

## 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 day of the scheduled inspection click "Inspection History" and "Scheduled Inspections" screens in the online permit tracking system [www.pbc.gov/epzb](http://www.pbc.gov/epzb).
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## IF MAJOR QUESTIONS ARISE:

Steven Coots	Chief Mechanical & Plumbing Inspector	(561) 233-5151
Vacant	Acting Chief Electrical Inspector	(561) 233-55170
Robert Hemp	Chief Structural Inspector	(561) 233-5268

## BUILDING DIVISION

Permit Center	(561) 233-5119
Inspections (General)	(561) 233-5170
Plan Review	(561) 233-5108
Administration	(561) 233-5101

## OTHER PZ&B OFFICES

PZ&B Administration	(561) 233-5005	Records	(561) 233-5160
Planning Division	(561) 233-5300	Code Compliance	(561) 233-5500
Zoning Division	(561) 233-5200	Contractor Regulations	(561) 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

OPEN Monday through Friday  
Hours: 8:00 a.m.-5:00 p.m  
Last sign-in at 4:30 p.m.

### SOUTH COUNTY- Limited Services

345 S. Congress Ave. Room 102  
Delray Beach, FL 33445  
Phone (561) 276-1284  
Fax (561) 276-1295

OPEN Monday through Friday  
Hours: 8:00 a.m.-5:00 p.m Last  
sign-in at 4:30 p.m.  
(Closed 12:00 noon to 1:00 p.m.  
for lunch)

Inspections/Help Desk general email: [PZB-Insp@pbc.gov](mailto:PZB-Insp@pbc.gov)  
Upload Notices of Commencement : [www.pbc.gov/epzb](http://www.pbc.gov/epzb)  
Flood Holds email: [FloodZone@pbc.gov](mailto:FloodZone@pbc.gov)  
Building Division general email: [PZB-BLDG@pbc.gov](mailto:PZB-BLDG@pbc.gov)

## BUILDING DIVISION

<http://www.pbc.gov/pzb/building/>

## 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://www.pbc.gov/epzb>

(Under Menu icon, see "Building FAQs")

## ● 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.

## AUTOMATED 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 automatically, or you can confirm or change your request at this time.
7. At the conclusion of the session you will hear other system options.  
**NOTE: For Building Division, non-standard instructions or special inspections, press 0 after your inspection has been scheduled between 8:00 a.m. and 5:00 p.m. Monday thru Friday.**

## 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 view the inspection history at <http://www.pbc.gov/epzb>**

## CANCELING AN INSPECTION BY TELEPHONE

(An Inspection cannot be canceled the same day as its scheduled date) except by contacting the assigned inspector directly.)

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

## INSPECTION REQUEST CODES

<u>CODE</u>	<u>BUILDING</u>	<u>CODE</u>	<u>GAS (Gas Permits Only)</u>
105	Footing	408	Underground Gas
114	Slab	403	Rough Gas
101	Beam/Column	402	Final Gas
117	Wall Sheathing	412	Medical Gas Rough
124	Framing Anchors	413	Medical Gas Final
111	Roof Framing & Sheathing		
112	Roof Metal Roof in progress	<u>CODE</u>	<u>LANDSCAPE</u>
115	Building Framing	502	Pre-Landscape
106	Insulation	503	Final Landscape
107	Drywall	For Assistance - Call (561) 233-5037	
103	Ceiling Grid		
118	Lath	<u>VEGETATION</u>	
108	Sidewalk & Driveway	Schedule by Calling ERM at (561) 233-2400	
113	Pool Steel and Drain	<u>CODE</u>	<u>MECHANICAL</u>
110	Pool Deck	610	Underground
109	Tie-Down (Mobile Home)	604	Rough mechanical
116	Monolithic Slab	615	Fire Damper framing
128	Final Building	616	Fire Damper Retaining Angles
104	Window in Progress	602	Final Mechanical
148		603	Hood Rough
<u>CODE</u>	<u>ELECTRICAL</u>	607	Hood Final
207	Temporary Power	609	Walk-In Cooler Rough
211	Underground Electric	608	Walk-In Cooler Final
205	Rough		
214	Electric Hot Check (SFD Only)	<u>CODE</u>	<u>PLUMBING</u>
203	Final Electric **	712	Underground
212	Pole Base	704	Rough Top-Out
206	Service Change ***	703	Final Plumbing
201	Electric Waiver (Not SFD)	707	Pool Perimeter Piping
220	Rough Electric with TUG	708	Sanitary
<u>CODE</u>	<u>FIRE</u>	710	Solar Heat Final
301	Fire Alarm Test (Elect F/A)	713	Storm Sewer
302	Fire Marshall Final	714	Rainwater Leaders
303	Fire Main Underground	701	Building Sewer (Main or Septic)
	Pressure Test		
305	Fire Framing		
307	Other Required Test (Fire Suppress'n, etc.)	<u>DEMOLITION</u>	
309	Preliminary Site Inspection	Call an InspectionScheduler at (561) 233-5170	
310	Sprinkler Head Relocation		
311	Sprinkler Pressure Test (Above Ground)	<u>HEALTH DEPARTMENT</u>	
	For Fire Assistance - Call (561) 233-0050	Call for Field Inspections - (561) 837-5917	

\*\* If **Final Electric** includes a **Service Change**, see note below.

\*\*\* **Service Change** appointments between 9:00 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

In accordance with the Americans with Disabilities Act (ADA) provisions, this pamphlet may be obtained in an alternate format by contacting (561) 233-5558

CONTRACTOR ID # \_\_\_\_\_ ("PIN", not License #)