

TO: ALL BUILDING DIVISION PERSONNEL
FROM: DOUG WISE
BUILDING DIVISION DIRECTOR
PREPARED BY: BUILDING DIVISION
SUBJECT: INSPECTION COMPLETION AGREEMENTS
PPM #: PB-O-033

ISSUE DATE
January 10, 2020

EFFECTIVE DATE
January 10, 2020

PURPOSE:

To provide a mechanism which allows construction to move forward, and may allow the issuance of a Certificate of Occupancy or Completion, where the installation of certain items or the completion of minor systems are delayed.

UPDATES:

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

AUTHORITY:

Section 110 - Palm Beach County Amendments to the Florida Building Code Chapter 1 Administration

POLICY:

An inspection may be passed, allowing construction to continue, when certain required components or systems are not yet installed or complete under certain circumstances outlined in this Policy and Procedure Memorandum. Because these items or systems are required to be inspected, and a delay in the relative inspection places additional administrative responsibilities on the Building Division, a fee for this service shall be assessed.

The Building Division will consider requests for the delay of installation or completion of items such as:

- tubs and spas
- specialty stairways
- specialty equipment
- vanities and cabinets
- specialty windows and doors

In no case, however, shall requests be considered, which in the opinion of the Building Division, may affect health and safety.

Inspection Completion Agreements are applicable at one stage of construction only: during the rough construction process.

PROCEDURE:

Requests for Inspection Completion Agreements (ICA) shall be directed and processed through the Field Inspection Section. The procedure for requesting and processing such requests shall be as follows:

- Individuals requesting ICA's shall complete an ICA form (**Form #105- PBO-033 attached**). The signature of the owner (in the case of a special unit, the buyer's signature must be obtained).

The completed form shall be reviewed by the appropriate Chief Inspector(s), designated field staff, or higher level supervisor who shall initially approve the request based on this Policy and Procedure Memorandum and information provided by the applicable field inspector, if necessary. Final approval of such request(s) remains solely at the discretion of the Building Division.

- The applicable Chief Inspector shall then classify the request, and proceed with one of the following:

Agreements During Construction

If the item and inspection that is delayed, is to be inspected as part of a Rough Inspection, a hold shall be placed on the Final Inspection, pending the item's successful completion and inspection.

Agreement At Final Inspection

If the item that is the subject of the delay, was due to be inspected as part of the Final Inspection, the owner or contractor shall be informed of the Temporary Certificate of Occupancy procedure.

- Once the request is initially approved, the applicant shall do the following:
 1. Make payment of \$100.00 inspection/administrative fee for each inspection trade, required to make a follow-up inspection,
 2. Obtain all required sub-permits, and
 3. Secure all applicable inspections with a passed result, excepting the item(s) listed in the agreement.
- Enforcement - If the item/system has not been successfully completed, as is determined by the status inspection, the inspection shall be failed and the hold placed on the final inspection will not be released. An appropriate reinspection fee will be assessed for any additional required status inspections.

- Upon execution of the agreement, a copy shall be forwarded to the Records Section for filing and a separate file shall be temporarily maintained in the Field Inspection Section.



DOUG WISE
BUILDING DIVISION DIRECTOR

Supersession History

1. PPM# PB-O-033, issued 07/21/89
2. PPM# PB-O-033, effective 07/21/89
3. PPM# PB-O-033, issued 3/90
4. PPM# PB-O-033, issued 4/90
5. PPM# PB-O-033, issued 11/90
6. PPM# PB-O-033, issued 10/92
7. PPM# PB-O-033, issued 04/24/12
8. PPM# PB-O-033, issued 1/10/20



**Palm Beach County
Planning, Zoning and Building Department
BUILDING DIVISION**

INSPECTION COMPLETION AGREEMENT

APPLICATION DATE _____

OWNER _____ PHONE _____

ADDRESS _____

CONTRACTOR _____ PHONE _____

ADDRESS _____ ZIP _____

BUILDING PERMIT # _____ RECEIPT # _____

JOB ADDRESS _____

PERMIT DESCRIPTION _____

The components or systems specified below will not be complete prior to the typical inspection milestone:

Rough Insp _____ Building _____ Mechanical _____
Electric _____ Plumbing _____

Specify component or system _____

PLEASE NOTE: ALL FINAL INSPECTIONS ARE ON HOLD UNTIL THE COMPONENTS OR SYSTEMS SPECIFIED ABOVE HAVE PASSED INSPECTION.

ACKNOWLEDGEMENT AND AGREEMENT:

A postponement of the above indicated inspection(s) is requested for the reason stated. There will be no occupancy of any type, until a Certificate of Occupancy is issued by the Building Official.

As witnessed by my signature, I do hereby agree to abide by all the terms and conditions of this agreement, including the Building Division Policy, which is incorporated by reference as if herein. I do further agree and permit Palm Beach County to take appropriate action including having electrical power disconnected for any violation of this agreement.

