



**PALM BEACH COUNTY
PLANNING, ZONING AND BUILDING DEPARTMENT
BUILDING DIVISION
POLICY AND PROCEDURE**

Rebecca D. Caldwell, Director

**PPM#: PBO-011
Issued: 04/25/12
Effective: 04/25/12**

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- SUBJECT:** EMERGENCY & MISCELLANEOUS INSPECTION POLICY
- AUTHORITY:** Section 110 - Palm Beach County Amendments to the Florida Building Code Chapter 1 Administration
- PURPOSE:** The purpose of this PPM is to identify emergency & miscellaneous inspections, which the Building Division is called on to perform, from time to time. Additionally, it is designed to establish a procedure for conducting the inspections so identified.
- POLICY:** The Field Inspection Section of the Building Division may make the following inspections which are not directly associated with the issuance of a construction permit.
- > Emergency Inspections
 - Fire Assessment
 - Structural Evaluation
 - > Miscellaneous Inspections
 - Pre-inspections
 - Code Compliance Assistance
 - Special Investigation
 - General Inspection
 - Adult Entertainment
- PROCEDURE:** All requests for such inspections shall be directed to the Field Inspection Section for appropriate action, except for Adult Entertainment inspection, which shall be processed in accordance with PPM# PBO-029. The procedure for requesting and conducting Emergency & Miscellaneous Inspections shall be as outlined below:
- > **Emergency Inspections**
 - Notification received from Emergency Operation Center, Palm Beach County Fire Rescue, Code Enforcement Division or other governmental agencies, shall be processed as follows:

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- Upon notification by one of the above stated agencies, Field Inspection personnel shall notify a Field Inspection Supervisor, or in their absence, notify Deputy Building Official.
- The Supervisor shall determine whether to make an immediate Assessment Inspection, or whether to refer it to the Code Enforcement Division.
- Should an Assessment Inspection be deemed necessary, the applicable Chief Inspector shall schedule an inspection. An Inspection Report Form (Form# 015 – PBO-011) shall be completed by the Inspector at the site. Should it be determined an eminent danger, the inspector shall report to his supervisor for possible posting as an unsafe structure as outlined in Section 116 Chapter 1 Administration of the FBC.
- Once the report has been reviewed by a Field Inspection Supervisor, a notice of any violation shall be sent to the owner, and copies to Code Enforcement Division.
- The Field Inspection Section shall maintain a separate file on each of these inspection categories.

> Miscellaneous Inspections

→ Request for Miscellaneous Inspection by individuals or governmental agencies shall be processed as follows:

- Fire Assessment Inspections requested by individuals as a pre-condition of permit (Section 110 Chapter 1 Administration of the Florida Building Code) shall be processed in accordance with the Miscellaneous Inspection procedure outlined further in this policy.
- Individuals requesting a Miscellaneous Inspection shall, with the assistance of Field Inspection personnel, complete a General Inspection Request (Form# 014–PBO-011). In addition, the applicant shall be assessed the Minimum Inspection Fee, as prescribed by the Construction Permit Fee Schedule.
- Field Inspection personnel shall verify when the applicant wants the inspection scheduled. Field Inspection personnel shall schedule the inspection and forward the request to the appropriate Chief Inspector.
- An Inspection Report (Form# 015 – PBO-011) shall be completed by the Inspector at the site. Should it be determined an eminent danger exists, the inspector shall notify his Chief Inspector and the procedure outlined in section 116 Chapter 1 Administration of the FBC shall be followed.
- Once the report has been reviewed by the appropriate Field Inspection Supervisor, he/she shall notify the person requesting the inspection or the owner of any violation, and copies shall be sent to Code Enforcement Division. and Building Permit Technicians.

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- Field Inspection Section shall maintain a separate file on each of these inspection categories.

Supersession History:

1. PPM# PBO-033, issued 12/16/87
2. PPM# PBO-033, effective 01/01/88
3. PPM# PBO-033, issued 03/13/89
4. PPM# PBO-033, issued 04/25/12


Director



**PALM BEACH COUNTY
PLANNING, ZONING AND BUILDING DEPARTMENT
BUILDING DIVISION**

GN: _____

Receipt #: _____

GENERAL INSPECTION

- Electrical Mechanical Plumbing
- Structural Other

REASON FOR INSPECTION: _____

THE UNDERSIGNED HEREBY APPLIED FOR AN INSPECTION OF STRUCTURE.

NAME OF APPLICANT: _____ **DATE:** _____

ADDRESS: _____

_____ **ZIP:** _____

PHONE NUMBER: _____ **Email:** _____

PROPERTY OWNER'S NAME IF OTHER THAN APPLICANT: _____

ADDRESS OF INSPECTION: _____

TYPE OF STRUCTURE: _____

NOTE TO INSPECTOR: _____

Signature of Applicant

OFFICE USE ONLY			
INSPECTION AREA: _____			
DAY: _____	DATE: _____	INSPECTOR: _____	RESULT: _____
DAY: _____	DATE: _____	INSPECTOR: _____	RESULT: _____
RELEASED: _____		METERS: _____	

**FOR INSPECTION RESULTS, YOU CAN EITHER GO ONLINE AT:
pbcgov.com/pzb/building OR CALL 561.233.5170 FOR RESULTS.**



Palm Beach County Building Division
Planning, Zoning, and Building Department

INSPECTION REPORT FORM

Applicant Name _____ Phone _____
Address _____
City _____ State _____ Zip _____

SUBJECT PROPERTY ADDRESS _____
Permit Number if applicable _____

Inspection is requested for:

- FIRE WATER VEHICULAR OTHER

Type of building, structure or service system (facility):
Suspected use of building:
Approximate building square footage:

Structural
Floor:

Concrete _____ Finish _____
Wood _____ Finish _____

Walls:

CBS _____ Finish _____
Exterior wood _____ Finish _____
Interior wall _____ Finish _____
Remarks _____

Roof:

Framing _____
Sheathing _____
Finish _____
Remarks _____

Plumbing:

Rough _____
Fixture Conditions _____
Remarks _____

Electrical:

Rough _____
Fixture Conditions _____
Remarks _____

