

TO: ALL BUILDING DIVISION PERSONNEL
FROM: DOUG WISE
BUILDING DIVISION DIRECTOR
PREPARED BY: ASSISTANT DEPUTY OF INSPECTIONS
SUBJECT: ROLLOVER INSPECTION NOTIFICATION
PPM #: PB-O-133

=====
ISSUE DATE
October 27, 2022
=====

=====
EFFECTIVE DATE
November 1, 2022
=====

PURPOSE:

To ensure Building Division customers are notified in a timely manner when Division Inspectors are unable to perform their scheduled inspection on the date requested. Many Building Division customers are required to wait for a Division Inspector in order to provide access to a structure or work site. It is also advantageous for workers to be present during an inspection to open equipment or remove coverings facilitating performance of the requested inspection. This policy intends to ensure the affected permit holders are made aware of the situation and adjustments to their schedules can be made to accommodate for intended inspection on a later date.

UPDATES:

Future updates to this PPM are the responsibility of the Building Division Director, Building Official, Deputy Building Official or Assistant Deputy of Inspections under the authority of the Building Division Director.

AUTHORITY:

Florida Statutes Section 553.73(4)(a)
Palm Beach County Amendments to the Florida Building Code 7th Edition (2020), Sections 104 and 110

POLICY:

To provide a policy for Division Inspectors to update ePZB and notify Inspection Scheduling Staff, Administrative Clerical or Secretarial Staff in a timely manner when applicable inspector is unable to complete their assigned inspections for the day so staff members can notify all affected stakeholders.

PROCEDURE:

- Obtaining rollover list-

Upon completion of daily workload assignments, the senior trade inspector or responsible designee will allocate rollover inspections into an assigned (trade specific) anticipated rollover inspections folder via ePZB Inspection's Calendar. Inspections staff will obtain anticipated rollover inspections for all trades and will verify a "double rollover" has not occurred.

- Notification of rollovers-

Notification of rollovers will occur in the morning, as early as possible, to prevent any customer/contractor inconvenience.

Once anticipated rollovers are obtained via ePZB Inspections Calendar, Inspections staff will notify customer/contractor utilizing provided information in ePZB customer remarks as notated under the specific scheduled inspection.

- General Notes added in ePZB-

Once customer/contractor is notified, a note will be added in the ePZB system (in general comments) advising of conversation specifics or if a message was left. This note will also serve as future correspondence for the customer/contractor so notes are taken to document events.

- Inspection status (not canceled)-

The anticipated rollover inspection *will not be cancelled*, but will remain as "open" so the inspection can be assigned to an inspector the following business day.



DOUG WISE
BUILDING DIVISION DIRECTOR

Supersession History

1. PPM#PB-O-133, issues 02/28/19