



BUILDING CODE SERVICES ADMINISTRATIVE GUIDELINE

Number: BD-004

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Purpose:

The Building Department seeks to minimize Final Inspection failures. This procedure is intended to verify work is sufficiently complete in the opinion of both the Contractor and Designer prior to the Building Department conducting Final Inspections.

Scope:

This procedure applies to all major capital projects permitted by the Building Department.

Guidelines:

1. The Contractor shall notify the Architect when the project or a specified portion of the project is complete and ready for Final Inspections by the Building Department.
2. The Architect will inspect the project and act as follows:
 - a. If the Architect determines the project is complete or is sufficiently complete for the public to safely occupy, the Architect will issue an e-mail recommending Final Inspection to the Senior Building Inspector. The required documents from the TCO/CO Checklist and a statement describing status of the project shall be included in the correspondence.
 - b. If the Architect determines the project is not complete and/or not ready for Final Inspections, the Architect will so advise the Contractor and Program Management.
 - c. Architect shall not issue an AIA 604 until Building Code Services has issued a TCO, TCC, CO or CC.
3. The Senior Inspector will process the request and act as follows:
 - a. Verify the documents attached to the e-mail from the Architect of Record. Verify all required pre-final inspections have been satisfied and that there are no outstanding asterisk plan review or inspection comments.
 - b. When the above documents have been verified, the Senior Inspector will forward the e-mail to the Department Technicians (with a copy to all listed on the original e-mail) releasing the final inspections.
 - c. After the release for Final Inspection has been issued by the Senior Inspector, the contractor or District Project Coordinator may schedule the Final Inspections. (see Construction Inspection Procedure BD-009)

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4. Following Final Inspections, the Building Department may:
 - a. Determine the project is complete and issue a Certificate of Occupancy.
 - b. Issue a Temporary Certificate of Occupancy with an expiration date and a list of items requiring correction and close-out documents needed to obtain a Certificate of Occupancy.
 - c. Issue no Certificate and provide a list of items requiring correction.

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THE SCHOOL DISTRICT OF PALM BEACH COUNTY
BUILDING CODE SERVICES
Final Inspection Checklist

This checklist is provided to assist the prime contractor with the most common types of code compliance documentation that will be required (*as applicable*) on a project.

School/Facility _____

Permit Number _____

Project Name _____

Contractors must verify the following items are complete prior to “notifying the architect the project or a specified portion of the project is complete and ready for a Final Inspection”:

- State Elevator Certification
- Water and Sewer – Verify permanent connection authorization by provider
- Building Fire Proofing Certification
- Generator Load Bank Test and Report
- Fire Pump Test and Certification (NFPA 25)
- Fire Sprinkler Certification (above ground and underground) (NFPA 25)
- Ansul System Test.
- A written statement from the Fire Alarm installer stating that the system has been installed in accordance with approved plans and tested in accordance with the manufacturer’s published instructions and the appropriate NFPA requirements. (NFPA 72 - 10.18.1.3)

After the Architect determines the project is complete and ready for final inspection, the Contractor must schedule and pass the following Building Code Services inspections prior to receiving a TCO or CO:

- Building Final Inspection
- Mechanical Final Inspection
- Plumbing Final Inspection
- Fire Sprinkler Final Inspection (including Ansul system tagged)
- Electrical Final Inspection (including generator power)
- Fire Alarm Final Inspection
- Intercom/Systems Final Inspection
- Roof Final Inspection
- Site Final Inspection (individual trades)

The list above may be edited from time to time in order to clarify and improve the final inspection process. Please contact the School District Building Code Services with any questions. Please share this information with all interested parties.