INSPECTION GUIDELINES

GENERAL PROCEDURES

All Inspectors shall read and become familiar with these procedures.

Inspections carried over from the previous working day shall be given priority and must be performed first.

Inspection cancellations must be documented on the comment line with the name and telephone number of the person that requested it and the time of the request.

When a jobsite is not accessible always leave a tag and record in the comments line "Left tag at……"

Before using disposition code 035 "Unable to locate" use the Property Appraiser's web site http://www.miamidade.gov/pa/property_search.asp and/or call your supervisor. If permit holder cannot be reached place the hold code 067.

Do not use Field Check Disposition 010 without obtaining approval from supervisor.

The work shall be inspected for compliance with the approved permit plans and the FBC.

The permit holder (contractor or owner builder) is responsible for the job and shall inspect the work and ascertain it meets code requirements before calling for inspection.

Temporary buildings and sheds used exclusively for construction purposes are exempt of a building permit (**Z**oning **I**mprovement **P**ermit required). Mobile homes used as temporary offices are required to comply with the requirements of F.S. Chapter 553, Part V relating to accessibility by individuals with disabilities.

Verify that you are recording the inspection result on the correct permit card.

All documents that you receive in the field from the permit holder shall contain the permit number on every page, the date and the inspector name and signature.

Be thorough conducting the inspection and recording the results. List all deficiencies. When too many deficiencies are found, indicate on permit card "others". This will alert the inspector performing the re-inspection later on to perform a thorough inspection and not only a follow up of the items listed.

When performing a partial inspection clearly write on the comment line the portion of work you are approving. Highlight the location of approved area on permit plans initial, date and cross reference drawing number on comment line. For large projects use a log. Write comments on permit card as well. Review completely previously denied partial inspections and approve or denied as required. If denied, include in your comments the corrections that are needed for approval.

Do not enter disposition 001 (approved) when previous inspection types are pending approval (previous inspection type was denied or partial approval was granted). Use disposition 043 (partial approval) when warranted and be explicit in your comments regarding the reason for the partial approval. When using disposition 077 (partial approval, complex structure) be explicit in your comments regarding the reason for its use.

Close partial inspections in a timely manner.

In case of any doubt, check with your supervisor.

Always write on the permit card the date of the inspection; print your name and sign.

As a courtesy to Owners and Contractors alert them of code changes.

MIAMI-DADE COUNTY

INSPECTION GUIDELINES

FIRST INSPECTION

Building number or address as shown on the permit card posted and visible from the street.	☐
Sanitary facilities (portable)	☐
Notice of Commencement	☐
Mandatory after 7 days (except when cost of construction is less than $2500.00) from permit issuance. Write on the permit card and the comment line that you have confirmed this requirement for the benefit of the next inspector.	

MIAMI-DADE COUNTY

INSPECTION GUIDELINES

FOUNDATION/ MONOLITHIC SLAB 004 **Building permits 001 and 002**

If this is the first inspection, also refer to the First Inspection checklist.

Reminder: a permit is required for soil improvement in the absence of a building permit for a proposed building or structure that includes the soil improvement recommendations.

Building permit and approved set of plans	☐
Building permit on the card is the same as on the route	☐
If this is not the first inspection, read inspection records and notes on permit card	☐
Collect certificate of termite treatment. A "Partial Treatment Certification" means that the horizontal barrier has been applied. FBC 105.10, 1816, R318	☐
Collect compaction certificate. FBC 1803.5.8	☐
Plumbing rough inspection approved (monolithic slab)	☐
Foundation size and reinforcement as per permit plans. Slab thickness per plans, minimum 3 ½ ". FBC 1907.1	☐
Top of footing, minimum depth below grade, for cont. & isolated footings per plans.	☐
Grade stakes for foundation depth not further apart than 8'-0" on cont. footings (standard practice).	☐
Reinforcing steel size quantity and splices as per plans. FBC 1901.5	☐
Reinforcement protection (cover) ACI 318 3" clear from side and bottom of trench with no forms 1.5" from the form (#5 bar or smaller) or 2"clear from the form for larger bars	☐
Clean trenches, free of debris, rocks, deleterious material.	☐
¾" recessed edges supporting exterior masonry walls or alternate water stop method.	☐
Vapor barrier when required by plans lapped 6". FBC 1907.1	☐
Slab reinforced with 6"x 6" welded wire mesh (bright) lapped 6" min. FBC 1907.2	☐
Required dowels for tie downs and columns	☐
PVC pipe shall not share masonry cell with reinforcing.	☐
Tie down dowels at both sides of masonry openings 3'-0" or wider. FBC 2121.2.2.2, R4407.1	☐
Tie downs/reinforced masonry dowels splice not less than 40 bar diameter. FBC 2107.2.1	☐

