



# TOWN OF OCEAN RIDGE

6450 North Ocean Boulevard, Ocean Ridge, Florida 33435  
(561) 732-2635 Main ♦ (561) 737-8359 Fax  
oceanridgeflorida.com ♦ permit@oceanridgeflorida.com

## Special Inspector Agreement

Project Address: \_\_\_\_\_ Permit No: \_\_\_\_\_

### Section 553.79(5)(a).(b) and (c)

- a) The enforcing agency shall require a special inspector to perform structural inspections on a threshold building pursuant to a structural inspection plan prepared by the engineer or architect of record. The structural inspection plan must be submitted to and approved by the enforcing agency prior to the issuance of a building permit for the construction of a threshold building. The purpose of the structural inspection plan is to provide specific inspection procedures and schedules so that the building can be adequately inspected for compliance with the permitted documents. The special inspector may not serve as a surrogate in carrying out the responsibilities of the building official, the architect, or the engineer of record. The contractor's contractual or statutory obligations are not relieved by any action of the special inspector. A fee simple title owner of a building, which does not meet the minimum size, height, occupancy, occupancy classification, or number-of-stories criteria which would result in classification as a threshold building under s.553.71(7), may designate such building as a threshold building, subject to more than the minimum number of inspections required by the Florida Building Code.
- b) The fee owner of a threshold building shall select and pay all costs of employing a special inspector, but the special inspector shall be responsible to the enforcement agency. The inspector shall be a person certified, licensed, or registered under chapter 471 as an engineer or under chapter 481 as an architect.
- c) The architect or engineer of record may act as the special inspector provided she or he is on the Board of Professional Engineers' or the Board of Architecture and Interior Design's list of persons qualified to be special inspectors.

### **SPECIAL INSPECTOR OBLIGATIONS**

(including all items in structural inspection plans)

1. Continuous daily inspection when contractor is working until the issuance of the Certificate of Occupancy, except as authorized by item 14, page 2 of this document;
2. Verify that all soil conditions have been certified to this office in writing by a testing lab engineer;
3. Verify that all setbacks have been certified by survey;
4. Make a visual inspection of structural components which cannot be so inspected after fabrication;
5. Inspect all steel prior to concrete placement;
6. The special inspector shall determine and verify in writing that a professional engineer who specializes in shoring design has inspected the shoring and reshoring for compliance with the shoring and reshoring plans submitted to the Land Development Department;
7. Verify that each shoring and reshoring installation shall be supervised, inspected and certified in writing by the contractor to be in compliance with the shoring documents;
8. Be present and monitor all concrete placement;



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9. Inspect all structural components of threshold buildings, such as, but not limited to, the following:
  - a) Footers or pilings
  - b) Slabs – on grade, below grade or above grade
  - c) Beams and columns (all structural)
  - d) All structural walls (interior, exterior and fire rated walls)
  - e) Floor and roof trusses
  - f) Sheathing (structural interior and exterior);
10. Special inspectors are required to make written daily reports and turn in weekly to the Land Development Department;
11. Special Inspectors are responsible for job safety requirements as per Florida Building Code, Chapter 33;
12. Verify that all materials and methods are according to the permitted plans and specifications;
13. Verify that all subcontractors have licenses and permits, when required;
14. Inspector shall be present at all times that work is in progress for structural components (dry-in). All other inspections may be made on a will/on call basis by such inspector only after approval of the building official or designee. At the completion of the construction work or project, the special inspector shall submit a certificate of code compliance to the building official or designee, stating that work was done in compliance with the code and in accordance with the permitted plans and specifications;
15. The special inspector shall remain with the project until issuance of the certification of code compliance and after calling for final inspection to be made and approved by the building official or designee.

Note: Compliance inspections will be made at any time to monitor activities.

All signatures below are to be notarized from the contractor and owner, and signed and sealed by the architect or engineer and special inspector. This letter is to be returned to this office before any inspection can be made on the project.

I, the undersigned, have read, understand, and will follow the above guidelines.

\_\_\_\_\_  
Special Inspector Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Special Inspector Print Name

Registration # \_\_\_\_\_

Threshold Inspector # \_\_\_\_\_



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\_\_\_\_\_  
Job Inspector Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Inspector Print Name

\_\_\_\_\_  
Inspector License #

STATE OF FLORIDA  
COUNTY OF PALM BEACH

The foregoing instrument was sworn to, subscribed and acknowledged before me by means of  physical presence or  online notarization on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to be or who produced \_\_\_\_\_ as identification.

STAMP/SEAL

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Certified Inspection Co. Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Certified Inspection Co. Print Name

STATE OF FLORIDA  
COUNTY OF PALM BEACH

The foregoing instrument was sworn to, subscribed and acknowledged before me by means of  physical presence or  online notarization on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to be or who produced \_\_\_\_\_ as identification.

STAMP/SEAL

\_\_\_\_\_  
Notary Signature



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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Print Name

STATE OF FLORIDA  
COUNTY OF PALM BEACH

The foregoing instrument was sworn to, subscribed and acknowledged before me by means of  physical presence or  online notarization on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to be or who produced \_\_\_\_\_ as identification.

STAMP/SEAL

\_\_\_\_\_  
Notary Signature

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor Print Name

STATE OF FLORIDA  
COUNTY OF PALM BEACH

The foregoing instrument was sworn to, subscribed and acknowledged before me by means of  physical presence or  online notarization on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to be or who produced \_\_\_\_\_ as identification.

STAMP/SEAL

\_\_\_\_\_  
Notary Signature



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Architect and Engineer of Record Signature

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Date

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Architect and Engineer of Record Print Name

Signed and Sealed



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## AFFIDAVIT CERTIFICATE OF CODE COMPLIANCE

This Certificate of Code Compliance shall be signed and sealed by the resident inspector for resident inspector projects, and the special inspector for threshold projects, before the Certificate of Occupancy will be issued.

STATE OF FLORIDA  
COUNTY OF PALM BEACH

Permit \_\_\_\_\_

\_\_\_\_\_  
Summary of project inspected

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To the best of my knowledge and belief, the construction of all structural load-bearing components described in the threshold inspection plan complies with the permitted documents, and the specialty shoring design professional engineer has ascertained that the shoring and reshoring conforms with the shoring and reshoring plans submitted to the enforcement agency.

\_\_\_\_\_  
Architect , Engineer, Threshold Inspector Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Architect, Engineer, Threshold Inspector Print Name

\_\_\_\_\_  
Architect License #

\_\_\_\_\_  
PE License #

\_\_\_\_\_  
Threshold Inspector #