

# SELECTRON 749-3047

Selectron is an automated voice response system that allows citizens with a touch tone telephone to call the Manatee County Building Department.

## Before Calling You Will Need:

1. A Touch Tone Telephone
2. A Permit Number
3. An Inspection Code

You will be prompted through the entire process.

- Press (1) For English
- Press (2) For Spanish
  
- Press (1) To schedule an inspection
- Press (2) To cancel an inspection
- Press (3) To hear inspection results
- Press (4) To ask general questions or access our staff directory
- Press (5) To make fee payments
- Press (6) To receive your permit's plan review information
- Press (7) To get a copy of Certificate of Occupancy (C/O) or Certificate of Completion (C/C) faxed.

## 1. To Schedule an Inspection:

**ENTER PERMIT NUMBER:** \_\_\_\_\_

The system will confirm this permit by speaking back the site address.

**ENTER INSPECTION CODE:** \_\_\_\_\_

Each inspection requires entry of the three digit inspection code. If you do not know the inspection code, you may press \* to hear. [To see a list of the inspection codes, click here](#).

1. For Building
2. For Electrical
3. For Mechanical
4. For Plumbing

## **AFTER YOU HAVE SCHEDULED THE INSPECTION, YOU WILL BE ABLE TO:**

- To have this system call you when the result of the inspection is posted Press (1).
- To receive a fax of the result Press (2).
- If you do not wish to be notified Press (4)
- To hear your confirmation number and hang up Press (1)
- To schedule another inspection on this permit Press (2)
- To schedule inspections on a different permit Press (3)
- To return to the main menu Press (4)

## **2. To Cancel An Inspection:**

**ENTER PERMIT NUMBER:** \_\_\_\_\_  
**ENTER INSPECTION CODE:** \_\_\_\_\_

**NOTE:** An inspection request that must be "cancelled" **after the 12:00 a.m.** cut-off time can only be accomplished by calling 748-4501, ext 3874 or 3876 after 8:00 a.m. that day. *If you schedule an inspection with the inspection personnel, you must cancel through them, not through the automated system.*

After canceling the inspection, you will be able to:

- To hear confirmation number and hang up Press (1).
- To cancel another inspection on this permit Press (2).
- To cancel inspections on a different permit Press (3).
- To return to the main menu Press (4).

## **3. To Get Inspection Results:**

**ENTER PERMIT NUMBER:** \_\_\_\_\_  
**ENTER INSPECTION CODE:** \_\_\_\_\_

**LISTEN TO INSPECTION RESULTS...**After you listen to the results, you will be able to:

- Hear any message left by inspectors
- Listen to more results for the same permit
- Listen to results for a different permit
- Return to the main menu

## 4. To Get Staff Directory or General Questions:

You may enter the first 3 letters of the person's first name. If you know the extension of the person you are trying to reach, Press (\*) then the extension.

- Inspections - \*3876, 3874 or inspectors cell phone number
- Licensing - \*3800, 3801 or 3802
- Plans Review - \*3814
- Permitting / Flood / Zoning / General Questions - \*3800 or \*3801
- Administration - \*3838

## 5. To Make Fee Payments:

Please have your 8-digit Permit Number ready to enter

- Press (1) To make payment on permit issuance fees.
- Press (3) To make payment on final fees or all fees associated with this permit.
- Press (4) If you do not wish to make a payment

## 6. To receive your permit's plan review information:

**ENTER PERMIT NUMBER: \_\_\_\_\_**

To receive a fax of the permit or plan check status information, Press (2), and you will be asked to enter your fax number. LISTEN to permit/plan check status information message. After receiving the status....

- Press (1) To have the details of the review spoken to you
- Press (2) To have the details faxed to you
- Press (4) If you have heard the desired information
- Press (9) To repeat this menu

## 7. To get a copy of Certificate of Occupancy or Completion Faxed to you:

Have your 8 digit permit number and your fax number ready.

