

Inspection Scheduling and Results Submission Directive

Inspections must be received and scheduled by 2pm the day previous to inspection date and results must be submitted within 2 business days after inspection via your assigned “project and permit specific email”. Any inspection that does not pass, requires the specific code section related to the resulted denial and comment as to why it failed.

- **Inspections shall be scheduled and resulted via your assigned “project and permit specific email.”**
- Each specific email **shall “ONLY” contain request and or result reports for “ONE” permit number.**
- Each specific email **“Subject Line” shall contain the PP Company name, Project name, Building number and specific VRPB permit number.**
- Information within the body of your email shall only include scheduling and or results for **“ONE” permit number** and each action shall include the following:
 - **INSPECTION SCHEDULING:**
 - Inspection Date
 - Inspection Type per VRPB inspection codes
 - Unique PP ID reference number for each scheduled inspection, matching PP ID reference number for each results report
 - **INSPECTION RESULTS:**
 - Copy of Inspection report to contain:
 - Inspection Date
 - Inspection Type per VRPB inspection codes
 - Unique PP In-house ID reference number for each result, matching PP In-house ID reference number for each scheduled inspection
 - Inspector Name and Certification number
 - Inspection Results
 - Comments- including specific FBC reference as needed

“CERTIFICATE OF COMPLIANCE”, CLOSE OUT STATEMENT AND INSPECTION RESULT REPORTS COMPILATION

Upon completion of all construction final inspections, inclusive of all internal and or external agency inspections having been resulted, the PP shall submit a final “Certificate of Compliance” which shall identify on the PP letterhead, signed by the PP authorized agent, the specific Project location and Permit Number attesting to hereby certify that to the best of their knowledge and belief, the plans submitted were reviewed and inspected to have been constructed in compliance with the Florida Building Code and all local amendments to the Florida Building Code by the following affiant, who is duly authorized to perform plans review and in-progress inspections pursuant to s.553.791, Florida Statute and holds the appropriate license or certificate.

A complete electronic file compilation of all inspection result reports in PDF format pertaining to the specific Project and Permit Number shall accompany the “Close Out Statement.”

All AFTER permit issuance documents, required Surveys, Elevation Certificates, Final Drainage Affidavits, supporting soil density, core boring results, termite treatment, truss engineering, NOC and any additional testing certifications or documents, Inspection scheduling, Inspection results and Certificates of Compliance shall be submitted via your following assigned project and permit specific email address:

Assigned “Project and Permit Specific” email address: _____

I acknowledge, understand and will adhere to outlined directives above: _____
(Private Providers Signature)