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
Planning Division  233-5300
Zoning Division  233-5200
Records  233-5160
Code Enforcement  233-5500
Contractor Certification  233-5525

All Divisions from South County and Belle Glade - (888) 236-3807

PERMITTING OFFICE HOURS
MAIN OFFICE: OPEN Monday through Friday
2300 N. Jog Road  Hours: 8:00am-5:00pm
West Palm Beach, FL 33411  Last sign-in for Applications at
Phone (561) 233-5100  4:30 p.m.
Fax  (561) 656-7977

SOUTH COUNTY- Drop off & Pick-up only OPEN Mondays & Thursdays
345 S. Congress Ave. Room 102  Hours: 8:00 am-5:00 pm
Delray Beach, FL 33445  Last sign-in for Applications at
Phone  (561) 276-1284  4:30 p.m. (Closed 12:00 noon to
Fax  (561) 276-1295  1:00 p.m. for lunch)

Inspections Scheduling Fax: 561-656-7978
Email for Notices of Commencement Only: PZBInspNOC@pbcgov.org
Inspections/Help Desk general email: PZB-Insp@pbcgov.org
Flood Holds email: FloodZone@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](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 day 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 [http://discover.pbcgov.org/pzb/building/Pages/default.aspx](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>
<th>CODE</th>
<th>GAS (Gas Permits Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>Footing</td>
<td>408</td>
<td>Underground Gas</td>
</tr>
<tr>
<td>114</td>
<td>Stab</td>
<td>403</td>
<td>Rough Gas</td>
</tr>
<tr>
<td>101</td>
<td>Beam/Column</td>
<td>402</td>
<td>Final Gas</td>
</tr>
<tr>
<td>117</td>
<td>Wall Sheathing</td>
<td>412</td>
<td>Medical Gas Rough</td>
</tr>
<tr>
<td>124</td>
<td>Framing Anchors</td>
<td>413</td>
<td>Medical Gas Final</td>
</tr>
<tr>
<td>111</td>
<td>Roof Framing &amp; Sheathing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>112</td>
<td>Roof Metal (Roof Permit #)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>115</td>
<td>Roof in progress</td>
<td></td>
<td></td>
</tr>
<tr>
<td>106</td>
<td>Building Framing</td>
<td>502</td>
<td>Pre-Landscape</td>
</tr>
<tr>
<td>107</td>
<td>Insulation</td>
<td>503</td>
<td>Final Landscape</td>
</tr>
<tr>
<td>103</td>
<td>Drywall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>118</td>
<td>Ceiling Grid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>108</td>
<td>Lath</td>
<td></td>
<td></td>
</tr>
<tr>
<td>113</td>
<td>Sidewalk &amp; Driveway</td>
<td></td>
<td></td>
</tr>
<tr>
<td>110</td>
<td>Pool Steel and Drain</td>
<td></td>
<td></td>
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<tr>
<td>109</td>
<td>Pool Deck</td>
<td></td>
<td></td>
</tr>
<tr>
<td>116</td>
<td>Tie-Down (Mobile Home)</td>
<td>610</td>
<td>Underground</td>
</tr>
<tr>
<td>128</td>
<td>Monolithic Slab</td>
<td>604</td>
<td>Rough mechanical</td>
</tr>
<tr>
<td>104</td>
<td>Final Building</td>
<td>615</td>
<td>Fire Damper framing</td>
</tr>
<tr>
<td>148</td>
<td>Window in Progress</td>
<td>616</td>
<td>Fire Damper Retaining Angles</td>
</tr>
<tr>
<td>203</td>
<td>Final Electric **</td>
<td>603</td>
<td>Hood Rough</td>
</tr>
<tr>
<td>212</td>
<td>Pole Base</td>
<td>602</td>
<td>Final Mechanical</td>
</tr>
<tr>
<td>201</td>
<td>Electric Hot Check (SFD Only)</td>
<td>609</td>
<td>Walk-In Cooler Rough</td>
</tr>
<tr>
<td>205</td>
<td>Rough</td>
<td>608</td>
<td>Walk-In Cooler Final</td>
</tr>
<tr>
<td>214</td>
<td>Electric Hot Check (SFD Only)</td>
<td>607</td>
<td>Service Change ***</td>
</tr>
<tr>
<td>220</td>
<td>Rough Electric with TUG</td>
<td>703</td>
<td>Final Plumbing</td>
</tr>
<tr>
<td>301</td>
<td>Fire Alarm Test (Elect F/A)</td>
<td>707</td>
<td>Pool Perimeter Piping</td>
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<tr>
<td>302</td>
<td>Fire Marshall Final</td>
<td>710</td>
<td>Sanitary</td>
</tr>
<tr>
<td>305</td>
<td>Fire Framing</td>
<td>713</td>
<td>Solar Heat Final</td>
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<tr>
<td>303</td>
<td>Fire Main Underground</td>
<td>714</td>
<td>Storm sewer</td>
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<tr>
<td>307</td>
<td>Other Required Test (Fire Suppress’n, etc.)</td>
<td>701</td>
<td>Rainwater Leaders</td>
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<tr>
<td>309</td>
<td>Preliminary Site Inspection</td>
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<td></td>
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<tr>
<td>310</td>
<td>Sprinkler Head Relocation</td>
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<td></td>
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<tr>
<td>311</td>
<td>Sprinkler Pressure Test (Above Ground)</td>
<td></td>
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</tr>
</tbody>
</table>

**NOTE: 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**

In accordance with the Americans with Disabilities Act (ADA) provisions, this pamphlet may be obtained in an alternate format by contacting Building Inspection Services at (561) 233-5101

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