FIELD INSPECTIONS OFFICE
- To reach your Inspectors, please call their phone number shown on the yellow Correction Notice the inspector inserts into onsite plans.
- Obtain assigned inspector's phone number and tentative itinerary on the “Inspection History” and “Scheduled Inspections” screens in the online permit tracking system.
- Call Monday through Friday from 8:00 to 8:30 a.m., 233-5050 and select type of inspector.

IF MAJOR QUESTIONS ARISE:
Ken Nida  Chief Mechanical & Plumbing Inspector  681-3924
William Fuchs  Chief Electrical Inspector 233-5189
Robert Hemp  Chief Structural Inspector  233-5268

BUILDING DIVISION
- Permit Center  233-5120
- Application Tracking and Information Center (ATIC)  233-5130
- Inspections (General)  233-5170
- Building Code Help Desk  233-5108
- Administration  233-5101

OTHER PZ&B OFFICES
- PZ&B Administration  233-5005  Records  233-5160
- Planning Division  233-5300  Code Enforcement  233-5500
- Zoning Division  233-5200  Contractor Certification  233-5525
- All Divisions from South County and Belle Glade - (888) 236-3807

PERMITTING OFFICE HOURS
MAIN OFFICE:
2300 N. Jog Road
West Palm Beach, FL 33411
Phone (561) 233-5100
Fax (561) 656-7977

SOUTH COUNTY- Drop off & Pick-up only
345 S. Congress Ave. Room 102
Delray Beach, FL 33445
Phone (561) 276-1284
Fax (561) 276-1295

OFFICE HOURS:
OPEN Monday through Friday
Hours: 8:00am-5:00pm
Last sign-in for Applications at 4:30 p.m.

OPEN Mondays & Thursdays
Hours: 8:00 am-5:00 pm
Last sign-in for Applications at 4:30 p.m. (Closed 12:00 noon to 1:00 p.m. for lunch)

Inspections Scheduling Fax: 561-656-7978
Email for Notices of Commencement Only: PZBInspNOC@pbcgov.org
Building Division general email: PZB-BLDG@pbcgov.org

BUILDING DIVISION
http://discover.pbcgov.org/pzb/building/Pages/default.aspx
PLANNING, ZONING, AND BUILDING DEPARTMENT

ONLINE and TELEPHONE INSPECTION SCHEDULING and PERMIT MONITORING/ISSUANCE SYSTEMS

These systems allow users to manage several functions from their office or home computers, or from a touch-tone phone:

Both Systems – Functions:
- Schedule an inspection
- Check inspection results
- Cancel a scheduled inspection

Online System Only - Functions:
- Pay Fees by Credit Card
- Check Progress of Permit Applications
- View Required Sub-Permits
- Issue Pre-Approved No-Fee Sub-Permits (with Participation in an Annual Program)

Telephone System - Availability:
- Monday - Friday 6:30 a.m. - 11:00 p.m.
- Saturday - Sunday 6:30 a.m. - 2:00 p.m.

Online System Only - Availability:
- Available 24/7 allowing next day inspection scheduling until midnight.

Off-hours inspections may be performed on an hourly fee basis, if staff is available, and arranged 24 hours in advance. Please call 233-5108 or 233-5170 for further information.

Telephone System Access Phone Numbers
- (561) 355-2222 for automated functions
- (888) 236-3807 South County & Belle Glade
* ONLINE SYSTEM INSTRUCTIONS AVAILABLE AT:  
http://discover.pbcgov.org/pzb/building/Pages/default.aspx  
(See “Interactive Information”)

* TELEPHONE SYSTEM ACCESS PHONE NUMBERS
(561) 355-2222 for automated inspection request  
(888) 236-3807 South County/Belle Glade line

BASIC TELEPHONE FEATURES
Once connected, you will be asked to choose one of the system functions. At any time, you can press * to return to the menu or hang-up. During regular business hours, you can press 0 for operator assistance, or for Building Division Inspections, if you have technical problems, a rotary phone, or special needs, call (561) 233-5170, between 8:00 a.m. and 5:00 p.m. Monday thru Friday. For other than Building Division Inspections, refer to the phone number for the pertinent agency listed under the “Inspection Request Codes”, or on the back of this packet.

