



Building Division Resident 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 Resident Inspector and/or firm AND proof of Florida State registration license for each inspector assigned to the above project.

110.1.2 RESIDENT BUILDING INSPECTOR

PALM BEACH COUNTY BUILDING CODE ENFORCEMENT ADMINISTRATIVE CODE

- A. The resident 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
- C. The owner, developer, or contractor of such building shall pay all costs of employing a Resident Inspector.

Guidelines for Resident 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)
- 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 Resident 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.

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 Fla. St. Statues

HOW TO UPLOAD:

- Log into the ePZB customer portal. On the EPZB home page click on "Online Submittal" in the Building Box, then look for "Supporting Documents."
- Find your permit #, and then select "Upload Docs"
- Document Category: Supporting Documents
Document Type: Resident Inspector Application

To be filled out by inspection company:

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: _____

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
Reg.# _____ Phone # _____ Signature
EMAIL: _____

**STATE OF FLORIDA
COUNTY OF PALM BEACH**

The foregoing instrument was acknowledged before me this _____ by _____, who
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(Title or Rank)

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

(Serial Number)

SUPPLEMENTAL SIGNATURES:

Licensed Inspector (F.S. 468):

Print Name
Reg.# _____ Phone # _____ Signature
EMAIL: _____

**STATE OF FLORIDA
COUNTY OF PALM BEACH**

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