



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

In an effort to better serve the community, the following changes are being made to our inspection procedures effective March 15, 2021.

Inspection procedures

You will need to request the inspection by midnight the day before. There will be no same day inspections. You may request a morning or afternoon inspection time. **Inspectors will be going out in the field to perform inspections as well as doing virtual inspections via Zoom at the inspector's discretion. We will no longer be accepting affidavits and photographs.**

Inspection requests will be accepted by e-mail only at inspections@mysouthpasadena.com. 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 code for the inspection request.

Permit application procedures

The Community Improvement Department is still not open to the general public during this time.

All permit applications may be submitted:

1. To the designated drop off location in the lobby of the Community Improvement Department where they will be collected at the end of each day,
2. by email to buildingdepartment@mysouthpasadena.com, or
3. by fax to (727)381-4819

Payments will be collected by credit card over the phone and all permit placards, job documents, inspection codes and procedures will be sent to the email that you provide on the application.

Documents must be printed and posted on jobsite.

As of December 30, 2020, all work must comply with Florida Building Code 2020 7th Edition.