



**HOW TO UPLOAD:**

Log in: <https://pbc.gov/pzb/building> → Building box → Online Submittal → Supporting Documents.

Select your **permit number** → **Upload Docs**.

- Document Category: *Structural Documents OR Plumbing Documents (depending on trade)*
- Document Type: *Inspection Completion Agreement*

**Please note: This form must be signed by the inspector prior to submitting it to the portal. If you have questions, please reach out to [pzb-insp@pbc.gov](mailto:pzb-insp@pbc.gov) or 561-233-5170.**

Permit Number: \_\_\_\_\_

Job Address: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Permit Description: \_\_\_\_\_

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

Rough Inspection:  Structural  Plumbing

Specify component or system: \_\_\_\_\_

**The fee for the Inspection Completion Agreement is \$100. Once the component or system is installed and the connections are visible, please recall the rough inspection. The final inspection will remain on hold until this is completed.**

**Acknowledgement and Agreement:**

A postponement of the above indicated inspection(s) is request for the related 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 privilege

I, my successors or assigns (print) \_\_\_\_\_ 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.

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Contractor Signature

Date

**STATE OF FLORIDA  
COUNTY OF PALM BEACH**

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

By \_\_\_\_\_,  whom do I personally know or  who has  
Name of Person Acknowledging

produced \_\_\_\_\_ as identification and who did/did not take an oath.  
Type of I.D.

**SEAL**

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(Signature of person taking acknowledgement)

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(Name of officer taking acknowledgement typed,  
printed or stamped)

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Field Inspectors Signature

Date