

# ARCHITECT / ENGINEER INSPECTION PROGRAM APPLICATION

Permit # \_\_\_\_\_  
 Project Name \_\_\_\_\_  
 Project Address \_\_\_\_\_

It shall be the Primary Contractor's responsibility to request all required inspection(s) for all trades through the BDRS IVR system or On-line whenever an inspection is to be done by the architect/engineer. The inspection request shall include an approximate time of day that the architect/engineer is scheduled to perform their inspection.

The architect/engineer shall sign the permit placard for each inspection he or she performs.

The architect/engineer shall complete all reports pertaining to the inspection performed by same. A field copy of these reports shall be at the job site for the county inspector to pick up. Original sealed reports must be submitted to the building division within five working days. A final certificate of inspection must be submitted upon the completion of all architect/engineer inspections before the job can move to its next stage.

All inspections made by the architect/engineer shall be in compliance with the plans and the Florida Building Code as amended by the Pinellas County Construction Licensing Board as applicable.

A contractor's tie-in survey shall be submitted to the Building Division at the time of slab inspection. A sealed engineer tie-in survey shall be submitted prior to frame inspection (if architect/engineer is doing frame inspection).

Any time an inspector observes a code violation, a correction notice will be issued, and a re-inspection shall be made by the Building Division after the work is corrected. The architect/engineer shall be notified of the non-compliance. Any code interpretation shall be referred by the architect/engineer to the Chief Inspector.

All procedures not listed shall be followed the same as in standard permitting and inspection procedures, including but not limited to plan review, subcontractor lists, energy forms, etc.

This inspection procedure may be cancelled by the Building Division if there is evidence that the proper inspections are not being done by the architect/engineer and/or work is not in accordance with approved plans and codes.

### Architect / Engineer

I, \_\_\_\_\_,  Architect  Engineer, registered in the State of Florida, have read the above procedures and will comply with all requirements; if an engineer, I certify that I have met the requirements of § 471.0195 F.S.

State  
 Registration  
 Number \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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### Primary Contractor

I, \_\_\_\_\_, the licensed Primary Contractor for this project, have read the above procedures and will comply with all required of me.

License Number \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# ARCHITECT / ENGINEER INSPECTION PROGRAM

## ATTACHMENT A

### Inspection Forms

Field inspection forms shall be American Institute of Architects Form A.I.A. G-711 or similar. A field copy of these reports shall be at the job site for the county inspector to pick up. Original sealed reports must be submitted to the building division within five working days after the inspections are made or on a weekly basis. A final certificate of inspection must be submitted upon the completion of all architect/engineer inspections before the job can move to its next stage.

