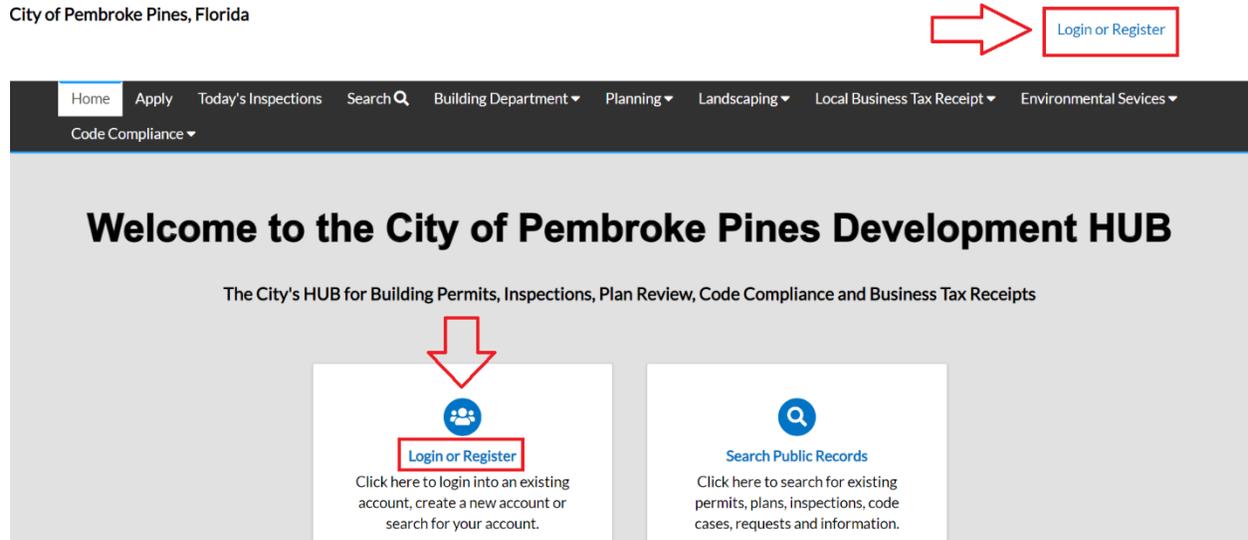


**How to SCHEDULE AN INSPECTION for a Permit in the City of Pembroke Pines Development HUB.**

**Step 1.**

Sign into your Development HUB account.