TELEPHONE SCHEDULING
1. Dial (561) 355-2222 or (888) 236-3807 from South County and Belle Glade.
2. Enter your 7-digit Contractor ID Number (“PIN”, not license number). Keep this ID in a safe place; it is your security key to the system. If you don't have a number, the qualifier or his agent (agent must be in our system) must visit one of our offices with proper ID, to obtain the number, as this security number cannot be given over the phone.
3. Complete permit number, including the appropriate alpha character.  
   EXAMPLE: B91012345 (B=2, E=3, M=6 and P=7)
4. Choose Inspection, then enter the appropriate Request Code from the table in this pamphlet.
5. Enter # sign if you would like the inspection the next business day, or enter a 6-digit month, day, and year to schedule an inspection up to 180 calendar days in advance, or the active days remaining on the permit, whichever is less.  
   DATE FORMAT EXAMPLE: March 15, 2011 = 031511
6. The system will verify your request, or you can confirm or change your request at this time.
7. At the conclusion of the session you will hear other system options.

CHECKING INSPECTION RESULTS BY TELEPHONE
1. Dial (561) 355-2222 or (888) 236-3807 out of call area.
2. Enter your complete permit number, including the alpha character.
3. Enter the 6-digit month, day and year the inspection was scheduled.
   NOTE: For complete details on a failed inspection, consult the yellow correction notice posted on the site or http://discover.pbcgov.org/pzb/building/Pages/default.aspx  
   or call the inspector between 8:00 a.m. and 8:30 a.m., Monday thru Friday, at (561) 233-5050 and select type of inspector needed.

CANCELLING AN INSPECTION BY TELEPHONE
(An Inspection cannot be canceled the same day as its scheduled date)
1. Access the system.
2. Enter your 7-digit Contractor ID Number.
3. Enter your complete permit number, including the alpha character.
4. Enter the Inspection Request Code from the table contained in this pamphlet.

TELEPHONE SYSTEM INTERRUPTIONS
If there is a system interruption, your calls will be handled by our Inspection Scheduling personnel between 8:00 a.m. and 5:00 p.m., Monday thru Friday. (561) 233-5170

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### INSPECTION REQUEST CODES