Columns and tie column dowels as per plans, but not less than four #5 lapped 30 bar diameters. FBC 2121, FBC 2121.2.2.4	☐
Starter columns in additions. FBC 2121.2.10	☐
2" clearance for pipe passing under footing	☐
Pipe through cast in place concrete sleeved w/ ½" annular space around the pipe or designed by P.E. or R.A.	☐
Conduits/ pipes embedded in concrete members not larger in outside dia. than 1/3 of the overall thickness of the concrete member and spaced not closer than 3 dia. c/c. ACI 318 6.3	☐

SLAB 006 **Building permits 001 and 002**

Permit holder may use this code to request inspection for slabs supported on fill or grade and for structural slabs.

If this is the first inspection, also refer to First Inspection checklist.

Reminder: a permit is required for soil improvement. In the absence of a building permit for a proposed building or structure that includes the soil improvement recommendations, a soil improvement permit is required. Refer to memorandum dated March 8,1999.

Building permit and approved set of plans	☐
Building permit on the card is the same as on the route	☐
If this is not the first inspection, read inspection records, notes on permit card	☐
Plumbing rough inspection approved (when applicable)	☐
Conduits/pipes embedded in a slab not larger in outside diameter than 1/3 of the overall thickness of the slab and spaced not closer than 3 dia. center to center. ACI 318 6.3	☐
For slab supported on grade or compacted fill only	
Collect certificate of termite. A "Partial Treatment Certification" means that the horizontal barrier has been applied. FBC 105.10, 1816	☐
Collect compaction certificate. FBC 1803.5.8	☐
Slab thickness per plans, minimum 3 ½ ". FBC 1907.1	☐
Check grade stakes, chalk lines on walls, 1/2" x 4" asphalt expansion joints (per plans, otherwise recommend).	☐
Vapor barrier when required by plans lapped 6". FBC 1907.1	☐
Slab reinforced with 6"x 6" welded wire mesh (bright) lapped 6" min. at middle to upper 1/3 of slab.	☐
Structural slab on grade (over grade beams or piles) and elevated (upper floors)	
Slab thickness, reinforcing steel size and spacing per plans	☐
Tie down continuity from below & new dowels for columns and masonry walls above.	☐
Tie downs/ reinforced masonry dowels splice 40 bar diameter. FBC 2107.2.1	☐
Column dowel splice as per plans.	☐

MIAMI-DADE COUNTY

INSPECTION GUIDELINES

TIE BEAM/REINFORCING 005 **Building permits 001 and 002**

If this is the first inspection, also refer to First Inspection checklist.

