ADMINISTRATIVE REQUIREMENTS (FLORIDA BUILDING CODE):

1. Licensed contractors are responsible for complying with applicable codes for construction and should be knowledgeable as to what is required to be inspected by the local Building Official. Requirements for inspection are provided in Chapter 1, *Scope and Administration*, of the Florida Building Code.
2. It shall be the duty of the holder of the building permit or their duly authorized agent to notify the building official when work is ready for inspection.
3. Approved permit documents shall be maintained at the site for use during inspection. Work shall be installed in accordance with the approved construction documents, and any changes made during construction that are not in compliance with the approved construction documents shall be resubmitted for approval as an amended set of construction documents. It shall be the duty of the permit holder to provide access to and means for inspections of such work that are required by this code. In other words, ladders or special equipment shall be made available to facilitate inspections.
4. Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the building official. The building official, upon notification, shall make the requested inspections and shall either indicate the portion of the construction that is satisfactory as completed, or notify the permit holder or his or her agent wherein the same fails to comply with this code. Any portions that do not comply shall be corrected and such portion shall not be covered or concealed until authorized by the building official.
5. Neither the building official nor the jurisdiction shall be liable for expense entailed in the removal or replacement of any material required to allow inspection.
6. Approval as a result of an inspection shall not be construed to be an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction. Inspections presuming to give authority to violate or cancel the provisions of this code or of other ordinances of the jurisdiction shall not be valid.
7. As a rule of thumb, work should be inspected prior to cover up.
8. The list below shall not be considered all inclusive.

SITEWORK:

1. Chemical soil treatment
   a. Comply with and have on site the manufacturer's instructions
   b. Licensed applicator
   c. Provide termite treatment document
2. Asphalt Concrete Paving –
   a. Make available inspection and testing reports from independent inspection service
   b. To be made after final grading
3. Concrete curbs, walks, and paving
   a. Make available inspection and testing reports from independent inspection service
   b. To be made after final grading
4. Potable Water Piping System
   a. Excavation and depth of burial, backfill
   b. Inspector to witness hydrostatic tests
   c. Utility identification tape is installed
   d. Provide certification of disinfection
5. Sanitary Sewer System
   a. Excavation and depth of burial, backfill
   b. Inspector to witness hydrostatic tests
   c. Utility identification tape is installed
6. Demolition inspections
   a. First inspection shall be made after all utility connections have been disconnected and secured in such manner that no unsafe or unsanitary conditions shall exit during or after demolition operations.
   b. Final inspection to be made after all demolition work is completed.

BUILDING:

1. Foundation inspection – To be made after trenches are excavated and forms erected and shall at a minimum include the following building components:
   a. Stem-wall
   b. Monolithic slab-on-grade
   c. Piling/pile caps
   d. Footers/grade beams

e. In flood hazard areas, upon placement of the lowest floor, including basement, and prior to further vertical construction, the elevation certification shall be submitted to the authority having jurisdiction.

2. Concrete Work
   a. The following documents shall be made available on site for review:
      i. A/E approved submittals and shop drawings
      ii. Lightweight concrete – Insulating concrete applicator's job log
      iii. Concrete mix designs
      iv. Soil density test reports
      v. Soil treatment application
      vi. Concrete test reports – slump tests and strength tests
      vii. Structural precast inspection report
      viii. Threshold inspection reports
   b. Inspection items prior to concrete placement:
      i. Reinforcing steel grounding (electrical)
      ii. Reinforcing steel work of any part of any building or structure shall not be covered or concealed without first obtaining a release from the building official.
      iii. Penetrations through or under footings
      iv. Vapor barrier
      v. Formwork
      vi. For threshold buildings, shoring and associated formwork or falsework shall be designed and inspected by a Florida licensed professional engineer, employed by the permit holder or subcontractor, prior to any required mandatory inspections by the threshold building inspector.
   c. Lightweight insulating concrete:
      i. Workability test
      ii. Fastener withdrawal resistance tests
      iii. Drainage test
3. Masonry
   a. Compliance with A/E approved shop drawings and submittals; to be available on site
   b. Head and bed joints
   c. Lintels
   d. Weep-holes
   e. Waterproofing
   f. Insulation
   g. Installation of wall ties
   h. Bracing of masonry
   i. Masonry protection
   j. Inspection portals
4. Metals
   a. Compliance with A/E approved shop drawings and submittals; to be available on site.
   b. Verification of welder's certification
   c. Structural frame work of any part of any building or structure shall not be covered or concealed without first obtaining a release from the building official.
   d. Independent testing lab reports shall be made available for review on site.
   e. Threshold inspection reports shall be made available for review on site.
5. Framing inspection – To be made after the roof, all framing, fire-blocking and bracing is in place, all concealing wiring, all pipes, chimneys, ducts and vents are complete and shall at a minimum include the following building components:
   a. Window/door framing
   b. Vertical cells/columns
   c. Lintel/tie beams
   d. Framing/trusses/bracing/connectors
   e. Draft stopping/fire blocking
   f. Curtain wall framing
   g. Energy insulation
   h. Accessibility.
   i. Verify rough opening dimensions are within tolerances.

