



Florida Building Commission Milestone Inspection Reporting Requirements

Top Five Frequently Asked Questions

Is a milestone inspection report required to be submitted to the Department even if I have no data to report for the calendar year?

Yes. Building Officials are required to submit a report every year even if there is no data to report. You are required to submit a report confirming this information by submitting a “zero” report for your jurisdiction for the reporting period, which is the calendar year.

Should I update my milestone inspection report throughout the year?

No. Each annual report is intended to capture the status of milestone inspections for your jurisdiction at the time it is submitted for the whole calendar year.

Do I report buildings that became eligible after I submitted my report?

No. The buildings that are required to be included in your submission are those that met the requirement to have a phase I inspection for that reporting period, which is the whole calendar year.

If I am a building official and submit this report, is my license tied to the reporting jurisdiction?

No. Anyone with a building code administrator license working for a local jurisdiction may file this report through their online account. However, the licensee who serves as the building official for the applicable jurisdiction remains responsible to make sure this report gets submitted timely with the Department.

If I am a local building department employee, can I submit the annual milestone inspection report for the jurisdiction?

No. Only building code administrator licensees can submit the milestone inspection report through their online licensure account with the Department.

How To Create Your Online Account

- To access DBPR’s Online Services page, go to: <https://www2.myfloridalicense.com/online-services/>
- This page provides instructions on how to create and access your online account as well as how to update your contact information.
- Once you have registered, you will receive an e-mail with a temporary password and then you will create your own unique, secure password. If you do not receive the e-mail with the temporary password after a short amount of time, be sure to check your Junk Mail or SPAM folder.