

TO: ALL BUILDING DIVISION PERSONNEL
FROM: DOUG WISE
BUILDING DIVISION DIRECTOR
PREPARED BY: MICHAEL GAUGER
SUBJECT: DOCUMENTING FIELD INSPECTION RESULTS
PPM #: PB-O-019

ISSUE DATE
February 12, 2019

EFFECTIVE DATE
March 30, 2024

PURPOSE:

To establish a uniform method and location for the physical placement of the Field Inspection Correction Notice and reporting of the same in the electronic database.

UPDATES:

Future updates to this PPM are the responsibility of the Building Division Director, or the Deputy Building Official or Assistant Deputy Building Official under the authority of the Director of the Building Division.

AUTHORITY:

- Section 110, Chapter 1 – Administration, Palm Beach County Amendments to the Florida Building Code, as may be amended
- 2023 Florida Statutes 553.80 Enforcement
- PPM # PB-O-022, Inspection Result Notification, Palm Beach County Building Division Policy & Procedures Manual, as may be amended

POLICY:

The Field Inspector shall indicate whether an inspection has passed or failed, after every scheduled inspection by signing the physical permit card or issuing a Correction Notice (**Attachment A**) and updating the electronic permit record database consistent with PPM # PB-O-022, Inspection Result Notification.

PROCEDURE:

1. The Inspector shall result every inspection as Passed, Failed, or Qualified Pass. Inspections should never be cancelled by the Inspector in the field at the inspection site.
2. If an inspection has passed, the Inspector shall sign his or her initials in the appropriate space on the physical permit card, and update the electronic permit record database as passed.
3. If an inspection has failed or resulted in a qualified pass, the Inspector shall issue a physical Correction Notice (**Attachment A**). The Correction Notice shall contain:
 - a. The permit number and/or address associated with the inspection;

- b. The inspection trade;
 - c. The date of inspection;
 - d. The Inspector's name;
4. If an inspection has failed or resulted in a qualified pass, the Inspector shall update the electronic permit record database with an enumeration of the outstanding issues/violations with specific code references, as applicable, in the Comments-Correction Notice field in the electronic permit record database.
 5. In the case of a canceled inspection at the site by the contractor, project supervisor or superintendent, the Inspector shall enter the fail code for "not complete" or "not started" as applicable with a note in the Comments-Correction Notice field (i.e., canceled on site, no inspection performed).
 6. In the case of a failed inspection or qualified pass, the Inspector shall affix the physical Correction Notice:
 - a. On the back of the permitted plans or specifications; or
 - b. On the back of the permit card; or
 - c. Close proximity to the posted permit card.
 7. If there are no permitted plans or permit cards on site, the Inspector shall reject the inspection with the applicable fail code(s), and post the Correction Notice in a conspicuous location on site.
 8. Re-inspection fees shall be applied progressively in strict accordance with F.S 553.80, to enforce compliance with the Florida Building Code, to conduct any inspection after an initial inspection and one subsequent re-inspection of any project or activity for the same code violation specifically and continuously noted in each rejection, including, but not limited to, egress, fire protection, structural stability, energy, accessibility, lighting, ventilation, electrical, mechanical, plumbing, and gas systems, or other requirements identified by the rule of the Florida Building Commission adopted pursuant to chapter 120, the local government shall impose a fee of four times the amount of the fee imposed for the initial inspection or first re-inspection, whichever is greater, for each such subsequent re-inspection.

C. Inspection Fee

1. Re-inspection:

- a. 1st Re-inspection \$ 50
 - b. 2nd Re-inspection without "Correction" done..... \$ 100
 - c. 3rd and Subsequent Re-inspection without "Correction" done..... \$ 200
- (Charged per 553.80 Florida Statute)

- D. If upon inspection, the Inspector believes the permit holder has scheduled inspections in an attempt to extend a permit duration without making progress on the project, he/she should utilize the F22 "not started" code in the electronic permit record database to prevent permit duration clock from resetting.



DOUG WISE
BUILDING DIVISION DIRECTOR

Supersession History

1. PPM#PB-O-019, issued 06/14/88
2. PPM#PB-O-019, effective 06/14/88
3. PPM#PB-O-019, issued 04/17/12
4. PPM#PB-O-019, issued 02/12/19
5. PPM#PB-O-019, issued 3/30/24



Palm Beach County Planning, Zoning, & Building Department

BUILDING DIVISION CORRECTION NOTICE
Do Not Remove !!!

FAIL QUALIFIED PASS* DATE: _____

*Get **Qualified Pass** Details immediately - see web address below

Structural Electrical Mechanical Plumbing Other

Inspection Details: www.pbcgov.com/epzb

Save Time
Schedule Inspections
& "Opt in" for
Inspection
Results Texts