6. Sheathing inspection – To be made either as part of a dry-in inspection or done separately at the request of the contractor after all roof and wall sheathing and fasteners are complete and shall at a minimum include the following building components:
   a. Roof sheathing
   b. Wall sheathing
   c. Sheathing fasteners
   d. Roof/wall dry-in.
7. Roofing inspection – Shall at a minimum include the following building components:
   a. Dry-in
   b. Insulation
   c. Roof coverings
   d. Flashing
   e. Final inspection of roof shall be made after the building is completed and ready for occupancy.
8. Components and Cladding
   a. Exterior windows, doors, curtain wall, storefront, louvers, etc. shall be inspected for anchoring in accordance with the manufacturer's installation instructions and Florida Product Approval, both of which shall be made available onsite for use during inspection.
   b. Impact resistant coverings or impact resistant systems shall be inspected for installation in accordance with the manufacturer's instructions and Florida Product Approval, both of which shall be made available onsite for use during inspection.
9. Through-penetration fire-stop systems shall be inspected for compliance with UL listings and details. Fire rated and/or smoke rated construction inspected for compliance with UL details and appropriate signage.
10. Conveying Systems
    a. Compliance with A/E approved shop drawings and submittals; to be available on site.
    b. Hoistway fire-stop inspection
    c. Elevator/lift certification inspection report (prior to start up)
11. Demolition inspections – First inspection to be made after all utility connections have been disconnected and secured in such manner that no unsafe or unsanitary conditions shall exist during or after demolition operations. Final inspection to be made after all demolition is completed.
12. Manufactured building inspections – The building department shall inspect construction of foundations; connecting buildings to foundations; installation of parts identified on plans as site installed items, joining the modules, including utility crossovers; utility connections from the building to utility lines on site; and any other work done on site which requires compliance with the Florida Building Code. Additional inspections, such as a life-safety inspection by a Florida certified Fire Safety Inspector I, are required for manufactured buildings on public educational facilities (See FBC Section 423.27.20).
13. Building final inspection – To be made after the building is completed and ready for occupancy.
    a. In flood hazard areas, as part of the final inspection, a final certification of the lowest floor elevation shall be submitted to the authority having jurisdiction.

PLUMBING:

1. Underground inspection. To be made after trenches or ditches are excavated, piping installed, and before any backfill is put in place.
2. Rough-in inspection. To be made after the roof, framing, fire-blocking and bracing is in place and all soil, waste and vent piping is complete, and prior to this installation of wall or ceiling membranes.
   a. Fire protection and sealing of penetrations related to plumbing system installations shall be inspected by the Florida licensed Plumbing Inspector.
3. Final inspection shall be made after the building is complete, all plumbing fixtures are in place and properly connected, and the structure is ready for occupancy.
4. Note: See Section P312 of the Florida Building Code, Plumbing for required tests.

MECHANICAL:

1. Underground inspection. To be made after trenches or ditches are excavated, underground duct and fuel piping installed, and before any backfill is put in place.
2. Rough-in inspection. To be made after the roof, framing, fire blocking and bracing are in place and all ducting, and other concealed components are complete, and prior to the installation of wall or ceiling membranes.
   a. Piping, tubing and associated electrical
   b. Connections to equipment and appliances

c. HVAC equipment
d. Food service appliances and equipment
e. Manufacturers' marks, labels and/or plates
f. Proper equipment clearances for maintenance and filter change outs
g. Ductwork
h. Smoke/fire damper tests
i. Hydronic Piping systems tests
j. Insulation for both ductwork and piping
k. Fuel oil piping tests
l. Kitchen fire suppression hood test
m. Boiler certification inspection report (prior to start up)
n. Fire protection and sealing of penetrations related to mechanical system installations shall be inspected by the Florida licensed Mechanical Inspector.