<table>
<thead>
<tr>
<th>CODE</th>
<th>BUILDING</th>
</tr>
</thead>
<tbody>
<tr>
<td>105</td>
<td>Footing</td>
</tr>
<tr>
<td>114</td>
<td>Slab</td>
</tr>
<tr>
<td>101</td>
<td>Beam/Column</td>
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<tr>
<td>117</td>
<td>Wall Sheathing</td>
</tr>
<tr>
<td>124</td>
<td>Framing Anchors</td>
</tr>
<tr>
<td>111</td>
<td>Roof Framing &amp; Sheathing</td>
</tr>
<tr>
<td>112</td>
<td>Roof Metal (Roof Permit #)</td>
</tr>
<tr>
<td>115</td>
<td>Roof in progress</td>
</tr>
<tr>
<td>106</td>
<td>Building Framing</td>
</tr>
<tr>
<td>107</td>
<td>Insulation</td>
</tr>
<tr>
<td>103</td>
<td>Drywall</td>
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<tr>
<td>118</td>
<td>Ceiling Grid</td>
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<tr>
<td>108</td>
<td>Lath</td>
</tr>
<tr>
<td>113</td>
<td>Sidewalk &amp; Driveway</td>
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<tr>
<td>109</td>
<td>Pool Deck</td>
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<tr>
<td>116</td>
<td>Tie-Down (Mobile Home)</td>
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<tr>
<td>128</td>
<td>Monolithic Slab</td>
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<tr>
<td>104</td>
<td>Final Building</td>
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<tr>
<td>148</td>
<td>Window in Progress</td>
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<tr>
<td>207</td>
<td>Temporary Power</td>
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<tr>
<td>211</td>
<td>Underground Electric</td>
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<tr>
<td>205</td>
<td>Rough</td>
</tr>
<tr>
<td>214</td>
<td>Electric Hot Check (SFD Only)</td>
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<tr>
<td>203</td>
<td>Final Electric **</td>
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<tr>
<td>212</td>
<td>Pole Base</td>
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<tr>
<td>206</td>
<td>Service Change ***</td>
</tr>
<tr>
<td>201</td>
<td>Electric Waiver (Not SFD)</td>
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<tr>
<td>220</td>
<td>Rough Electric with TUG</td>
</tr>
<tr>
<td>301</td>
<td>Fire Alarm Test (Elect F/A)</td>
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<tr>
<td>302</td>
<td>Fire Marshall Final</td>
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<tr>
<td>303</td>
<td>Fire Main Underground Pressure Test</td>
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<tr>
<td>305</td>
<td>Fire Framing</td>
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<tr>
<td>307</td>
<td>Other Required Test (Fire Supprress'n, etc.)</td>
</tr>
<tr>
<td>309</td>
<td>Preliminary Site Inspection</td>
</tr>
<tr>
<td>310</td>
<td>Sprinkler Head Relocation</td>
</tr>
<tr>
<td>311</td>
<td>Sprinkler Pressure Test (Above Ground)</td>
</tr>
<tr>
<td>CODE</td>
<td>GAS (Gas Permits Only)</td>
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<td>405</td>
<td>Underground Gas</td>
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<td>403</td>
<td>Rough Gas</td>
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<td>402</td>
<td>Final Gas</td>
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<tr>
<td>412</td>
<td>Medical Gas Rough</td>
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<tr>
<td>413</td>
<td>Medical Gas Final</td>
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<tr>
<td>CODE</td>
<td>LANDSCAPE</td>
</tr>
<tr>
<td>502</td>
<td>Pre-Landscape</td>
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<td>503</td>
<td>Final Landscape</td>
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<tr>
<td>CODE</td>
<td>MECHANICAL</td>
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<tr>
<td>603</td>
<td>Hood Rough</td>
</tr>
<tr>
<td>609</td>
<td>Walk-In Cooler Rough</td>
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<tr>
<td>608</td>
<td>Walk-In Cooler Final</td>
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<tr>
<td>CODE</td>
<td>PLUMBING</td>
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<tr>
<td>703</td>
<td>Final Plumbing</td>
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<tr>
<td>704</td>
<td>Rough Top-Out</td>
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<tr>
<td>707</td>
<td>Pool Perimeter Piping</td>
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<tr>
<td>708</td>
<td>Sanitary</td>
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<tr>
<td>710</td>
<td>Solar Heat Final</td>
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<tr>
<td>713</td>
<td>Storm Sewer</td>
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<tr>
<td>712</td>
<td>Underground</td>
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<tr>
<td>714</td>
<td>Rainwater Leaders</td>
</tr>
<tr>
<td>701</td>
<td>Building Sewer (Main or Septic)</td>
</tr>
<tr>
<td>CODE</td>
<td>DEMOLITION</td>
</tr>
<tr>
<td>233</td>
<td>Call an Inspection Scheduler (561) 233-5170</td>
</tr>
</tbody>
</table>

** CODES FOR FIRE INSPECTIONS:**

- **Fire Inspection:** (561) 233-5170
- **Fire Inspection:** 503, 506, 520, 521
- **Fire Inspection:** 507, 509, 510, 513
- **Fire Inspection:** 515, 517, 519, 522
- **Fire Inspection:** 524, 526, 528

**Note:** For complete details, refer to the website or call the inspector at (561) 233-5050.

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**INSPECTION CODE EXPLANATIONS:**