Building permit and approved set of plans	☐
Building permit on the card is the same as on the route	☐
If this is not the first inspection, read inspection records, notes on permit card	☐
Approved truss shop drawings when tie beams, beams and columns carry trusses being inspected. Write ***"shop drawings at site"*** on comment line	☐
Truss layout on shop drawing is the same as permit plans. FBC 2319.17.2.1.1 Conduct inspection if discrepancies are minimal If approved with minimal discrepancies (disposition 043), add comment ***"Revise plans for next inspection, shop dwgs. & permit plans must match"*** If disapproved: ***"Revise plans, shop dwgs and permit plans must match"***.	☐
Column size and reinforcement per plans. Reinforcement size, quantity, splices, and protection (cover) per permit plans	☐
Tie Down and Tie Column size, location and reinforcement per plans, but minimum as per. FBC 2121.2.2 .	☐
Reinforced masonry bar size spacing and splice per plans. No rebar shall share a cell with stack pipes.	☐
Beam size, reinforcement, splices, reinforcement protection (cover) as per permit plans	☐
Tie Beams size reinforcement per plans, but minimum as per. FBC 2121.2.3	☐
Forms and cells free of debris.	☐
Horizontal masonry reinforcement as per plans. Request holes if necessary. FBC 2121.1.6	☐
Correct bearing of lintels; check details on permit plans.	☐
Review the following with permit holder:	
Follow HIB-91 for truss storage, erection, setting, securing and bracing	☐
Wood members shall not be in direct contact with masonry or concrete except when naturally durable or preservative treated wood is used. FBC 2304.12, 2318.1.4.1	☐
Special inspector required for reinforced masonry. MDCC Ch. 8. FBC 2122.2.4	☐

MIAMI-DADE COUNTY

INSPECTION GUIDELINES

ROOF/FLOOR TRUSS BRACING AND SHEATHING 072 **Building permits 001 and 002**

If this is the first inspection, also refer to First Inspection checklist.

Building permit and approved set of plans	☐
Building permit on the card is the same as on the route	☐
If this is not the first inspection, read inspection records, notes on permit card	☐
OSHA approved ladder	☐
Check fully filled cells (reinforced masonry and tie downs)	☐
Trusses	
Identify trusses and girders in the truss shop drawings. Identify and highlight gravity and wind load reactions and bracing requirements on cut sheets.	☐
Check typical strap, any special designed strap, connections truss to girder, girder-to-girder, jacks to girders, etc. FBC 2321	☐
Hangers, hurricane clips and straps with Product Approval	☐
Special truss-to-truss hangers engineered by truss manufacturer with bolt sizes, spacing, edge distances, etc.	☐
Special wood to masonry/concrete connection by professional of record with bolt sizes, spacing, edge distances, etc. FBC 2321.5.2	☐
Flat and floor trusses marked to show which side is to be placed up. FBC 2319.17.2.1.1(7)	☐
Trusses grade mark 2319.17.2.2.and 2319.17.2.3 If truss span is 20' or less, 50% of top and bottom chord members together shall be grade-marked	☐
If truss span is more than 20', 75% of top and bottom chord members together shall be grade-marked, and one marked web member per truss. FBC 2319.17.2.2.4	☐
Manufactures stamp on each truss, at least 75% visible after erection. FBC 2319.17.2.3.2	☐
Multiple member girders predrilled at plant to connect members with bolts. Holes for hanger bolts shall be drilled on site. FBC 2319.17.2.3.3	☐
Truss bracing as per cut sheets and permitted plans. FBC 2319.17.2.1.8	☐
Where a ceiling is attached directly to bottom chord or trusses, additional bracing members required for bottom chord. FBC 2319.17.1.2	☐
Bottom chord bracing required at dropped ceiling location.	☐
Trusses spaced at 24" c/c max, unless additional perpendicular framing members at 24" c/c are provided. (Limited by the plywood maximum span)	☐
Installation tolerances (out of plumb or place, straps more than ½" away from trusses, etc.).	☐