### Inspections to be Performed

- |                          |    |                               |                          |     |   |                          |     |                       |
|--------------------------|----|-------------------------------|--------------------------|-----|---|--------------------------|-----|-----------------------|
| <input type="checkbox"/> | 2  | FOOTING                       | <input type="checkbox"/> | 300 | 1 <sup>ST</sup> ROUGH                       | <input type="checkbox"/> | 200 | ROUGH-IN              |
| <input type="checkbox"/> | 4  | SLAB                          | <input type="checkbox"/> | 302 | 2 <sup>ND</sup> ROUGH                       | <input type="checkbox"/> | 201 | PARTIAL ROUGH         |
| <input type="checkbox"/> | 6  | LINTEL                        | <input type="checkbox"/> | 306 | SEWER                                       | <input type="checkbox"/> | 202 | OIL                   |
| <input type="checkbox"/> | 8  | ROOF SHEATHING                | <input type="checkbox"/> | 308 | WATER SERVICE                               | <input type="checkbox"/> | 204 | FURNACE               |
| <input type="checkbox"/> | 9  | WALL SHEATHING                | <input type="checkbox"/> | 310 | BIG TUB                                     | <input type="checkbox"/> | 206 | BOILER                |
| <input type="checkbox"/> | 10 | INSULATION                    | <input type="checkbox"/> | 312 | DWV/ROOF                                    | <input type="checkbox"/> | 208 | DOWNDRAFT K.V.        |
| <input type="checkbox"/> | 12 | ROOF DRY-IN                   | <input type="checkbox"/> | 314 | SHOWER PAN                                  | <input type="checkbox"/> | 297 | PARTIAL FINAL         |
| <input type="checkbox"/> | 14 | FLASHING                      | <input type="checkbox"/> | 316 | IRRIGATION                                  | <input type="checkbox"/> | 299 | FINAL *               |
| <input type="checkbox"/> | 16 | FRAME **                      | <input type="checkbox"/> | 320 | UG STORM PIPING                             | <input type="checkbox"/> |     |                       |
| <input type="checkbox"/> | 18 | WALL DRY-IN                   | <input type="checkbox"/> | 321 | STORM SEWER                                 | <input type="checkbox"/> |     |                       |
| <input type="checkbox"/> | 10 | INSULATION                    | <input type="checkbox"/> | 322 | STORM CONDUCTORS                            | <input type="checkbox"/> |     |                       |
| <input type="checkbox"/> | 20 | LATH                          | <input type="checkbox"/> | 323 | ROOF DRAINS                                 | <input type="checkbox"/> | 400 | 1 <sup>ST</sup> ROUGH |
| <input type="checkbox"/> | 22 | DRYWALL                       | <input type="checkbox"/> | 324 | TUB SET ONLY                                | <input type="checkbox"/> | 497 | PARTIAL FINAL         |
| <input type="checkbox"/> | 24 | ROOF COVERING                 | <input type="checkbox"/> | 325 | GREASE INTERCEPTERS                         | <input type="checkbox"/> | 499 | FINAL *               |
| <input type="checkbox"/> | 26 | COLUMN                        | <input type="checkbox"/> | 327 | WATER PIPE ONLY                             | <input type="checkbox"/> |     |                       |
| <input type="checkbox"/> | 28 | FIRE WALL                     | <input type="checkbox"/> | 332 | MEDICAL GAS 1 <sup>ST</sup> ROUGH           | <input type="checkbox"/> |     |                       |
| <input type="checkbox"/> | 30 | STEEL                         | <input type="checkbox"/> | 333 | MEDICAL GAS 2 <sup>ND</sup> ROUGH           | <input type="checkbox"/> |     |                       |
| <input type="checkbox"/> | 32 | DECK                          | <input type="checkbox"/> | 397 | PARTIAL FINAL                               | <input type="checkbox"/> | 600 | 1 <sup>ST</sup> ROUGH |
| <input type="checkbox"/> | 36 | PRESSURE TEST                 | <input type="checkbox"/> | 399 | FINAL *                                     | <input type="checkbox"/> | 697 | PARTIAL FINAL         |
| <input type="checkbox"/> | 40 | TIE BACKS                     | <input type="checkbox"/> |     |   | <input type="checkbox"/> | 699 | FINAL *               |
| <input type="checkbox"/> | 41 | CAP                           | <input type="checkbox"/> |     |   | <input type="checkbox"/> |     |                       |
| <input type="checkbox"/> | 42 | BOND/SPAN BEAM                | <input type="checkbox"/> | 500 | 1 <sup>ST</sup> ROUGH GAS COMPLETE          | <input type="checkbox"/> |     |                       |
| <input type="checkbox"/> | 43 | MOBILE HOME TIE-DOWN          | <input type="checkbox"/> | 502 | ABOVEGROUND TANK                            | <input type="checkbox"/> | 700 | 1 <sup>ST</sup> ROUGH |
| <input type="checkbox"/> | 44 | SETBACKS FIBERGLASS POOLS     | <input type="checkbox"/> | 504 | UNDERGROUND TANK                            | <input type="checkbox"/> | 710 | PRESSURE TEST         |
| <input type="checkbox"/> | 46 | FIRE OR VEHICLE DAMAGE        | <input type="checkbox"/> | 505 | 1 <sup>ST</sup> ROUGH PIPING INT AND PT INT | <input type="checkbox"/> | 797 | PARTIAL FINAL         |
| <input type="checkbox"/> | 50 | NICHE                         | <input type="checkbox"/> | 506 | 1 <sup>ST</sup> ROUGH PIPING AND PT UG      | <input type="checkbox"/> | 799 | FINAL *               |
| <input type="checkbox"/> | 51 | STATIC WATER                  | <input type="checkbox"/> | 508 | PIPING EXTERIOR OR UG                       | <input type="checkbox"/> |     |                       |
| <input type="checkbox"/> | 52 | PARTIAL FINAL POOL PROTECTION | <input type="checkbox"/> | 509 | APPLIANCE INSTALL ONLY                      | <input type="checkbox"/> |     |                       |
| <input type="checkbox"/> | 60 | TRACK                         | <input type="checkbox"/> | 510 | GAS GENERATOR SET & ANCHOR                  | <input type="checkbox"/> | 800 | 1 <sup>ST</sup> ROUGH |
| <input type="checkbox"/> | 65 | FILL CELL                     | <input type="checkbox"/> | 540 | PARTIAL ROUGH                               | <input type="checkbox"/> | 802 | UNDERGROUND           |
| <input type="checkbox"/> | 75 | IN PROGRESS                   | <input type="checkbox"/> | 542 | ROUGH VENTING                               | <input type="checkbox"/> | 803 | PARTIAL PRESSURE TEST |
| <input type="checkbox"/> | 97 | PARTIAL FINAL                 | <input type="checkbox"/> | 597 | PARTIAL FINAL                               | <input type="checkbox"/> | 804 | PRESSURE TEST         |
| <input type="checkbox"/> | 99 | FINAL *                       | <input type="checkbox"/> | 599 | FINAL *                                     | <input type="checkbox"/> | 810 | FLOW TEST             |
|                          |    |                               |                          |     |   | <input type="checkbox"/> | 897 | PARTIAL FINAL         |
|                          |    |                               |                          |     |   | <input type="checkbox"/> | 899 | FINAL *               |
- 
- |                          |     |                           |  |  |  |  |  |  |
|--------------------------|-----|---------------------------|--|--|--|--|--|--|
| <input type="checkbox"/> | 100 | SAWPOLE                   |  |  |  |  |  |  |
| <input type="checkbox"/> | 102 | SLAB                      |  |  |  |  |  |  |
| <input type="checkbox"/> | 104 | ROUGH-IN                  |  |  |  |  |  |  |
| <input type="checkbox"/> | 106 | TEMPORARY POWER           |  |  |  |  |  |  |
| <input type="checkbox"/> | 108 | SERVICE                   |  |  |  |  |  |  |
| <input type="checkbox"/> | 110 | BOND                      |  |  |  |  |  |  |
| <input type="checkbox"/> | 114 | WET-NICHE BOND            |  |  |  |  |  |  |
| <input type="checkbox"/> | 116 | FIRE OR VEHICLE DAMAGE    |  |  |  |  |  |  |
| <input type="checkbox"/> | 118 | CEILING ROUGH-IN          |  |  |  |  |  |  |
| <input type="checkbox"/> | 150 | ROUGH FIRE ALARM          |  |  |  |  |  |  |
| <input type="checkbox"/> | 151 | PARTIAL ROUGH FIRE ALARM  |  |  |  |  |  |  |
| <input type="checkbox"/> | 152 | PARTIAL FINAL FIRE ALARM  |  |  |  |  |  |  |
| <input type="checkbox"/> | 153 | FINAL FIRE ALARM          |  |  |  |  |  |  |
| <input type="checkbox"/> | 154 | PARTIAL ROUGH LOW VOLTAGE |  |  |  |  |  |  |
| <input type="checkbox"/> | 155 | PARTIAL FINAL LOW VOLTAGE |  |  |  |  |  |  |
| <input type="checkbox"/> | 197 | PARTIAL FINAL             |  |  |  |  |  |  |
| <input type="checkbox"/> | 199 | FINAL *                   |  |  |  |  |  |  |



