

TO: ALL BUILDING DIVISION PERSONNEL

**FROM: DOUG WISE
BUILDING DIVISION DIRECTOR**

PREPARED BY: BUILDING DIVISION

SUBJECT: ROLLOVER INSPECTION NOTIFICATION

PPM #: PB-O-133

ISSUE DATE
February 28, 2019

EFFECTIVE DATE
February 28, 2019

PURPOSE:

To ensure Building Division customers are notified in a timely manner when Division Inspectors are unable to perform their scheduled inspection on the date requested. Many Building Division customers are required to wait for a Division Inspector in order to provide access to a structure or work site. It is also advantageous for workers to be present during an inspection to open equipment or remove coverings facilitating performance of the requested inspection. This policy intends to ensure the affected permit holders are made aware of the situation and adjustments to their schedules can be made to accommodate for intended inspection on a later date.

UPDATES:

Future updates to this PPM are the responsibility of the Building Division Director, or the Deputy Building Official under the authority of the Director of the Building Division.

AUTHORITY:

Florida Statutes Section 553.73(4)(a)
Florida Building Code Amendments Sections 104.1, 104.4, 104.12

POLICY:

Field Inspectors shall notify Inspection Scheduling Staff, Administrative Clerical or Secretarial Staff in a timely manner, when he or she is unable to complete their assigned inspections for the day so that these staff members can notify all affected stakeholders.

PROCEDURE:

As soon as it is apparent that Inspection Staff are unable to complete their assigned inspections for the day, the inspector shall adhere to the following procedure:

1. Field Inspectors shall contact Inspection Scheduling Staff at 233-5170 and provide their name along with a listing of the affected permit numbers. Preferably, this should be done as early in the day as possible. In no case shall such notification take place after 2:00 P.M.
2. Inspection Scheduling Staff will contact each of the affected permit holders by telephone to advise them of the situation using the number entered on the scheduled inspection if possible. If the customer doesn't answer, staff should leave a message if possible or try other phone numbers listed in the contractor's information page.
3. If the Field Inspector cannot reach Inspection Scheduling, they should contact an administrative, clerical or secretarial staff member working under the Building Official, Deputy Building Official, or the Assistant Deputies.
4. Anyone who receives such a call should recognize that this mission supersedes any other work tasks currently assigned. However, if a critical work task is going to be detrimentally affected the staff member should speak with an Assistant Deputy, the Deputy, or the Building Official for guidance and assistance.
5. Each staff member who receives a request from an Inspector to contact customers, should fill out one of the log sheets attached to this PPM and turn the sheet into the Assistant Deputy of Inspections. The Assistant Deputy will monitor the daily request activity and report statistics to the Building Official.



DOUG WISE
BUILDING DIVISION DIRECTOR

Supersession History

1. PPM#PB-O-133, issued 2/28/19

PZB Building Rollover Notification Log

Date: _____

Time: _____

Inspector Name: _____

Permit Numbers:	Name - Contractor/Owner	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Comments: _____

Name of Staff Member taking information: _____