



BUILDING CODE SERVICES ADMINISTRATIVE GUIDELINE

Number: BD-009

Title: Construction Inspections

Revision Date: 3/1/25

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Purpose:

This guideline outlines the requirements for scheduling, conducting and documenting construction inspections.

Scope:

This guideline pertains to inspections of new construction, remodeling, renovation or installations at all district facilities.

Guidelines:

1. To initiate a request for inspection the project manager, general contractor, sub-contractor, or Facilities Construction Services personnel, email the Building Code Services and BCS Administrative Staff as listed on the BCS staff contact list located on the BCS website. <https://www.palmbeachschools.org/Page/2002>
2. Provide the project number, school name, date, location at job site and type of inspection on all inspection requests. BCS support staff will respond with Inspection ID numbers by email as verification that an inspection has been scheduled. Requests for next-day inspections must be received by **2:30 PM**.
3. After 2:30 PM the next day inspection schedule is available for viewing/printing on the BCS Inspector Database (Permit Record System) under Building Inspections in the report pulldown menu. The inspection schedule report on the report pulldown menu is titled **Inspection Schedule**. <https://fm.palmbeachschools.org/inspector/BuildingInspections.cfm>.
4. The inspectors decide in which order they will accomplish the inspections. Many of the inspectors cover a very wide area and they try to utilize their time efficiently. Requesters may call the inspector in the morning to arrange a specific time.
5. When the inspector arrives at the job site he will stop at the construction trailer to check in with the requester. The requester's completed inspection request form including the inspection ID number should be on site. The inspector will verify that all information matches with his scheduled inspection. After performing the inspection, the inspector will record his comments on the request form. A signed and dated copy will be left at the job site and the original form is returned to the office.
6. Upon returning to the office the inspector will input the comments and results of each inspection into the BCS Inspector Database (Permit Record System). This action causes the inspection to become official.
7. When corrections are completed, the requester will schedule a re-inspection.

Comments found to be corrected during the re-inspection will be satisfied in the database. The status of a failed inspection will be updated to "approved" once all the comments have been satisfied. This allows the project to move forward without letting any issues slip through the system.

8. On occasion when an inspector arrives at the job site additional inspections may be requested. If the inspector's schedule can accommodate the additional inspections, he/she may call the office for additional inspection ID numbers.
9. If the requester has scheduled an inspection and then determines that the area is not ready for inspection, he/she may call the Inspector and the Building Department's secretary and change the date of the inspection one time, to a maximum of one week from the original date.
10. If the inspector reports to the job site prior to being notified of the date change, or it is determined that the area is not ready for inspection, the inspection will record the inspection as failed and the requester will need to call for a re-inspection. When a re-inspection is requested the original inspection ID number will be indicated on the schedule along with the new inspection ID number. The contractor will provide a copy of the original inspection comments and the inspector will make changes to the database as comments are satisfied.