



**DEPARTMENT OF DEVELOPMENT  
REQUEST FOR SPECIAL INSPECTOR**

To: **The Building Official, Town of South Palm Beach**

From: \_\_\_\_\_, Owner

Pursuant to Section 553.79(5) Florida Statute, the Town Building Official may allow the employment of a special inspector on construction projects to expedite construction and to provide for public health, safety, and welfare.

We propose to employ and be responsible for all costs associated with a special inspector for continuous on-site inspection of our \_\_\_\_\_ project located at \_\_\_\_\_ in \_\_\_\_\_, until the building is complete and a Certificate of Completion or Occupancy is issued by the Town of South Palm Beach. We will notify the Town in writing each time the project is shut down or not otherwise ongoing and the special inspector is not on duty.

The special inspector will prepare daily written reports in the format specified by the Town and submit them weekly to the Town. The special inspector will be present on the site during all times when construction is ongoing. Upon written notification from the Town, we will cancel our agreement with the special inspector and will not proceed with construction until a successor special inspector is in place.

We acknowledge that the Town will not issue a Certificate of Completion or Occupancy unless and until the special inspector certifies in writing that the work has been constructed in accordance with all codes, rules, regulations, and laws; and that is testing and/or reconstruction is necessary to obtain such certification, it will be solely at our expense. We further agree to take full responsibility for any and all work that has been covered or concealed without inspections and hereby release the Town from any and all liability thus resulting.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Contractor

**STATE OF FLORIDA  
COUNTY OF PALM BEACH**

This forgoing instrument was acknowledged before me this \_\_\_\_ day if \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is personally know to me or who has produced \_\_\_\_\_ as identification and who (did) (did not) take an oath.

\_\_\_\_\_

\_\_\_\_\_

Signature of Person Taking Acknowledgement

Printed Name of Person

Seal

Title: \_\_\_\_\_

**DEPARTMENT OF DEVELOPMENT  
SPECIAL INSPECTORS/INSPECTION SERVICES**

**I. ELGIBILITY**

**A. A special inspector or inspection service must meet the following minimum standards:**

1. Registrations/Certifications:
  - a. Current State license issued by the Building Code Administration and Inspections Board.
2. Availability:
  - a. On job site. Special inspectors/inspection services must be physically present on the work site at all times that work on the structural frame is in progress, and are responsible for compliance with all codes, laws, rules and regulations.
3. Reporting:
  - a. Daily inspection reports of work progress shall be in writing and available on the work site at all times for review.
  - b. Weekly progress reports shall be submitted in writing to the Building Official of his designee summarizing work progress.
  - c. Final summary report shall be submitted in writing to the Building Official or his designee in addition to final written certification that the work is in compliance with all codes, laws, rules and regulations.

**II. WHEN APPLICABLE:**

**A. Required.** A special inspector/inspection service is required when the work consists of on or more of the following:

1. Type I or Type II construction
2. Major structural alteration
3. When concrete design  $f'$  exceeds 3000 p.s.i.
4. Driving piles
5. Building area greater than 20,000 sq. ft.
6. Buildings three or more stories
7. Unusual design or construction as determined by the Building Official
8. A threshold building as defined in FS 553.79(5)

**B. Optional:** A special inspector/inspection service may be employed by any applicant subject to the same eligibility rules outlined in I.A. hereinbefore.

III. **REVIEW AND APPROVAL**

**A. Responsibilities for Review:**

1. A special inspector/inspection service has the primary responsibility for compliance with all codes, laws, rules, and regulations and shall perform such inspections, reviews, etc. as are necessary to ensure such compliance.
2. The Town shall periodically observe the progress of the work but shall have no obligation to make any inspection except the final inspection and shall rely on certification by the special inspector/inspection service as to compliance.

**B. Responsibilities for Approval:**

1. Special inspector/inspection service must, upon completion of the work, certify in writing that the work is constructed in compliance with all codes, laws, rules and regulations and submit such certification, together with as-built drawings, shop drawings, written reports, guarantees, etc. to the Building Official or his designee.
2. The Town shall, based on certification of compliance by special inspector/inspection service and accompanying documentation, conduct a final inspection and, when appropriate, cause the issuance of a Certificate of Occupancy/Completion.

III. **CONTINUITY:**

- A. **Continuity:** The same special inspector/inspection service must remain in place for the duration of the work. If an emergency replacement must be made, the replacement must be approved in advance by the Building Official.
- Important Note!*** Final certification requirements will not be waived, and a Certificate of Occupancy/Completion cannot be issued without such certification.