

Town of Golden Beach – Building & Zoning Dept.

1 Golden Beach Drive
Golden Beach, Florida, 33160

Special Inspector

Date:

Attn: Chief Building Official

I, the undersigned, a Registered Architect or Professional Engineer, Registered in the State of Florida, have been retained by the Owners, _____ on the property located at: _____ to perform all the duties of the Special Inspector, as defined in the Florida building Code.

This office will be responsible to the Chief Building Official of the Town of Golden Beach for the inspection of the structural elements of the building requiring a Special Inspector (see itemized list below). **Inspections performed by the Special Inspector hired by the Owner are in addition to the mandatory inspections performed by the Building & Zoning Department.** Special Inspector will file written weekly reports for the same as to the progress, compliance or non-compliance with the plans and to the Florida Building Code. In the event of non-compliance the Building Official shall be notified immediately so that appropriate action can be taken. Further, upon completion of the work under each Building Permit, I will submit the completed inspection log form and sealed Statement of Compliance to the Building Inspector, at time of final inspection and before making application for Certificate of Occupancy. The Statement of Compliance shall state that, to the best of your knowledge, belief and professional judgment that those portions of the projects outlined above meets with the intent of the Florida Building Code and is in substantial accordance with the approved plans.

Architect/Engineer's Name: _____

Architect/Engineer's Signature: _____

License Number: _____

Building Permit No.: _____

Owner/Agent Signature: _____

Building Dept., Accepted By: _____

Date: _____

Scope of work and/or type of inspection to be performed. Check appropriate items:

- Inspection of installation of piles and testing (FBC § 1805.12 and 1822.1.20).
- A geotechnical engineer shall certify methods of soil improvement, foundation bearing capacity and settlement analysis and, the results of testing. (FBC § 1834).
- Inspection of all structural precast units and their attachments to the main structure (FBC § 1927.12.2).
- Inspection of all reinforced masonry structures (FBC § 2122.4).
- Inspection of welding & high-strength bolting of structural steel framing and welding...of buildings with areas exceeding 1000 sq.ft. (FBC § 2218.2).
- Erection of wood trusses having an overall length of the bottom chord in excess of 35-ft or 6-ft overall height. A retainer letter from the Special Inspector shall be submitted along with the shop drawings as part of the permit document. (FBC § 2319.17.2.4.2).
- Inspection of curtain wall systems and their attachments to the main structure. (FBC § 2414.7)
- Special inspections mandated by Chief Building Official _____

The following items have to be attached to this letter and submitted to the Building Department for approval of proposed Special Inspector:

1. A copy of **Workman's Compensation** insurance for inspection services.
2. A synopsis of **experience and background**, showing qualifications for all named inspectors, to perform said inspections.
3. Copies of **Department of Business & Professional Regulation Licenses** for all named inspectors.
4. A **Hold Harmless** letter.

SAMPLE FORMAT

**This Form is for used by the Architect and/or Engineer of record.
Prepare this document on the letterhead of the responsible party.**

“STATEMENT OF INSPECTIONS”

[Date]

Town of Golden Beach
1 Golden Beach Drive
Golden Beach, Fl. 33160

Re: [Owners’ Name, Project Address, Permit No.,
Contractor Name]

Dear Building Official:

I [Architect or Engineer], having performed and approved the required inspections, as indicated in the attached approved inspection log, hereby attest that to the best of my knowledge, belief and professional Judgment, the structural and envelope components of the above referenced structure are in compliance with the approved plans and other approved permit documents. I also attest to the best of my knowledge, belief and professional judgment, that the approved permit plans represent the as-built condition of the structural and envelope component of said structure.

This document is being prepared in accordance with the Florida Building Code and is being submitted to the Town of Golden Beach Building & Zoning Department at the time of the final inspection for the above referenced structure.

Should you have any questions or need any additional information, please do not hesitate to contact me.

Sincerely,

(signature of license holder)

Name: _____ License No. _____ (seal)

Company Name: _____ (if applicable)

Town of Golden Beach
Building & Zoning Department

Special Inspector Inspection Log

Project: _____
 Address: _____

 Contractor: _____
 Permit No. _____
 Plans Title: _____
 Prepared By: _____

Inspector's Name
 Or Name of Firm: _____
 Date of: _____
 First Inspection: _____
 Last Inspection: _____

All inspections performed by the Special Inspector under the above permit must be logged in on the same day of the inspection on this form, which must be displayed in a convenient location on the site for reference by officials from The Town of Golden Beach Building & Zoning Department. This completed form must be submitted to The Town of Golden Beach Building & Zoning department with the Statement of Compliance, upon completion of all work in order to obtain a final inspection and Certificate of Use and Occupancy. **A separate log is to be maintained for each permit.**

INSPECTION PROGRESS REPORT

<u>Inspection Date</u>	<u>Construction Phase:</u>	<u>Work Description:</u>	<u>Inspector's Name</u>	
			<u>Approved</u>	<u>Rejected</u>

Special Inspector

I assume full responsibility for the accuracy of my inspections and hold the Town of Golden Beach harmless in the event that an oversight, omission or error leads to damage, claims, lawsuits, or demands of liability.

Architect/Engineer

Signed and Sealed this _____ of _____, 20____.

SAMPLE FORM

LOG OF SPECIAL INSPECTIONS

Permit Number: _____

Job Site Address: _____

Architect/Engineer: _____

Contractor: _____

DATE: _____

APPROVED BY _____

TYPE OF INSPECTION: FOUNDATION

COMMENTS:

DATE: _____

APPROVED BY _____

TYPE OF INSPECTION: REINFORCING

COMMENTS:

DATE: _____

APPROVED BY _____

TYPE OF INSPECTION: SHEATHING, BRACING, ROOF TRUSS

COMMENTS:

DATE: _____

APPROVED BY _____

TYPE OF INSPECTION: WINDOWS AND DOORS

COMMENTS:

DATE: _____

APPROVED BY _____

TYPE OF INSPECTION: AS BUILT

COMMENTS:

DATE: _____

APPROVED BY _____

TYPE OF INSPECTION: OTHER (SPECIFY)

COMMENTS:

DATE: _____

APPROVED BY _____

TYPE OF INSPECTION: OTHER (SPECIFY)

COMMENTS:

LETTER HEAD OF ENGINEERING OR ARCHITECTURE FIRM

Sample Letter

April 17, 2006

Town of Golden Beach
1 Golden Beach Drive
Golden Beach, Florida 33160

HOLD HARMLESS
FOR SPECIAL INSPECTOR

We agree to hold the Town of Golden Beach, its agents and authorized personnel harmless and relieve them from any responsibility or liability for any legal action or damage, cost or expense (including attorney's fee) resulting from the Mandatory Special Inspections performed by me, for the Structural Elements, as required by the Florida Building Code, under the permit held by: ABCD Company.

We furthermore assume the responsibility for the correction, if required, of the work performed under our supervision for those Special Inspections required, and performed by the permit holder.

By: Engineering/Architectural Firm

(Seal) Signature of Special Inspector (license no.)

Sworn to & Subscribed before me this ____ day of _____ 2007

By _____
Public State of Florida at Large (seal)

Personally known _____
Produced identification _____