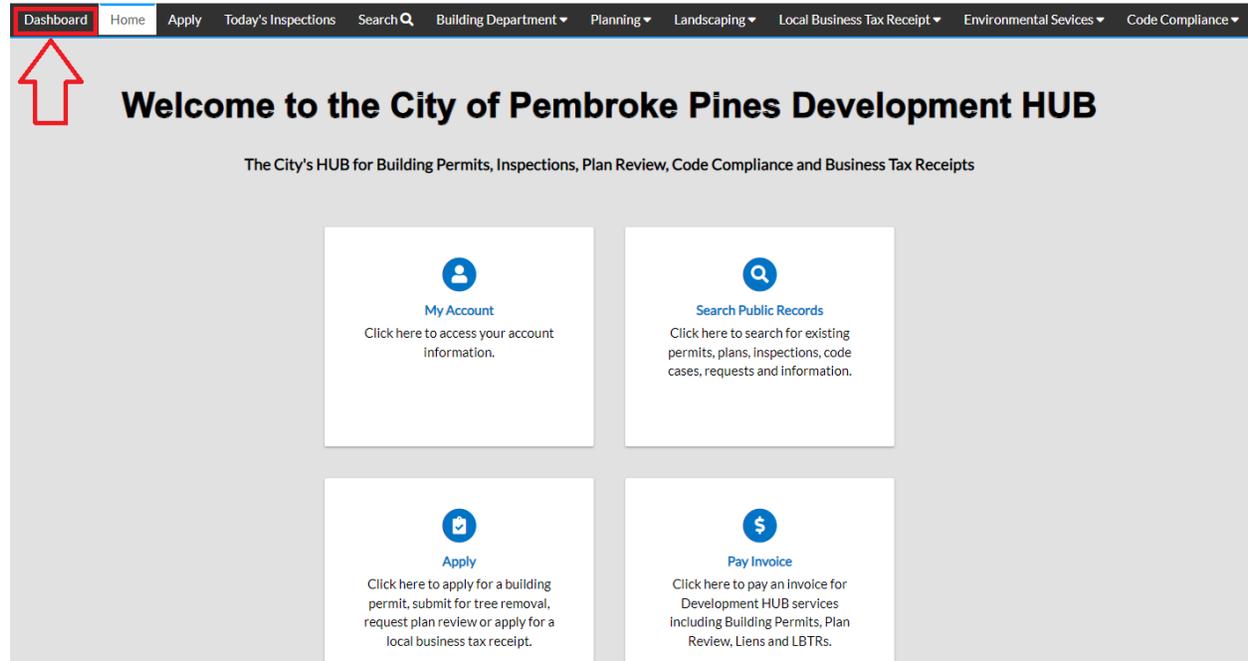
City of Pembroke Pines, Florida



The screenshot shows the top navigation bar with the following items: Home, Apply, Today's Inspections, Search, Building Department, Planning, Landscaping, Local Business Tax Receipt, and Environmental Services. Below the navigation bar is a large heading: "Welcome to the City of Pembroke Pines Development HUB". Underneath this heading is the subtitle: "The City's HUB for Building Permits, Inspections, Plan Review, Code Compliance and Business Tax Receipts". There are two main content blocks. The first block has a red arrow pointing down to a "Login or Register" button. Below the button is the text: "Click here to login into an existing account, create a new account or search for your account." The second block has a magnifying glass icon and the text: "Search Public Records. Click here to search for existing permits, plans, inspections, code cases, requests and information."

**Step 2.**

Click on "Dashboard" on the navigation bar.



The screenshot shows the same navigation bar as in Step 1, but with "Dashboard" highlighted in a red box and a red arrow pointing up to it. Below the navigation bar is the same heading: "Welcome to the City of Pembroke Pines Development HUB". Underneath this heading is the subtitle: "The City's HUB for Building Permits, Inspections, Plan Review, Code Compliance and Business Tax Receipts". There are four main content blocks arranged in a 2x2 grid. The top-left block has a person icon and the text: "My Account. Click here to access your account information." The top-right block has a magnifying glass icon and the text: "Search Public Records. Click here to search for existing permits, plans, inspections, code cases, requests and information." The bottom-left block has a document icon and the text: "Apply. Click here to apply for a building permit, submit for tree removal, request plan review or apply for a local business tax receipt." The bottom-right block has a dollar sign icon and the text: "Pay Invoice. Click here to pay an invoice for Development HUB services including Building Permits, Plan Review, Liens and LBTRs."

### Step 3.

Scroll down to “My Permits” section and click on “View My Permits”.

Dashboard Home Apply Today's Inspections Search Building Department Planning Landscaping Local Business Tax Receipt Environmental Services Code Compliance

#### My Inspections

Requested	Scheduled	Closed
0	0	8
		(STRU) - TILE/... 3
		(STRU) - UND... 1
		Other 4

[View My Inspections](#)

#### My Invoices

Current	2	\$546.00	<a href="#">Add To Cart</a>
Past Due	0	\$0.00	
Total	2	\$546.00	<a href="#">Add To Cart</a>

[View My Invoices](#)

### My Permits

Attention	Pending	Active	Draft	Recent
2	3	3	0	5
Residential Re-Roo... 1 Commercial Sign 1	Residential Re-Roo... 2 Residential Awning/... 1	Residential Re-Roo... 1 Residential Windo... 1 Commercial Sign 1		Residential Re-Roo... 3 Residential Windo... 1 Residential Awning/... 1

[View My Permits](#)

### Step 4.

Select the “Display” drop down box & select “All” then search.

Dashboard Home Apply Today's Inspections Search Building Department Planning Landscaping Local Business Tax Receipt Environmental Services Code Compliance

#### My Work

MY INVOICES MY PERMITS MY EXISTING INSPECTIONS REQUEST INSPECTIONS

Search... [Export to Excel](#)

Display: Active

- All
- Attention (All)
- Inspection Not Passed
- On Hold
- Pending
- Recent
- Record Not Approved
- Resubmit File
- Review Not Approved
- Unpaid Fees

Permit#	Address	Permit Type	Status	Attention Reason
BUL-265	1345 SW 122 WAY, PEMBR...	Residential Re-Roofing	Active, Recent	
BUL-264	15701 PINES BLVD, (TRUIS...	Commercial Sign	Active, Attention	Unpaid Fees Inspection Not Pass
RO22-0	11736 NW 12 ST Pembroke ...	Residential Window/Door/S...	Active, Recent	

## Step 5.

Scroll and search for your Permit by “Permit Number”, “Job address”, or “Permit Type”. Once Permit is found click on Permit Number.