Wood wedges at valley trusses for proper contact	☐
Repaired, cut or altered trusses only as designed by P.E., approved by designer of record and approved by plan review section. FBC 2319.17.2.1.2	☐
Collect Special Inspector letter for erection of trusses with bottom chord longer that 35' or more that 6' overall height. MDCC Ch. 8	☐
Sheathing	
Floor sheathing	
Fire rated assemblies as required per plans.	☐
Plywood sub-flooring cont. over 2 or more spans. Face grain perpendicular to supports. Thickness and nailing as per permit documents but not less than required by FBC 2322.1.6	☐
Roof sheathing FBC 2322.2	
Exposure I, 19/32" continuous over two or more spans with face grain perpendicular to the supports. APA stamp on interior face.	☐
Plywood panels staggered with 1/8" clearance between panels.	☐
Nailing as per permit plans but not less than 8d ring shank nails at 6" c/c at panel edges and intermediate supports except that at gable ends 10d nails at 4"c/c. FBC 2322.2.5.	☐
No over penetration of nails, no more than the thickness of the nail head.	☐
From below check for shiners and that all valley sets are fully sheathed.	☐
Non-combustible or fire retardant sheathing in townhouses when fire rated wall between units stops at roof deck underside.	☐
Review the following with permit holder	
No stucco shall be applied before the framing inspection 007	☐
. On wood framing construction, no exterior siding shall be applied before framing inspection 007	☐

MIAMI-DADE COUNTY

INSPECTION GUIDELINES

FRAMING/FIRESTOPPING/WINDOWS 007 **Building permits 001 and 002**

If this is the first inspection, also refer to First Inspection checklist. Window inspection is performed at framing for subsidiary permit only. Window inspection result shall be recorded under the window permit number/card.

Building permit and approved set of plans	☐
Building permit on the card is the same as on the route	☐
If this is not the first inspection, read inspection records, notes on permit card	☐
OSHA approved ladder	☐
Partial trade approvals (only on large commercial jobs)	☐
Handrail and guardrail (safeguard) per approved permit plans. Approved shop drawings shall match permit plans, otherwise revised plans required	☐
Safeguard at abrupt differences in level (30" or more). FBC 1015, R312	☐
Space between pickets must prevent passing of 4 3/8" dia object. FBC 1015, R312	☐
Handrails required in single family residence: 4 or more risers, R311.7.8, ramps w/ 1:12 or more slope R311.8.3	☐
Handrails on both sides of stairs and ramps. FBC 1011.11, 1012.8, **except** in single family residences handrail on one side R311.7.8	☐
Handrail height 34" to 38". FBC 1014, R311.7.8	☐
Handrail graspability. FBC 1014, R311.7.8	☐
Check stair width, treads, risers and headroom as per plan. FBC 1011, R311.7	☐
Treads and risers as per plans. FBC 1011.5, R311.7.3	☐
20" x 30 " min. attic access with 30" headroom. FBC 1209.2, R807.1	☐
Garage door attachment as per Product Approval. FBC 2410.4 Minimum ceiling height 7' single-family residences, 7'6" other occupancies. FBC 1003.2, R305.1	☐
Firestops installation & spacing as per plans.	☐
Draftstoping as per plans.	☐

Wood framing	
Size and spacing of studs in bearing and exterior walls as per permit plans but not less than 2x6 for exterior walls & 2x4 for interior walls. FBC 2318.1	☐
Spacing of studs in bearing and exterior walls not more than 16" c/c unless as designed by PE or RA	☐
Sills and base plates attached to concrete w/ ½" diameter. Bolts with oversized washers spaced at 2 feet maximum, embedded 7"min unless as designed by PE or RA. FBC 2318.1.4	☐
Double plate atop of stud bearing walls, lapped at each intersection of walls and partitions. FBC 2318.1.5.1	☐
Joints lapped minimum 4 feet. FBC 2318.1.5.2	☐
Stud walls and partition corners framed solid by no less than three studs. FBC 2318.1.6	☐
Stud other than end-jointed lumber spliced only at points where lateral support is provided. FBC 2318.1.7	☐
No notching allowed in studs that carry loads in excess of 75% of their capacity. FBC 2318.1.9.1	☐
Notches to studs that carry loads 75% or less of their capacity not larger than one-third of the depth of the stud. FBC 2318.1.9.2	☐
Metal tie no less than 1" by 1/8" on each side of plates cut to allow for vertical pipe installation. Metal tie nailed with no less than 2-16d or 3-8d nails at each end. FBC 2318.1.10.3	☐
Headers on bearing walls as per permit plans. FBC 2318.1.11.1	☐
Header or lintel over stud walls opening with 2" minimum nominal bearing. FBC 2318.1.11.2	☐
Stud joining masonry/concrete walls, bolted with ½" diameter bolts with oversized washer at 4 feet max and embedded minimum 5" or as designed by R.A. or P.E. FBC 2318.1.12	☐
Studs supporting wall hung plumbing fixtures min 2x4 at 16" c/c max or 2x6 at 24" c/c max.	☐
Continuity of anchorage foundation to roof FBC 2321.1	☐
Columns and post splices only designed by R.A. or P.E. FBC 2318.3.3. Columns and post size connections and location per permit plans	☐
Joists/ rafters' size, spacing and connections per plans. Min. 3" bearing. FBC 2319	☐
Joists and rafter bear on Product Control Approved saddle and fastened to masonry by a steel strap anchor embedded into a grout filled cell or concrete. FBC 2319.3.2.2	☐
Floor joist butting into a header beam toenailed and with approved metal hanger providing min. 3" bearing to transmit the vertical load to the top of the header. Other approved means may be used (Product Approval or as designed by R.A. or P.E). FBC 2319.3.3	☐
Stairs per permit plans and/or or approved shop drawings. Shop drawings approved by the design professional match the permit drawings. Otherwise permit plans must be submitted for revision and approval.	☐