- **105 Footing:** Inspection of footings as construction proceeds.
- **114 Slab:** Inspection of concrete slabs after curing and before the placement of concrete over it.
- **101 Beam/Column:** Inspection of beams and columns before concrete is placed.
- **117 Wall Sheathing:** Inspection of sheathing after concrete is placed and before backfilling.
- **124 Framing Anchors:** Inspection of anchors before concrete is placed.
- **111 Roof Framing & Sheathing:** Inspection of roof framing and sheathing before concrete is placed.
- **112 Roof Metal (Roof Permit #):** Inspection of roof metal during construction.
- **115 Roof in progress:** Inspection of roof during construction.
- **106 Building Framing:** Inspection of building framing before concrete is placed.
- **107 Insulation:** Inspection of insulation before concrete is placed.
- **103 Drywall:** Inspection of drywall after concrete is placed.
- **118 Ceiling Grid:** Inspection of ceiling grid after concrete is placed.
- **108 Lath:** Inspection of lathing after concrete is placed.
- **113 Sidewalk & Driveway:** Inspection of sidewalks and driveways after concrete is placed.
- **109 Pool Deck:** Inspection of pool decks after concrete is placed.
- **116 Tie-Down (Mobile Home):** Inspection of tie-downs for mobile homes.
- **128 Monolithic Slab:** Inspection of monolithic slabs after concrete is placed.
- **104 Final Building:** Inspection of finished building after concrete is placed.
- **148 Window in Progress:** Inspection of windows during construction.
- **207 Temporary Power:** Inspection of temporary power.
- **211 Underground Electric:** Inspection of underground electrical systems.
- **205 Rough:** Inspection of rough electrical systems.
- **214 Electric Hot Check (SFD Only):** Inspection of electrical hot checks for SFD only.
- **203 Final Electric:** Inspection of final electrical systems.
- **212 Pole Base:** Inspection of pole bases.
- **206 Service Change ***:** Inspection of service changes.
- **201 Electric Waiver (Not SFD):** Inspection of electric waivers.
- **220 Rough Electric with TUG:** Inspection of rough electrical systems with TUG.
- **301 Fire Alarm Test (Elect F/A):** Inspection of fire alarm tests.
- **302 Fire Marshall Final:** Inspection of fire marshall finals.
- **303 Fire Main Underground Pressure Test:** Inspection of fire main underground pressure tests.
- **305 Fire Framing:** Inspection of fire framing.
- **307 Other Required Test (Fire Supprress'n, etc.):** Inspection of other required tests.
- **309 Preliminary Site Inspection:** Inspection of preliminary site inspections.
- **310 Sprinkler Head Relocation:** Inspection of sprinkler head relocations.
- **311 Sprinkler Pressure Test (Above Ground):** Inspection of sprinkler pressure tests above ground.

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**NOTE:**

- For complete details on a failed inspection, consult the yellow correction notice posted on the site or call the inspector at 8:00 a.m. and 8:30 a.m., Monday thru Friday, at (561) 233-5050.
- If a Fire Inspection includes a Service Change, see note below.

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**FIELD INSPECTIONS:**

- For Fire Assistance — Call (561) 233-0050
- Call for Field Inspections - (561) 837-5917

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**CODES FOR FIRE INSPECTIONS:**

- For Fire Inspection — Call (561) 233-5170
- Call an Inspection Scheduler at (561) 233-5170

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**NOTE:**

- If Final Electric includes a Service Change, see note below.
- Service Change appointments between 8:00 a.m. and 2:00 p.m. must be scheduled through an Inspection Scheduler the day before, between the hours of 8:00 a.m. - 5:00 p.m. Monday thru Friday. (561) 233-5170

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**NOTE:** In accordance with the Americans with Disabilities Act (ADA) provisions, this pamphlet may be obtained in an alternate format by contacting (561) 233-5101

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**CONTRACTOR ID #_________________________ ("PIN", not License #)**