Dashboard Home Apply Today's Inspections Search Building Department Planning Landscaping Local Business Tax Receipt Environmental Services Code Compliance

### My Work

MY INVOICES MY PERMITS MY EXISTING INSPECTIONS REQUEST INSPECTIONS

Search... [icon] [icon] Export to Excel

Permit Number	Project	Address	Permit Type	Status	Attention Reason
RO22-03203		601 CITY CENTER WAY PE...	Residential Re-Roofing	Attention, Recent, Pending	Unpaid Fees
RO22-02238		17981 SW 11 CT PEMBRO...	Residential Re-Roofing	Recent, Pending	
RO22-00655		500 ENCLAVE CIR Pembro...	Residential Awning/Canopy...	Recent, Pending	
BUL-269663		1345 SW 122 WAY, PEMBRO...	Residential Re-Roofing	Active, Recent	
BUL-263375		10260 SW 13 ST, (ONLINE) ...	Residential Window/Door/S...		Inspection Not Pass
BUL-260850		15701 PINES BLVD, (TRUIS...	Commercial Sign	Active, Attention	Unpaid Fees Inspection Not Pass
RO22-00595		11736 NW 12 ST Pembroke ...	Residential Window/Door/S...	Active, Recent	

## Step 6.

Once in Permit Application profile click on “Inspections”.

Dashboard Home Apply Today's Inspections Search Building Department Planning Landscaping Local Business Tax Receipt Environmental Services Code Compliance

Permit Number: RO22-03203 [icon]

Permit Details | Tab Elements | Main Menu

Type:	Residential Re-Roofing	Status:	Issued	Project Name:	
Applied Date:	06/05/2022	Issue Date:	06/05/2022		
District:	1	Assigned To:		Expire Date:	12/05/2022
Square Feet:	2,400.00	Valuation:	\$30,000.00	Finalized Date:	
Description:	Re-Roof / Tile				

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

#### Progress

62% Completed

- Completed
- In Progress
- Not Started

Fees

#### Workflow

- BUILDING REVIEW (STRU) - Passed : 06/05/2022
- VERIFY CONTRACTOR'S LICENSE AND INSURANCE - Passed : 06/05/2022
- PERMIT FEES INVOICED - Passed : 06/05/2022
- VERIFY REQUIRED PERMIT DOCUMENTS - Passed : 06/05/2022
- PERMIT FEES COLLECTED - Passed : 06/05/2022

#### Available Actions

- Request Inspection (STRU) - SECONDARY WATER B. [Request]
- Request Inspection Used for the mechanical fastening [Request]
- Request Inspection (STRU) - UNDERLAYMENT IN PR [Request]
- Request Inspection [Request]

## Step 7.

Check box for Inspection(s) that is needed and click on "Request Inspection".

Permit Number: RO22-03203



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

Type:	Residential Re-Roofing	Status:	Issued	Project Name:	
Applied Date:	06/05/2022	Issue Date:	06/05/2022		
District:	1	Assigned To:		Expire Date:	12/05/2022
Square Feet:	2,400.00	Valuation:	\$30,000.00	Finalized Date:	
Description:	Re-Roof / Tile				

[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

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
-----------------	-------------	--------	--------------	----------------	-----------	--------

No records to display.

Request Inspections

Sort

Description	Reinspection	Action
(STRU) - SECONDARY WATER BARRIER IN PROGRESS	No	<input checked="" type="checkbox"/>
Used for the mechanical fastening inspection of the base or anchor of a roof system that is not a BUR (Built-Up Roof)	No	<input checked="" type="checkbox"/>
(STRU) - UNDERLAYMENT IN PROGRESS	No	<input type="checkbox"/>
(STRU) - TILE/SHINGLE/STANDING SEAM IN PROGRESS	No	<input type="checkbox"/>
Final inspection to complete the permit	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.

Results per page  1 - 5 of 5 << < 1 > >>

[Request Inspection](#)

**Step 8.**

Fill in the required section: "Requested Date" & if needed "Comments". Then click "Submit".

Request Inspections (1)

\*REQUIRED

**1** #RO22-03203 ✕

<b>Inspection Type:</b>	(STRU) - SECONDARY WATER BARRIER IN PROGRESS	<b>Case Type:</b>	Residential Re-Roofing
<b>Address:</b>	601 CITY CENTER WAY PEMBROKE PINES, FL 33025		

Note: Requested Inspections do not guarantee date/time and are subject to approval.

<b>Requested Date</b>	<input type="text" value="06/08/2022"/>	
<b>Comments</b>	<input type="text" value="Gate Code: 0123"/>	

**Submit**

**Step 9.**

Your inspection has been scheduled.

**1** Case #RO22-03203

<b>Inspection Type:</b>	(STRU) - SECONDARY WATER BARRIER IN PROGRESS
<b>Case Type:</b>	Residential Re-Roofing
<b>Address:</b>	601 CITY CENTER WAY PEMBROKE PINES, FL 33025

---

<b>Requested Date</b>	06/08/2022
<b>Comments</b>	Gate Code: 0123