Light gauge metal studs	
Size, gauge and spacing as per plans	☐
Windows and glass doors	
Windows and glass doors inspection must be recorded on the window permit number	☐
Product approval for windows, glass doors and mullions. FBC 2410.4	☐
Check Product Approval number against the number on the permit plans	☐
Use magnet for additional reinforcement of vertical members (e.g. sliding glass doors deeper than 6”)	☐
Emergency escape and rescue opening in sleeping room for new construction minimum dimensions: H=24”, W=20”, A=5 S.F. on grade level, A=5.7 S.F. above grade level, sill height = 44” FBC 1030 R310	☐
Replacement of windows in existing buildings, emergency escape and rescue opening requirements by date of construction	☐

MIAMI-DADE COUNTY

INSPECTION GUIDELINES

LATHING/DRYWALL 073 **Building permits 001 and 002**

If this is the first inspection, also refer to First Inspection checklist.

Building permit and approved set of plans	☐
Building permit on the card is the same as on the route	☐
If this is not the first inspection, read inspection records, notes on permit card	☐
Water resistive barrier. FBC 2510.6	☐
Metal and wire lath attachments and laps as per referenced ASTM Standards reference in FBC Ch. 25	☐
Gypsum wallboard minimum ½ “. FBC 2508.1 Standard GA216	☐
½” and 5/8” gypsum wallboard supported at 24” c/c maximum. FBC 2508.1 Standard GA216	☐
Rating of gypsum wallboards used in fire rated assemblies. FBC 2508.1 Standard GA216	☐
Hot dipped galv. steel studs & runners in fire resistant walls/partitions. FBC 2508.1 Standard GA216	☐
Nails/screws attaching gypsum wallboard driven below the surface and spotted with finishing joint compound. FBC 2508.1 Standard GA216	☐
Gypsum wallboard attached to metal members with self-drilling, self-tapping sheath metal screw. FBC 2508.1 Standard GA216	☐
Gypsum wallboard screw spaced at 12” in metal studs & runners. FBC 2508.1 Standard GA216	☐
Gypsum wallboard screw length in metal studs 7/8” in ½” board & 1” in 5/8” board. FBC 2508.1 Standard GA216	☐
Wood framing supporting gypsum board min. 2” nominal thickness in the least dimension except for wood furring strips not less than 1” x 2”. FBC 2508.1 Standard GA216	☐
Garage separate from residence as per plans and in accordance with R302.6	☐
Garages beneath habitable rooms separated not less than 5/8” type X gypsum board R302.6	☐
Ducts in or though garages limited by R302.5.2	☐

CHECK INSPECTOR LOG 043
The Threshold Inspector is responsible to inspect all structural elements and the envelope of a building**.**