- Press (1) To have a copy of certificate faxed to you
- Press (2) To have a copy emailed to you
- Press (3) If you have heard the necessary information

## HELPFUL HINTS

You can enter required codes as soon as "Selectron" begins. While this speeds up the process, it is suggested that you listen to the entire prompt and become familiar with the system. Please listen carefully as permit numbers and inspections types are verified. If there is an error, please follow the instructions and re-enter your request.

### *To speak to an inspector*

Please see the cell phone numbers listed below.

### ~Inspector Contact Information~

Alfredo Austria	527-2366	AAA	<a href="mailto:Alfredo.Austria@mymanatee.org">Alfredo.Austria@mymanatee.org</a>
Ardath Melton	748-4501 x3874	N/A	<a href="mailto:Ardath.Melton@mymanatee.org">Ardath.Melton@mymanatee.org</a>
Arnie Pena	527-2301	AP	<a href="mailto:Arnulfo.Pena@mymanatee.org">Arnulfo.Pena@mymanatee.org</a>
Brock Ayers	527-2203	BEA	<a href="mailto:Brock.Ayers@mymanatee.org">Brock.Ayers@mymanatee.org</a>
Brock Rice	527-2380	BAR	<a href="mailto:Brock.Rice@mymanatee.org">Brock.Rice@mymanatee.org</a>
Bruce Mayo	527-2402	BCM	<a href="mailto:Bruce.Mayo@mymanatee.org">Bruce.Mayo@mymanatee.org</a>
Butch Powell	527-2347	WCP	<a href="mailto:William.C.Powell@mymanatee.org">William.C.Powell@mymanatee.org</a>
Danny Bryant	527-2285	DSB	<a href="mailto:Danny.Bryant@mymanatee.org">Danny.Bryant@mymanatee.org</a>
Don Lambert	527-2368	DRL	<a href="mailto:Don.Lambert@mymanatee.org">Don.Lambert@mymanatee.org</a>
Frank Ross	527-2303	FMR	<a href="mailto:Frank.Ross@mymanatee.org">Frank.Ross@mymanatee.org</a>
Jeff Johnson	527-2324	JSJ	<a href="mailto:Jeff.Johnson@mymanatee.org">Jeff.Johnson@mymanatee.org</a>
Jim Labarr	527-2221	JLL	<a href="mailto:James.Labarr@mymanatee.org">James.Labarr@mymanatee.org</a>
Michael Miliano	713-5147	MFM	<a href="mailto:Michael.Miliano@mymanatee.org">Michael.Miliano@mymanatee.org</a>
Michael Muehling	705-3240	MTM	<a href="mailto:Michael.Muehling@mymanatee.org">Michael.Muehling@mymanatee.org</a>
Miguel Correa	713-5153	MC	<a href="mailto:Miguel.Correa@mymanatee.org">Miguel.Correa@mymanatee.org</a>
Pat Wenzel	243-9583	PLW	<a href="mailto:Patrick.Wenzel@mymanatee.org">Patrick.Wenzel@mymanatee.org</a>
Robert Page	527-2424	RP	<a href="mailto:Robert.Page@mymanatee.org">Robert.Page@mymanatee.org</a>
Roger Myers	713-5144	RWM	<a href="mailto:Roger.Myers@mymanatee.org">Roger.Myers@mymanatee.org</a>
Ron Harris	705-3244	RJH	<a href="mailto:Ron.Harris@mymanatee.org">Ron.Harris@mymanatee.org</a>
Sam Acosta	243-7055	SCA	<a href="mailto:Samuel.Acosta@mymanatee.org">Samuel.Acosta@mymanatee.org</a>
Steve Bass	527-2283	HSB	<a href="mailto:Steve.Bass@mymanatee.org">Steve.Bass@mymanatee.org</a>
Vince Laporta	713-5154	VL	<a href="mailto:Vince.LaPorta@mymanatee.org">Vince.LaPorta@mymanatee.org</a>