

TO: ALL BUILDING DIVISION PERSONNEL

FROM: DOUG WISE
BUILDING DIVISION DIRECTOR

PREPARED BY: BUILDING DIVISION

SUBJECT: INSPECTION COMPLETION AGREEMENTS

PPM #: PB-O-033

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ISSUE DATE
January 10, 2020

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EFFECTIVE DATE
June 5, 2024

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PURPOSE:

To provide a mechanism which allows construction to move forward, and may allow the issuance of a Certificate of Occupancy or Completion, where the installation of certain items or the completion of minor systems are delayed.

UPDATES:

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

AUTHORITY:

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

POLICY:

An inspection may be passed, allowing construction to continue, when certain required components or systems are not yet installed or complete under certain circumstances outlined in this Policy and Procedure Memorandum. Because these items or systems are required to be inspected, and a delay in the relative inspection places additional administrative responsibilities on the Building Division, a fee for this service shall be assessed.

The Building Division will consider requests for the delay of installation or completion of items such as:

- | | |
|---------------------------|-------------------------------|
| • tubs and spas | • vanities and cabinets |
| • specialty stairways | • specialty windows and doors |
| • specialty equipment | • fixed appliances |
| • A/C equipment | • irrigation/ well pumps |
| • Generator (sub-permits) | • other items not listed |

In no case, however, shall requests be considered, which in the opinion of the Building Division, may affect health and safety.

Inspection Completion Agreements are applicable at one stage of construction only: during the rough construction process.

PROCEDURE:

Requests for Inspection Completion Agreements (ICA) shall be directed and processed through the Building Division ePZB portal using the supporting documents. The procedure for requesting and processing such requests shall be as follows:

- Individuals requesting ICA's shall fill out required information in the portal.

The completed request shall be reviewed by the appropriate designated staff, or higher level supervisor who shall initially approve the request based on this Policy and Procedure Memorandum and information provided by the customer after consultation with the applicable field inspector, if necessary. Final approval of such request(s) remains solely at the discretion of the Building Division.

- The applicable staff member shall then classify the request, and proceed with one of the following:

Agreements During Construction

If the item and inspection that is delayed, is to be inspected as part of a Rough Inspection, or power release inspection a hold shall be placed on the Final Trade Inspection, pending the item's successful completion and inspection.

Agreement At Final Inspection

If the item that is the subject of the delay, was due to be inspected as part of the Final Inspection, the owner or contractor shall be informed of the Temporary Certificate of Occupancy procedure. (PB-O-032)

- Once a request during construction is initially reviewed, the applicant shall do the following:
 1. Make payment of \$100.00, inspection/administrative fee for each inspection trade, required to make a follow-up inspection as determined by staff, and
 2. Download the requested approval documents, and
 3. Secure all applicable inspections with a passed result, excepting the item(s) listed in the agreement.
 4. Obtain inspections of any in progress work required for the installation of the item listed in the agreement (i.e. screws and shims inspection of windows and doors) prior to concealment.
- Enforcement - If the item/system has not been successfully completed, as is determined upon inspection, the inspection shall be failed and the hold placed on the final inspection will not be released. An appropriate reinspection fee will be assessed for any additional required inspections.
- Inspection staff shall utilize qualified pass pending approval of a completion agreement. The customer shall request a re-inspection of the item(s) listed in the completion agreement prior to requesting the next inspection in sequence or concealing the work.



DOUG WISE
BUILDING DIVISION DIRECTOR

Supersession History

1. PPM# PB-O-033, issued 07/21/89
2. PPM# PB-O-033, effective 07/21/89
3. PPM# PB-O-033, issued 3/90
4. PPM# PB-O-033, issued 4/90
5. PPM# PB-O-033, issued 11/90
6. PPM# PB-O-033, issued 10/92
7. PPM# PB-O-033, issued 04/24/12
8. PPM# PB-O-033, issued 1/10/20
9. PPM# PB-O-033, revised 4/26/24



**PALM BEACH COUNTY
PLANNING, ZONING AND BUILDING DEPARTMENT
BUILDING DIVISION**

INSPECTION COMPLETION AGREEMENT

APPLICATION DATE: _____

CONTRACTOR NAME: _____ PHONE: _____

ADDRESS: _____ ZIP: _____

BUILDING PERMIT #: _____ RECEIPT #: _____

JOB ADDRESS: _____

PERMIT DESCRIPTION: _____

The components or systems specified below will not be complete prior to the typical inspection milestone:

Rough _____ Building _____ Mechanical _____ Electric _____ Plumbing _____

Specify component or system _____

**PLEASE NOTE: ALL FINAL INSPECTIONS ARE ON HOLD, UNTIL THE
COMPONENTS OR SYSTEMS SPECIFIED ABOVE HAVE
PASSED INSPECTION**

ACKNOWLEDGEMENT AND AGREEMENT:

A postponement of the above indicated inspection(s) is requested for the reason stated. There will be no occupancy of any type, until a Certificate of Occupancy is issued by the Building Official.

As witnessed by my signature, I do hereby agree to abide by all the terms and conditions of this agreement, including the Building Division Policy, which is incorporated by reference as if herein. I do further agree and permit Palm Beach County to take appropriate action including having electrical power disconnected for any violation of this agreement.

As witnessed by my Contractors signature, I hereby certify that the work items to be completed are (were) part of the permitted works, that completion is required to satisfy the Certificate of Occupancy requirements fully, and that my failure to complete them would constitute a willful code violation, subjecting me to a Hearing before the Contractor Discipline Board, which may result in reduction of future permitting privileges.

I (print) _____, my successors, or assigns will at all times assume all risks and further will protect, defend, reimburse, indemnify and hold Palm Beach County, its agents, employees and elected officers, and each of them free and harmless at all times from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interests, attorney's fees, costs and expenses of whatsoever kind or nature whether directly or indirectly caused, occasioned or contributed to in whole or in part, by reason of the exercise or attempted exercise of this Agreement and/or by reason of any act, omission or fault whether active or passive of County, of anyone acting under its direction or control, or on its behalf in connection with or identical to the performance of this Agreement. The aforesaid indemnity and hold harmless obligations, or application of portions thereof, shall apply to the fullest extent permitted by law. The above provisions shall also be fully applicable to and include any damage I, my successors or assigns may incur due to the disconnection of electrical power or any other action the County takes as a result of any violation of this Agreement.

CONTRACTOR

DATE

AUTH. DIV. PERSONNEL

DATE

**STATE OF FLORIDA
COUNTY OF PALM BEACH**

Sworn to or affirmed before me by means of ☐ physical presence or ☐ online notarization this _____ day of _____, 20____ by _____, who is ☐ personally known to me or ☐ has produced _____ as identification.

Notary State of Florida

Name of Notary (Typed Printed or Stamped)