



120 Malabar Road, S.E., Palm Bay, FL 32907
Phone: (321) 953-8924 • Fax: (321) 953-8925

INSPECTION GUIDELINES

INTENT

The purpose of this information is to serve only as a guide for our customers on specific minimum Code requirements and not an abridged version of the Codes as adopted by the City of Palm Bay. The items that are listed below are a few of the building inspection types. **This is not an all-inclusive list; each project is different thus, evaluated individually.** The Building Inspector's responsibility is to ensure that each building constructed and completed complies with all applicable Codes. Every time an inspection is scheduled, a Building Inspector checks for the basic requirements when he arrives at the job-site. The items on this list are fundamental requirements and if not met could be a cause for rejection. Once you have complied with the basics, we will then discuss what other types of inspections may be required. Each inspection is not arranged in any particular sequence of importance but only for the purpose of applying a uniform and unbiased Code compliance for the protection of life, health, safety, property and welfare of the people of the City of Palm Bay.

General information

- ◆ Inspection requests must be scheduled on the automated inspection line by calling (321) 952-3484 OR on-line at our website, www.palmbaydirect.org/Click2GovBP. Inspection requests must be received prior to 4:00 P.M. for the next business day inspection.
- ◆ Inspections are normally performed throughout the day in a systematic route. Exception: emergency inspections which must be approved by the Building Official or Senior Staff.
- ◆ Permit boards must be placed within 10 feet of the street, and 5 feet to 6 feet to top of board, above grade. Documents must be posted in an orderly fashion.
- ◆ Construction projects with a value greater than \$2,500 (\$7,500 for a/c permits) must submit a recorded Notice of Commencement before issuance of the building permit or have on file at the Building Division after the first inspection.
- ◆ Any inspection that fails will be charged a re-inspection fee. This fee must be paid before the next inspection, with the exception of Single Family Dwellings, which must be paid before receiving a Certificate of Occupancy.

The Basics

- ◆ Approved plans are on the job site.
- ◆ Building permit is properly posted.
- ◆ Notice of Commencement is posted.
- ◆ Sanitary facility is on the job site.
- ◆ Trash container is on the job site.
- ◆ Configuration of the building matches the plans.
- ◆ Verify proper setbacks from all property lines and/or from adjacent buildings.

A. Below grade inspection (As noted above, for any project inspection, the following is not an all-inclusive list. The building inspector may require additional code related items, as necessary.)

1. Plumbing (rough-ins)

- ◆ Verify for approved material used: type, size and fittings.
- ◆ Verify for minimum slope allowed, vents and clean-out locations.
- ◆ Verify the proper size of building drain sleeve through foundation or footings.
- ◆ Verify pressure test is done for plastic (CPVC) piping.
- ◆ Verify drain, waste & venting pipe at five (5) feet above grade water test is done.

2. Wall footing/stem wall

- ◆ Verify depth and width of footings. (Ditches must be square, clean, and dry.)
- ◆ Verify size and arrangement of steel reinforcement. Steel shall be free of foreign matter and securely tied. (Minimum 3" clearance between dirt & rebar.)
- ◆ Verify minimum 25" splice or lap for #5 rebar.
- ◆ Verify location of vertical rebar (J hook) per approved plan and tied in place.

3. Monolithic slab

- ◆ Verify depth and width of footings. Brick ledge to be added per plan, if applicable. (Ditches must be square, clean, and dry.)
- ◆ Verify a sealed copy of compaction test result is posted on the job site.
- ◆ Verify that termite treatment has been done and treatment sticker is posted.
- ◆ Verify vapor barrier is in place and sealed properly.
- ◆ Verify form board size, bracing, alignment, and resting on stable or compacted soil to prevent undermining the placement of concrete during pouring.
- ◆ Verify minimum 3 ½" slab thickness.
- ◆ Verify location of vertical rebar (J hook) per approved plan and tied in place.
- ◆ Verify wire mesh placement and lapped properly. Concrete fiber mesh may be used if specified on engineering plans.

B. Above ground inspections (As noted above, for any project inspection, the following is not an all-inclusive list. The building inspector may require additional code related items, as necessary.)

1. Lintel inspection

- ◆ Verify location of horizontal and vertical steel being tied in place.
- ◆ Verify minimum clearance for concrete cover to steel reinforcement.
- ◆ Verify masonry block clean-outs are free from foreign matter or debris.

2. Sheathing/tie down inspection

- ◆ Verify signed and sealed truss plans are on the job site and installed in accordance with engineering.
- ◆ Verify proper hurricane tie downs, anchors, and connectors are in place.
- ◆ Verify roof and exterior wall sheathing is nailed and installed in accordance with Florida Building Code.
- ◆ Verify gable end is braced properly or balloon framing is completed.
- ◆ Verify truss bracing is in place per truss engineering design.

3. Framing inspection

- ◆ Verify plumbing stack-out, mechanical, gas and electrical inspections are completed.
- ◆ Verify minimum emergency egress is in place (bedrooms).
- ◆ Verify glass in hazardous locations is correct.
- ◆ Verify fireblocking and draftstopping is in place.
- ◆ Verify top plate penetrations are properly sealed with an approved material (fire caulk).
- ◆ Verify garage door header is properly designed and installed per approved plan.

4. Pre-power inspection

- ◆ Building must be ready to accept permanent meter.
- ◆ Verify service disconnect ampacity and size of conductors as well as grounding electrode system.
- ◆ Verify wire and cable terminals for tightness.
- ◆ Verify that all devices are properly installed and secured.

5. Final Inspection

- ◆ Verify all exterior doors are approved for exterior installation.
- ◆ Verify all exterior penetrations are sealed properly around entire structure envelope.
- ◆ Verify bathroom and kitchen floors are impervious.
- ◆ Verify house number is installed and visible from the street.
- ◆ Verify trash and debris are hauled and disposed properly.
- ◆ Verify smoke detectors are interconnected and properly working.
- ◆ Verify all circuits in the electrical panel are properly labeled.
- ◆ Verify all required electrical GFCI outlets are installed properly.
- ◆ Verify air conditioning equipment is installed properly (clearance and secured).
- ◆ Verify all protection of appliances located in the garage.
- ◆ Verify operation of plumbing fixtures and potable water.
- ◆ Verify exterior backflow preventers are installed on hose bibbs.

If any additional information is needed, please contact the Building Division at (321) 953-8924.