



City of South Pasadena
Community Improvement Department
Office Address: 6940 Hibiscus Ave. S, South Pasadena, FL 33707
Mailing Address: 7047 Sunset Dr. S, South Pasadena, FL 33707
Phone: (727)343-4192 Fax: (727)381-4819

INSPECTION PROCEDURES

Inspections shall be requested by 2:30 PM the day before. There will be no same day inspections. **Inspectors will be going out in the field to perform inspections between 10:00 AM and 2:00 PM. We will no longer be accepting affidavits and photographs.**

Inspection requests will be accepted by e-mail at inspections@mysouthpasadena.com or through the online portal (you must have an online account). All requests will need to have, at minimum, the following information:

1. Date you would like the inspection to take place.
2. The permit number.
3. The project address.
4. The Contractor's name and phone number.
5. The inspection type.

PERMIT APPLICATION SUBMITTAL PROCEDURES

All permit applications may be submitted as indicated below:

1. Through the online portal (you must have an online account).
1. By email to buildingdepartment@mysouthpasadena.com.
2. In person.

Payments may be made by credit card over the phone, through the online portal (you must have an online account), or in person by check or credit card.

DOCUMENTS MUST BE PRINTED AND POSTED ON THE JOBSITE.

As of December 31, 2023, all work must comply with Florida Building Code 2023 8th Edition.