



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

Rebecca D. Caldwell, Director

**PPM#: PBO-012
Issued: 04/18/12
Effective: 04/18/12**

SUBJECT: PARTIAL INSPECTION POLICY

AUTHORITY: Section 109 Palm Beach County Amendments to the Florida Building Code Chapter 1 Administration.

PURPOSE: The need has been identified, and it is the purpose of this PPM to establish a mechanism that would permit the partial inspections of certain types of structures. These structures, because of their size, complexity, construction technique, or material type do not lend themselves to the traditional inspection process.

POLICY: Partial inspections are not allowed by the Building Division, unless procedures have been followed in accordance with this Policy and Procedure Memorandum, except if approved by an Inspections Section Supervisor or higher management authority.

PROCEDURE: The following procedure shall be followed for partial inspections:

► **Identification and Sectioning of Structures**

1. The contractor shall arrange meeting with appropriate inspector staff to review proposed inspection plan.
2. The contractor shall provide two (2) copies of floor plans with sections clearly defined identified.
3. When staff has determined the inspection plan is appropriate, plans will be noted and approved for partial inspections.
4. Staff will enter Inspection sections into the EPZB database and provide the contractor with an invoice in accordance with the current Building Division's fee schedule for incremental/partial inspections.

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5. The contractor will be provided with an approved field copy of the inspection plan, and a partial inspection history cards for each section. The office copy shall be filed with the approved plans.
6. A supplemental Inspection history card shall be provided to the contractor for each section.
7. Minor sections for areas such as equipment rooms, and electrical or mechanical rooms for large scale projects, will be assessed a section fee at supervisor's discretion.

► **Field Inspections** - Partial Inspections shall be scheduled and performed in substantial accordance with normal Building Division procedures, with the following exceptions:

1. Partial Inspections may not be scheduled through the automated scheduling system. Partial Inspections must be scheduled with inspection scheduling staff during normal business hours.
2. Inspectors will sign the supplemental inspection history cards for the appropriate area being inspected.
3. In order to help facilitate inspection history review by the inspection scheduling staff, inspectors shall result inspections as "complete" whenever possible.

Supersession History:

1. PPM# PBO-012, issued 12/16/87
2. PPM# PBO-012, effective 01/01/88
3. PPM# PBO-012, issued 04/18/12


Director