

TO: ALL BUILDING DIVISION PERSONNEL

**FROM: DOUG WISE
BUILDING DIVISION DIRECTOR**

PREPARED BY: BUILDING DIVISION

SUBJECT: MISCELLANEOUS (GENERAL) INSPECTION POLICY

PPM #: PBO-011

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ISSUE DATE
June 18, 2024

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EFFECTIVE DATE
June 18, 2024
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PURPOSE:

The purpose of this PPM is to identify miscellaneous inspections, which the Building Division is called on to perform, from time to time. Additionally, it is designed to establish a procedure for conducting and documenting inspections so identified.

AUTHORITY:

Section 110 – Palm Beach County Amendments to the Florida Building Code Chapter 1 Administration

POLICY:

The Field Inspection Section of the Building Division may make the following inspections which are not directly associated with the issuance of a construction permit or active permit.

- Miscellaneous Inspections
 - Code Compliance Assistance
 - Special Investigation / Flood Plain
 - General Inspection
 - Drainage Investigation
 - Electrical Hazards
 - Sewage Spills
 - Gas Leaks

Inspections performed at customers request may not be limited to the above list. Upon notice, Division staff will investigate all allegations of unsafe conditions relating to permitted construction.

PROCEDURE:

All requests for such inspections shall be filed through the ePZB portal for appropriate action, except for Adult Entertainment Inspection, which shall be processed in accordance with PPM # PB-O-029. The procedure for requesting and conducting Miscellaneous Inspections shall be outlined below:

➤ **Miscellaneous Inspections**

- ➔ Request for Miscellaneous Inspection by individuals or governmental agencies shall be processed as follows:
- Fire Assessment Inspections requested by individuals as a pre-condition of permit (Section 110 Chapter 1 Administration of the Florida Building Code) shall be processed in accordance with the Miscellaneous Inspection procedure outlined further in this policy.
 - Individuals requesting a Miscellaneous Inspection shall complete a General Inspection Request (Form# 014-PBO-011) and the form shall be emailed to pzb-insp@pbc.gov.
 - Staff processing the form may elect to assess the Minimum Inspection Fee, as prescribed by the Construction Permit Fee Schedule if appropriate.
 - When closing inactive permits Building Division staff shall verify when the applicant wants the inspection scheduled. Building Division staff shall schedule the inspection and forward the request to the appropriate Chief Inspector, or the Unsafe Building staff.
 - An Inspection Report (Form# 015 – PBO-011) shall be completed by the Inspector at the site and photographs taken of any defects identified. Should it be determined an eminent danger exists, the inspector shall notify his Chief Inspector and the procedure outlined in Section 116 Chapter 1 Administration of the FBC shall be followed.
 - When the inspection is complete, the Inspector shall notify the resident of their findings. Once the report has been reviewed by the appropriate Field Inspection Supervisor, he/she shall notify the person requesting the inspection or the owner of any violation, and copies shall be sent to Code Enforcement Division.
 - ISS will create a database mechanism to consolidate the inspection records in ePZB.



DOUG WISE
BUILDING DIVISION DIRECTOR

Supersession History

1. PPM# PBO-011, issued 12/16/87
2. PPM# PBO-011, effective 01/01/88
3. PPM# PBO-011, issued 03/13/89
4. PPM# PBO-011, issued 04/25/12
5. PPM# PBO-011, revised 3/1/24