report will be sent to the contractor/agent by fax or e-mail.
- + Please allow a few days after the last approval step before calling to check on your permit. This will give permit staff time to calculate fees and process the permit prior to issuance.

SCHEDULING AN INSPECTION

To do this you will need your application/permit number and your pin number printed on the front side of your permit.

- + On the left sidebar, select "Schedule/Cancel Inspections"
- + Enter your permit number then press "Submit"
- + Choose "Schedule an Inspection" or "Cancel an Inspection"
- + Select the corresponding permit

Str / Seq / Permit	Permit Description	Contractor / Sub
000 / 000 / BLDG 00	BUILDING PERMIT	
000 / 000 / ELEC 00	ELECTRICAL PERMIT	
000 / 000 / MECH 00	MECHANICAL PERMIT	
000 / 000 / PLBG 00	PLUMBING PERMIT	

- + Enter your pin number and then press "Submit"
- + Select an inspection from the list then select the date on which you want the inspection to occur then press "Continue"
- + Add any comments you would like the inspection to have then press "Submit"
- + Select "Finish" to complete or "Schedule Another Inspection" to schedule more inspections