

Inspection Affidavit Process

Scope and Purpose

The scope of this section is to define the process on how to submit an Inspection to the Volusia County Schools Building & Inspection Department. It is important the affidavit process is followed so that the inspections performed in the absence of Volusia County Schools Building & Inspection Department are documented. Inspections that have occurred should be organized and provide sufficient information and detail to demonstrate what was inspected.

Key Stakeholders in Inspection Affidavit Process

1. VCS Design & Construction Project Manager
2. Contractor requesting an inspection
3. Third-Party Inspection Company
4. Project Architect of Record (AOR) or Engineer of Record (EOR)

Inspection Affidavit Information

The Inspection Affidavit is to be used ONLY for Construction Projects being completed through the Design & Construction Department.

Authorized parties that can perform the inspection are as follows:

- a) Inspector certified under the provisions of Florida Statute 468
- b) Architect of Record (AOR) under the provisions of Florida Statute 481
- c) Engineer of Record (EOR) under the provisions of Florida Statute 471

If the project AOR or EOR is the party to complete the inspection, it is requested the Building Department receive the inspection affidavit signed and sealed.

Inspection Affidavit Process

1. VCS Design & Construction Project Manager must obtain authorization from the VCS Building Official to perform inspections over the Spring, Thanksgiving, or Winter breaks. Authorization is project specific, therefore authorization is granted on a project-by-project basis.
2. Approval is needed in writing by the VCS Building Official authorizing the third-party inspection company prior to any inspections occurring.
3. **VCS Design & Construction Project Manager** must type the **Project Description** section and send the affidavit to the contractor.
4. The **Contractor** must type the **Contractor Inspection Details** section.
5. Each inspection performed must be requested online by the contractor for the Building Department's Record.
6. The Contractor must provide the affidavit to the Third-Party Inspector on the day of the inspection. Do not group multiple inspections on the same Inspection Affidavit.
7. The **Third-Party Inspector** must fill out the **Inspector Information** and the **Inspection Results** sections.
8. All affidavits from inspections performed over the break must be submitted to the Building & Inspection Department **by the Contractor** upon the conclusion of the break with the following parameters:
 - a. All Inspection Affidavits must have all sections completed.
 - b. Inspection results recorded must only be Pass or Fail. An inspection cannot pass with a noted exception.
 - i. Inspections must have a deliberate check mark (✓) on the Pass or Fail inspection result checkbox.
 - ii. Affidavits missing an inspection result will not be accepted.
 - c. Affidavits must be submitted with all pertinent documentation from the associated inspection including field reports and photos.
 - d. Affidavits must be notarized with the inspector's signature.
9. Third parties are not allowed to perform any final inspections. All final inspections must be performed by a Volusia County Schools Inspector.

Submitting the Inspection Affidavit

Each Inspection affidavit must be submitted separately on SagesGov via the “Revision to Building Permit Application”

Example: Your project has 3 Inspection Affidavits.

Submission 1: Affidavit 1 and Field Report 1 and Affidavit 1’s supporting documentation

Submission 2: Affidavit 2 and Field Report 2 and Affidavit 2’s supporting documentation

Submission 3: Affidavit 3 and Field Report 3 and Affidavit 3’s supporting documentation

Welcome back, Edwin.

Permit Applications

Multi Trade Permit Application

Building Permit Application

Electrical Permit Application

Mechanical Permit Application

Plumbing/Fuel Gas Permit Application

Portable Permit Application

Roof Permit Application

Site Permit Application

Active Permit Extension

Plan Review Application

Revision to Building Permit Application

Revision to Building Permit Application

Building & Inspection
Department
3750 Olson Drive
Daytona Beach FL 32124



INSPECTION AFFIDAVIT

For all inspections performed, please attach any field reports or photos taken at the time of inspection. For the Building Department's record, inspections must also be requested online by the contractor. Ensure all fields are filled out.

PROJECT DESCRIPTION

Facility/School Name: _____

Address: _____

Project Title: _____

VCS Permit #: _____ VCS Project#: _____

INSPECTOR INFORMATION

Select your role and fill out the details below

☐

Architect

☐

Engineer

☐

Florida Statute 468 Inspector

Name: _____

DBPR License #: _____

Company: _____

Phone Number: _____

CONTRACTOR INSPECTION DETAILS

Date of Inspection: _____

Inspection Type: _____

Location Notes: _____

INSPECTOR INSPECTION RESULTS

Inspection Result (Check One): ☐ Pass ☐ Fail

Inspection Result Comments: _____

I assume full responsibility for this inspection and confirm that to the best of my knowledge the inspection above is in compliance with all provisions of the Permit Documents, Building Codes, laws, and rules.

Inspector Signature: _____

Date: _____

Notary Seal/Stamp

Notary Signature: _____

Date: _____