# ARCHITECT / ENGINEER INSPECTION PROGRAM ATTACHMENT B

## CERTIFICATE OF INSPECTION ARCHITECT / ENGINEER

Date \_\_\_\_\_  
Permit # \_\_\_\_\_  
Project Name \_\_\_\_\_  
Project Address \_\_\_\_\_

I, \_\_\_\_\_,  Architect  Engineer, registered in the State of Florida, have under Registration Number \_\_\_\_\_, do hereby certify that all work completed on the project has been constructed in accordance with the approved plans and specifications and the applicable Florida Building Code as amended by the Pinellas County Construction Licensing Board.

I further certify that the construction was inspected as outlined by the Pinellas County BDRS inspection requirements as submitted on Attachment A, Inspections To Be Performed, and the inspection reports submitted by this office are a true representation of the field inspections performed.

Signature \_\_\_\_\_  
Corporate or Firm Name \_\_\_\_\_

SEAL

# ARCHITECT / ENGINEER INSPECTION PROGRAM ATTACHMENT C

## PRIMARY and SUB-CONTRACTOR(S) AFFIDAVIT

**FINAL INSPECTION MUST BE REQUESTED FROM AND PERFORMED BY BDRS FOR ALL PERMITTED TRADES  
ALL PERMITTED CONTRACTORS/SUB-CONTRACTORS MUST PROVIDE AN AFFIDAVIT**

Date \_\_\_\_\_  
 Permit # \_\_\_\_\_  
 Project Name \_\_\_\_\_  
 Project Address \_\_\_\_\_

I, \_\_\_\_\_, Licensed to engage in business as a \_\_\_\_\_ Contractor and registered with the Pinellas Construction Licensing Board under license number \_\_\_\_\_ do hereby certify that all work completed for the above referenced project has been installed in accordance with the approved plans and specifications and the applicable Florida Building Code as amended by the Pinellas County Construction Licensing Board.

Signature \_\_\_\_\_  
 Printed Name \_\_\_\_\_  
 Corporate or Firm Name \_\_\_\_\_

STATE OF FLORIDA  
 COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_  
 by \_\_\_\_\_.

**NOTARY SEAL**

Signature \_\_\_\_\_  
 Printed Name \_\_\_\_\_  
 Notary Public-State of Florida

Personally known  or Produced Identification   
 Identification Produced \_\_\_\_\_