3. Final inspection shall be made after the building is complete, the mechanical system is in place and properly connected, and the structure is ready for occupancy.

GAS:

1. Rough piping inspection. To be made after all new piping authorized by the permit has been installed, and before any such piping has been covered or concealed or any fixtures or gas appliances have been connected.
   a. Gas piping pressure tests
   b. System and equipment leakage tests
   c. Automatic gas shut-off by fire alarm in student occupied spaces.
   d. Automatic gas shut-off on activation of fire suppression hood.
   e. Gas piping system grounding (electrical)
   a. Fire protection and sealing of penetrations related to gas system installations shall be inspected by the Florida licensed Gas Inspector.
   f. Protective sleeves at foundation penetrations
   g. Shut off valves and flow controls
   h. Manufacturers' marks, labels and/or plates
2. Final piping inspection. To be made after all piping authorized by the permit has been installed and after all portions which are to be concealed by plastering or otherwise have been so concealed, and before any fixtures or gas appliances have been connected. This inspection shall include a pressure test.
3. Final inspection shall be made on all new gas work authorized by the permit and such portions of existing systems as may be affected by new work or any changes, to ensure compliance with all the requirements of this code and to assure that the installation and construction of the gas system is in accordance with reviewed plans.

FIRE EXTINGUISHING SYSTEMS:

1. Underground inspection. To be made after trenches or ditches are excavated, piping installed, and before any backfill is put in place.
2. Rough piping inspection. To be made after all new piping authorized by the permit has been installed, and before any such piping has been covered or concealed.
   a. Hydrants
   b. Backflow prevention
   c. Stand pipes
   d. Sprinklers
   e. Pipe and fittings, grounding
   f. Fire protection and sealing of penetrations
   g. Valves and flow indicators
   h. Signage
   i. Special systems such as kitchen hood automatic fire extinguishing system
3. Portable Fire Extinguishers
4. Final inspection shall be made after the building is complete, the extinguishing system is in place and properly connected, acceptance tested in accordance with NFPA and the Florida Fire Prevention Code, and the structure is ready for occupancy.

FIRE ALARM SYSTEMS (NEC ARTICLE 760 & NFPA 72):

1. Installation of conduit, wiring and equipment of fire alarm systems including all circuits controlled and powered by the fire alarm system in accordance with NEC Article 760 shall be inspected by the Florida licensed Electrical Inspector.
2. Fire alarm acceptance and testing shall be in accordance with NFPA 72 and shall be inspected by the Florida certified Fire Safety Inspector I.

ELECTRICAL:

2. Underground inspection. To be made after trenches or ditches are excavated, conduit or cable installed, and before any backfill is put in place.
   a. Service and feeders
   b. Related work – site, footings, water piping, etc.
   c. Duct bank
3. Rough-in inspection. To be made after the roof, framing, fire-blocking and bracing is in place and prior to the installation of wall or ceiling membranes.
   a. Installation and removal of temporary wiring
   b. Slab rough-in
   c. Wall rough-in
   d. Above ceiling rough-in (prior to placement of ceiling tiles)
   e. Fire-stopping and sealing of penetrations in accordance with NEC Article 300.21 shall be inspected by the Florida licensed Electrical Inspector.
   f. Equipment installations – switchgear (per manufacturer's specs), motors, panel boards, transformers, kitchen equipment, lighting control and dimming systems (per manufacturer's specs), grounding, etc.
   g. Required clearances for electrical equipment.
4. Technology Systems – Provide sign off from DCPS Technology Department, i.e. TECHNOLOGY ACCEPTANCE TESTING form.
5. Final inspection. To be made after the building is complete, all required electrical fixtures are in place and properly connected or protected, and the structure is ready for occupancy.
   a. Devices
   b. Lighting Fixtures
   c. Emergency systems – generator, transfer switch, lighting and power
   d. Fire alarm – certification of installer, test per Fire Alarm System Guide
   e. Intercom, sound and clock system
   f. Security system

GENERAL:

1. **"Ceiling Cover Up" Inspections.** Requests for inspections related to ceiling installation and above ceiling work shall be submitted as separate requests as required by the Routine Inspection SOP. For example, separate requests shall be made for above ceiling mechanical, above ceiling electrical, above ceiling fire stop, ceiling grid installation, etc. Failure to separate the different construction trades may result in a FAILED inspection.