Inspection will appear once a month	☐
Before leaving in the morning, check for completion holds, permit requirements and any previous inspections	☐
Check if construction/office trailer has been permitted and inspected	☐
Information on inspection route matches permit card	☐
Verify approved plans and applicable shop drawings on site	☐
Verify approved threshold building affidavit and threshold plan onsite	☐
Notate threshold inspector contact information in inspection comments	☐
Meet with special (threshold) inspector, review permit holds, and building department procedures, document in log	☐
Verify issuance of any subsidiary permits before work commences	☐
Check for safety issues. i.e. guardrails on open stairs, balconies, etc.	☐
Verify all work to date has been approved according to the approved plans and Code without substantial deviation if such deviation is encountered, the plans shall have been revised and approved before implementing the changes, the threshold inspector responds to the building official and has the same responsibilities as the building inspector employed by the County.	☐
All threshold inspections must be timely logged on the threshold inspection log by the threshold inspector.	☐
Perform the inspection of the work in progress the day of your visit; the purpose of your inspection is to ensure the threshold inspector fulfillment of his duties.	☐
Note on the log the date, time and result of your inspection as well as any comment or advice given to the contractor e.g. “Need to have County approved shopdrawings before installation”. Be explicit, remember follow-up and document.	☐
In cases where the job progress is the same as the previous inspection, a result 051, “no progress” must be entered, if this result is entered twice, notify your supervisor.	☐

INSPECTION GUIDELINES

TCO 030	**Building permits 001 and 002**
Building permit and approved set of plans	☐
Building permit on the card is the same as on the route	☐
Certificate of termite treatment	☐
Threshold inspector certificate, when required	☐
Special inspector certificate, when required	☐
Building envelope must be complete.	☐
All interior work must be complete except for minor issues not involving life safety, means of egress, accessibility and sanitary facilities.	☐
For partial TCO identify the portions of the building approved under TCO. All the above applies for the part of the building being approved for TCO	☐

FINAL 001 **Building permits 001 and 002**

Building permit and approved set of plans	☐
Building permit on the card is the same as on the route	☐
Trade final inspections approved	☐
Mandatory building inspections approved	☐
Verify construction per plans	☐
Verify garage door against Product Approval. Verify warning sign	☐
Storm panels stored.	☐
Door leading from garage to single family home R302.5.1	☐
Stairs and railings per plans	☐
Emergency escape and rescue opening in sleeping room for new construction minimum dimensions: H=24", W=20", A=5 S.F. on grade level A=5.7 S.F. above grade level, sill height = 44" FBC 1030, R310	
Safety glass type and location as per plans	☐
Door hardware	☐
Exterior caulking of windows and doors	☐
Handicap accessibility	☐
Single-family residences, bathroom door.	☐
Other occupancies	
Review all accessible requirements as shown on plans, including but not limited to:	☐
Accessible parking spaces FBC A502.2	☐
Accessible parking space access FBC A502.3	☐
Accessible parking signage FBC A502.6	☐
Accessible route. FBC A402	☐
Door and gate opening forces. FBC A404.2.9	☐
Curb ramps. FBC A406	☐
Ramps as part of accessible route as per plans. FBC A405	☐
Accessible stairs as per plans. FBC A504	☐
Maneuverability at all doorways. FBC A404.2.4	☐

Signage for rooms and spaces. FBC A703	☐
Water closets and toilet compartments FBC A604	☐
Grab bars in water closets FBC A604.5, 609	☐
Restroom mirrors / dispensers. FBC A603.3 & 604.7	☐
Drinking fountain height. FBC A602	☐
Elevator operation and controls. FBC A407	☐
Public telephone. FBC A704	☐
Pick up the following documents:	
Certificate of termite treatment	☐
Threshold inspector certificate, when required	☐
Special inspector certificate, when required	☐
Energy, Sound and Impact Certificate	☐
As built certificate for permits under the Code relief ordinance (amnesty)	☐
Door Blower Test Report (Confirm Pass Results)	☐