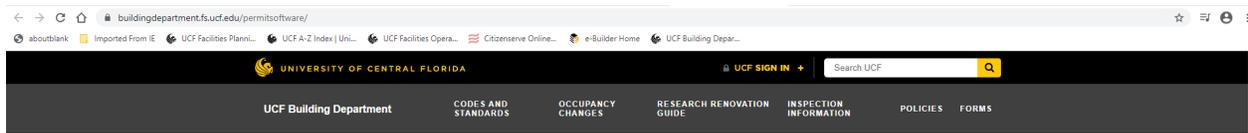


# How to Obtain a History of Inspections from Citizenserve

## 1. Login to Citizenserve via [UCF Building Department Website - Permitting Software Information](#)

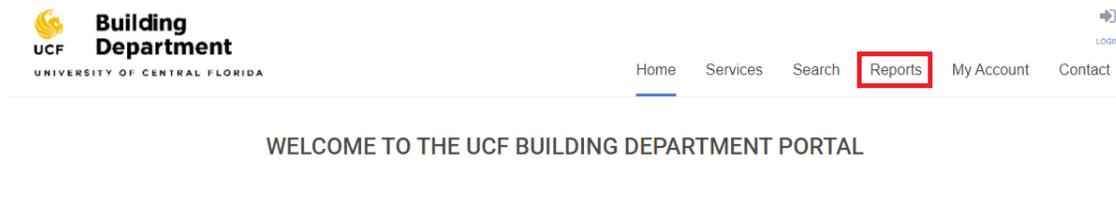


### Permitting Software Information

#### To create a Permit or License on the Portal:

1. Navigate to the portal <http://www.citizenserve.com/ucf>
2. If you already have a portal account, login. Otherwise, register for a new portal account. Make sure to use an email address you can access.
3. Click on Services → Permits. Click "Apply Online".
4. Follow the application prompts.
5. Submit your permit.

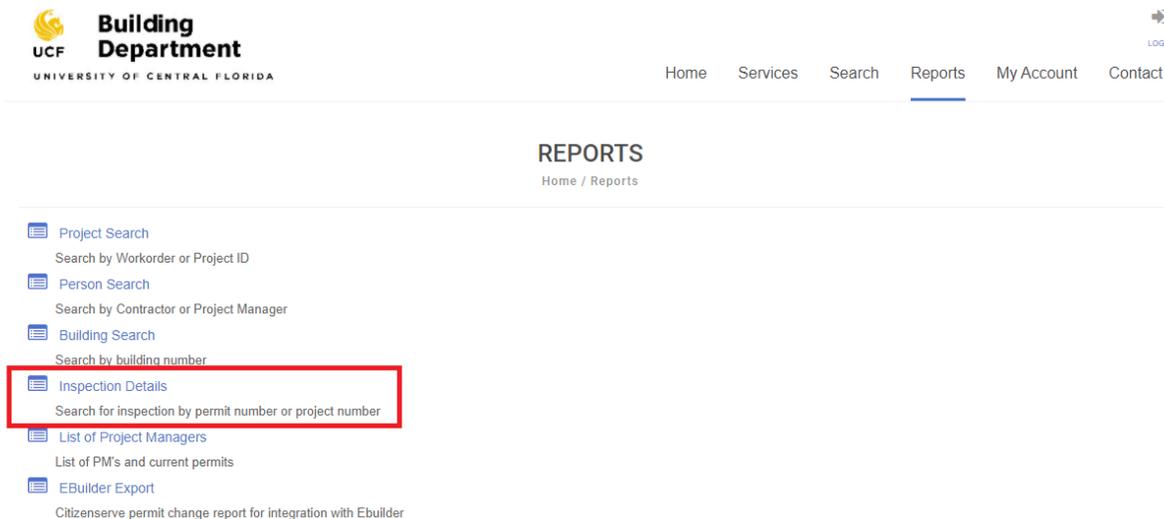
## 2. Select “REPORTS”



### PLEASE REVIEW THE FOLLOWING BEFORE CREATING AN ACCOUNT

- If you have an active permit, an account has already been set up. You do not need to register for a new account.
  - If you received an email with a username and password, please sign in with that information. You can then update your information.
  - If you did not receive an email, we do not have your email address on file. Please call 407-823-5323 to get your username and password. If directed, you may leave a voicemail with your company name or permit number and phone number, and a call will be returned to you shortly.
- If this is your first time submitting a permit application for UCF, please click Login and continue with a new account registration.

