

TO: ALL BUILDING DIVISION PERSONNEL
FROM: DOUG WISE
BUILDING DIVISION DIRECTOR
PREPARED BY: BUILDING DIVISION
SUBJECT: DOCUMENTING FIELD INSPECTION RESULTS
PPM #: PB-O-019

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ISSUE DATE
February 12, 2019
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EFFECTIVE DATE
February 12, 2019
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PURPOSE:

To establish a uniform method and location for the physical placement of the Field Inspection Correction Notice and reporting of the same in the electronic database.

UPDATES:

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

AUTHORITY:

- Section 110, Chapter 1 – Administration, Palm Beach County Amendments to the Florida Building Code, as may be amended
- Exhibit A, “Construction Permit Fee Schedule,” Palm Beach County Ordinance No. 2009-038, as may be amended
- PPM # PB-O-022, Inspection Result Notification, Palm Beach County Building Division Policy & Procedures Manual, as may be amended

POLICY:

The Field Inspector shall indicate whether an inspection has passed or failed at the conclusion of every scheduled inspection by signing the physical permit card or issuing a Correction Notice (**Attachment A**) and updating the electronic permit record database consistent with PPM # PB-O-022, Inspection Result Notification.

PROCEDURE:

1. The Inspector shall result every inspection as Passed, Failed, or Qualified Pass. Inspections should never be cancelled by the Inspector in the field at the inspection site.

2. If an inspection has passed, the Inspector shall sign his or her initials in the appropriate space on the physical permit card, and update the electronic permit record database as passed.
3. If an inspection has failed or resulted in a qualified pass, the Inspector shall issue a physical Correction Notice (**Attachment A**). The Correction Notice shall contain:
 - a. The permit number and/or address associated with the inspection;
 - b. The inspection type;
 - c. The date of inspection;
 - d. The Inspector's name;
 - e. An enumeration of all violations with appropriate code references, as applicable.
4. If an inspection has failed or resulted in a qualified pass, the Inspector shall update the electronic permit record database with an enumeration of the outstanding issues/violations with specific code references, as applicable, in the Comments-Correction Notice field in the electronic permit record database.
5. In the case of a cancelled inspection at the site by the contractor, project supervisor or superintendent, the Inspector shall enter the fail code for "not complete" or "not started" as applicable with a note in the Comments-Correction Notice field (i.e., cancelled on site, no inspection performed).
6. In the case of a failed inspection or qualified pass, the Inspector shall affix the physical Correction Notice:
 - a. On the back of the permitted plans or specifications; or
 - b. On the back of the permit card; or
 - c. In close proximity to the posted permit card.
7. If there are no permitted plans or permit card on site, the Inspector shall reject the inspection with the applicable fail code(s), and post the Correction Notice in a conspicuous location on site.
8. Reinspection fees shall be applied progressively in strict accordance with Section IV.C "Extra Inspection Fees" of the current adopted Construction Permit Fee Schedule, including unproductive inspector trip fees (e.g., no plans, no permit, not ready, locked out, etc.).

C. Extra Inspection Fees:	
1. Any unproductive inspector trip	\$ 75
(Work not ready, locked out, plans absent, etc.)	
2. Re-inspection:	
a. 1 st Re-inspection	\$ 50
b. 2 nd Re-inspection without "Correction" done	\$100
c. 3 rd and Subsequent Re-inspection without "Correction" done	\$300
(Charged per 553.80 Florida Statute)	

9. If upon inspection the Inspector believes the permit holder has scheduled inspections in an attempt to extend a permit duration without making progress on the project, he/she should

utilize the F22 “not started” code in the electronic permit record database to prevent permit duration clock from resetting.



DOUG WISE
BUILDING DIVISION DIRECTOR

Supersession History

1. PPM#PBO-019, issued 06/14/88
2. PPM#PBO-019, effective 06/14/88
3. PPM#PBO-019, issued 04/17/12
4. PPM#PB-O-019, issued 02/12/19



CORRECTION NOTICE DO NOT REMOVE

Palm Beach County Planning, Zoning and Building Department
2300 North Jog Road, West Palm Beach, FL 33411

PERMIT NUMBER/ADDRESS

INSPECTION TYPE

DATE OF INSPECTION

INSPECTOR NAME

CALL FOR REINSPECTION

Automated System (561) 355-2222 M-F 6:30 a.m. - 11:00 p.m.
Toll-Free Number 1-888-236-3807 S-S 6:30 a.m. - Noon