PALM BEACH COUNTY
Planning, Zoning & Building Department – Building Division

Building Division Threshold Inspector Application

Project Name:_____

Project Address:_____ZIP:_____

Owner:_____ Owner Address:_____

Permit/P.R.#:_____Owner City & ZIP:_____

NOTE: This completed form must be accompanied by a formal written letter from the project owner, requesting the Threshold Inspector and/or firm AND proof of Florida State registration license for each inspector assigned to the above project.

110.8.1 THRESHOLD BUILDING INSPECTOR

PALM BEACH COUNTY BUILDING CODE ENFORCEMENT ADMINISTRATIVE CODE

A. The Threshold Inspector shall inspect all structural components of a building. This inspector shall be present at all times that work is underway on the structural work.

B. The inspector shall be a registered Architect, or Engineer, or a person licensed under Chapter 468, Part XII, Florida Statutes

Guidelines for Threshold Inspections

1. Verify soil reports for compliance with design and building code conditions. Transmit reports and certification to the building division. (If Applicable)
2. Verify horizontal and vertical location of permitted structure for compliance with required setbacks and elevations before the placement of concrete. Transmit survey and/or survey certification to Building Division. (If Applicable)
3. Perform a visual inspection of all components which cannot be so inspected after installation
4. Inspect steel reinforcing prior to concrete placement
5. Verify that shoring and re-shoring has been certified and is constructed in substantial compliance with the engineered shoring plans.
6. Submit weekly progress reports including the daily inspections to the Building Official. These reports shall include a statement that all work is in accordance with the permitted plans and a code compliance opinion of the Resident Inspector.
7. To inspect all structural components of buildings such as, but not necessarily limited to, the following:
   A. Footing (105)
   B. Slab (114)
   C. Concrete Monitoring (119)
   D. Beam and Column (101)
   E. Roof Frame and Sheathing (111)
   F. Exterior Wall/Soffit Framing (126)
   G. Exterior Wall Sheathing (117)
   H. Exterior Windows and Doors (148)
   I. Framing Anchors Structural Steel Columns/Beams (124)

IMPORTANT REMINDER:
Inspector to verify Notice of Commencement has been filed with Palm Beach County Building Division prior to first inspection. Please phone 561-233-5170 for verification that Building Division has received Notice of Commencement, per chapter 713 of the FS Statutes.

8. Non-structural items (requires additional approval)
9. Violations of Section 3301 of the Florida Building Code, SAFETY REQUIREMENTS DURING CONSTRUCTION, observed during the normal course of specific inspections shall be reported to the attention of the Building Division as soon as possible.
10. Verify that all materials and methods are in accordance with the permitted Plans concerning areas of inspection responsibility.
11. The Threshold inspector, upon completion of the building and prior to the issuance of a Certificate of Occupancy, will file a signed and sealed statement with the Building Division in substantially the following form: To the best of my knowledge and belief, the above-described construction of all structural load-bearing components complies with the permitted documents.

HOW TO UPLOAD:

Log in to the **ePZB Customer Portal** → **Building** box → **Online Submittal** → **Supporting Documents**.

Select your **permit number** → **Upload Docs**.

For **Threshold Inspector Application**:

- Document Category: *Resident/Threshold Documents*
- Document Type: *Threshold Inspector Application*

For **Inspection Report**:

- Document Category: *Resident/Threshold Documents*
- Document Type: *Inspection Report*

To be filled out by inspection company:

PLEASE FILL OUT COMPLETELY!

Inspection Company:_____ Phone: _____

Address:_____

Architect or Engineer for the inspection company (F.S. 481 or 471):

_____ _____

Print Name Signature

Reg.# _____ Phone # _____ EMAIL:_____

Architect or Engineer Seal →

Professional seal must be present and clearly legible

Licensed Inspector (F.S. 468):

_____ _____

Print Name Signature

Reg.# _____ Phone # _____ EMAIL: _____

STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this _____ *by* _____, *who*
(Date) (Name of person acknowledging)

is personally known to me or who has produced _____ *as identification and who did/did not take an oath.*
(Type of I.D.)

SEAL

_____ _____

(Signature of person taking acknowledgement) (Name of officer taking acknowledgement typed, printed or stamped.)

_____ _____

(Title or Rank) (Serial Number)

SUPPLEMENTAL SIGNATURES:

Licensed Inspector (F.S. 468):

_____ _____

Print Name Signature

Reg.# _____ Phone # _____ EMAIL: _____

STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this _____ *by* _____*, who*
(Date) (Name of person acknowledging)

is personally known to me or who has produced _____ *as identification and who did/did not take an oath.*
(Type of I.D.)

SEAL

_____ _____

(Signature of person taking acknowledgement) (Name of officer taking acknowledgement typed, printed or stamped.)

_____ _____

(Title or Rank) (Serial Number)

SUPPLEMENTAL SIGNATURES:

Licensed Inspector (F.S. 468):

_____ _____

Print Name Signature

Reg.# _____ Phone # _____ EMAIL: _____

STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this _____ *by* _____*, who*
(Date) (Name of person acknowledging)

is personally known to me or who has produced _____ *as identification and who did/did not take an oath.*
(Type of I.D.)

SEAL

_____ _____

(Signature of person taking acknowledgement) (Name of officer taking acknowledgement typed, printed or stamped.)

_____ _____

(Title or Rank) (Serial Number)