## 3. Select “INSPECTION DETAILS” from the list.



# How to Obtain a History of Inspections from Citizenserve

## 4. Enter the Permit or Project Number into the field.

UCF Building Department UNIVERSITY OF CENTRAL FLORIDA

Home Services Search Reports My Account Contact

### REPORTS - INSPECTION DETAILS

Home / Reports / Inspection Details

Permit Or Project Number:

**SUBMIT**

## 5. The permit inspection history will appear. To print or save as .pdf, select the print icon in the top right corner

INSPECTION DETAILS

Search for inspection by permit number or project number  
Permit Or Project Number: B20-000008

1 to 10 of 10

Permit#	Work Order Number	Project Number	SFM Number	Work Description	Building	Inspection	Inspector	Date	Status	Comments
B20-000008		MP#19411002		Replace Air Handler	Kappa Alpha Theta(411)	Building Inspection	Scott Davis	07/15/2020	Partial Pass	Closets and damper opening areas only. Scott
B20-000008		MP#19411002		Replace Air Handler	Kappa Alpha Theta(411)	Building Inspection	Scott Davis	07/22/2020	Fail	Final Framing. Need additional framing behind duct work at ceiling area for drywall attachment. Scott Need additional framing behind duct work at ceiling area for drywall attachment.

## 6. Select "SAVE as PDF" as the destination and select "SAVE"

INSPECTION DETAILS

Search for inspection by permit number or project number

1 to 10 of 10

Permit#	Work Order Number	Project Number	SFM Number	Work Description	Building	Inspection	Inspector	Date	Status	Comments
B20-000008		MP#19411002		Replace Air Handler	Kappa Alpha Theta(411)	Building Inspection	Scott Davis	07/15/2020	Partial Pass	Closets and damper opening areas only. Scott
B20-000008		MP#19411002		Replace Air Handler	Kappa Alpha Theta(411)	Building Inspection	Scott Davis	07/22/2020	Fail	Final Framing. Need additional framing behind duct work at ceiling area for drywall attachment. Scott Need additional framing behind duct work at ceiling area for drywall attachment.
B20-000008		MP#19411002		Replace Air Handler	Kappa Alpha Theta(411)	Building Inspection	Scott Davis	07/23/2020	Partial Pass	Framing added at ceiling area. Scott
B20-000008		MP#19411002		Replace Air Handler	Kappa Alpha Theta(411)	Building Inspection	Scott Davis	08/06/2020	Pass (Final)	All work appeared to be completed per plans. Contractor still working on punch items. Scott
B20-000008		MP#19411002		Replace Air Handler	Kappa Alpha Theta(411)	Electrical Inspection	Scott Davis	08/06/2020	Pass (Final)	All electrical work appeared to be completed per plans. Scott
B20-000008		MP#19411002		Replace Air Handler	Kappa Alpha Theta(411)	Electrical Inspection	Scott Davis	08/05/2020	Partial Pass	Final electrical inspection. Existing panel changed out and appeared completed per plans. Need mechanical equipment electrical completed for final mechanical inspection. Scott
B20-000008		MP#19411002		Replace Air Handler	Kappa Alpha Theta(411)	Electrical Inspection	Scott Davis	07/30/2020	Partial Pass	Rough-in inspection at 2nd floor bathroom and study area. Drop ceiling and boxes opened for inspection. Scott
B20-000008		MP#19411002		Replace Air Handler	Kappa Alpha Theta(411)	Mechanical Inspection	Scott Davis	07/26/2020	Partial Pass	requesting above ceiling inspections. Above ceiling duct work and drops appeared completed. Scott
B20-000008		MP#19411002		Replace Air Handler	Kappa Alpha Theta(411)	Mechanical Inspection	Scott Davis	08/06/2020	Pass (Final)	Final mechanical inspection scheduled. Morning: Need test and balance report for review and approval. Afternoon: Test and balance report emailed and needs to be submitted to BCO for public record. Scott Need mechanical system test and balance report for review and approval.
B20-000008		MP#19411002		Replace Air Handler	Kappa Alpha Theta(411)	Mechanical Inspection	Scott Davis	07/13/2020	Partial Pass	Duct rough in requested for Monday 7/13. Bill Koestring onsite contact. Main duct lines on second floor in bathrooms and adjoining room only.

Print 1 page

Destination **Save as PDF**

Pages All

Layout Landscape

More settings

**Save** Cancel