



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 permit plans and the applicable Code (FBC or SFBC).

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 (**Zoning Improvement Permit** 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) and be explicit in your comments regarding the reason for the partial approval.

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.



INSPECTION GUIDELINES

FIRST INSPECTION

Building number or address as shown on the permit card posted and visible from the street. FBC105.7	☐
Owners Notification FBC 1524	☐
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.	



INSPECTION GUIDELINES

(059) Before the anchor sheet is covered

Roofing permit 092

1512.4.3.1 during the application of any roofing system prior to the full concealment of the adhesion/attachment process to the roof deck or to the existing roofing assembly

All Built-up Roofing Systems shall be installed in compliance with the Florida Building Code, RAS 111, and RAS 117

Approved construction documents FBC 106.1	☐
Sheathing re-nailing FBC 2322.2.8, R4409.9.2.8	☐
Minimum roof slope: Existing construction, no requirement FBC E 611.1 New Construction ¼": 12" FBC 1515.2.2.1	☐
Moisture Testing for roof recover TAS 126	☐
Uplift Testing for roof recover TAS 124	☐
Roof Slope reference to fire rating FBC 1516, R4402.5.1	☐
Base sheet/type Manufacturers NOA FBC 1519.1, R4402.7.1	☐
Approved Fasteners, tin caps/Stress plate FBC 1517.5.1, FBC 1519.5, R4402.6.5.1, R4402.8.5	☐
Fastener penetration FBC 1517.5, R4402.6.5	☐
Fastener spacing RAS 117 10, FBC1519.5.1, R4402.8.5.1	☐
Exposed beam ceiling fastener spacing FBC 1519.5.2, R4402.8.5.2	☐
Edge metal size / type RAS 111, FBC 1519.13, FBC 1514.2, FBC 1517.6, R4402.8.13, R4402.3.2, R4402.6.6	☐
Edge metal lap & plastic cement FBC 1517.6.2.5, R4402.6.6.2.5	☐
Edge metal fastened 4" O.C. FBC 1517.6.2.6, R4402.6.6.2.6	☐
Metal priming FBC 1517.6.2.4, R4402.6.6.2.4	☐
Perimeter blocking/ size / type fastener/ spacing, perimeter/corner RAS 111	☐
Base flashing RAS 111 7 FBC1514.2.3 FBC1514.2.4, R4402.3.2.3, R4402.3.2.4	☐
Counter flashing RAS 111 9., FBC 1514.2.4, FBC1519.8, R4402.3.2.4, R4402.8.8	☐
Mechanical equipment/ skylight FBC 1522, FBC 1522.2, R4402.11, R4402.11.2	☐
Drains/Scuppers/Overflow Scuppers FBC 1514.4, FBC 1617, R4402.3.4, R4403.6	☐
	☐
	☐



INSPECTION GUIDELINES

(001) Final Inspection

Roofing permit 092

1512.4.3.3 after all roofing work has been completed, a final inspection shall be performed by the building official. All Built-up Roofing Systems shall be installed in compliance with the Florida Building Code, RAS 111, and RAS 117

Approved construction documents FBC 106.1	☐
Surfacing, Cap sheet used fire rating FBC1515.1.1, FBC 1519.12, FBC 1516, R4402.4.1.1, R4402.8.12, R4402.5	☐
Fish mouths & Buckles FBC 1512.2.5, R4402.1.2.5	☐
Roof Penetrations FBC1514.2.5, FBC 1519.13, 14, 15, R4402.3.2.5, R4402.8.13, 14, 15	☐
Edge metal size/type RAS 111, FBC1519.13, FBC1514.2, R4402.8.13, R4402.3.2	☐
Counter flashing FBC1519.8, RAS 111 9., R4402.8.8	☐
Mechanical equipment/feeder lines FBC 1522, R4402.11	☐
Drains/Scuppers/Overflow Scuppers FBC1514.4, FBC 1617, R4402.3.4, R4403.6	☐



INSPECTION GUIDELINES

(009) Installation Inspection

Roofing permit 095

1512.4.2.3 During the installation of any prepared roof covering, such as shingles, tiles, slates, shakes and similar. All Asphalt shingles shall be installed in compliance with the Florida Building Code and RAS 115-Standard Procedures for Asphaltic Shingle Installation

Approved construction documents FBC 106.1	☐
Minimum roof slope (2 in 12) FBC Table 1515.2. R4402.4.2	☐
Approved Fasteners FBC 1517.5.1-2, FBC 1517.5, FBC 1518.7.3.2, R4402.6.5, R4402.7.7.3.2	☐
Fastener penetration FBC 1517.5, R4402.6.5	☐
Fastener spacing NOA FBC 1518.2.1, R4402.7.2.1	☐
Edge metal size / type FBC 1517.6, RAS 115 5., R4402.6.6	☐
Edge metal lap & plastic cement FBC 1517.6.2.5, RAS 115 5., R4402.6.6.2.5	☐
Edge metal fastened 4" O.C. FBC 1517.6.2.6, RAS 115 5., R4402.6.6.2.6	☐
Valley assembly 16" wide metal, gage FBC 1517.6.3, RAS 115 5.4, R4402.6.6.3	☐
Starter Course RAS 115 6.0, FBC 1518.7.3.3, 1518.7.3.3, R4402.7.7.3.3	☐
Shingle Installation RAS 115 6.0. FBC 1517.1, FBC 1518.7, R4402.6.1, R4402.7.7	☐
Hip & Ridge Shingle RAS 115 12.1	☐
Roof Penetrations/ stack flashing FBC1514.2.5, FBC 1519.13, 14, 15, R4402.3.2.5, R4402.8.13, 14, 15	☐
Counter flashing FBC1514.2.4, FBC 1514.2.3, RAS 111 9., R4402.3.2.4, R4402.3.2.3	☐
Mechanical equipment FBC 1522.3, R4402.11.3	☐



INSPECTION GUIDELINES

(059) Before the anchor sheet is covered

Roofing permit 095

1512.4.2.1 During or after application of the base sheet, anchor sheet or underlayment of any roofing system. All Asphalt shingles shall be installed in compliance with the Florida Building Code and RAS 115- Standard Procedures for Asphaltic Shingle Installation

Approved construction documents FBC 106.1	☐
Notice of Commencement [Mandatory (except when cost of construction is less than \$2,500) seven days after permit issuance] FBC 105.8	☐
Sheathing re-nailing FBC 2322.2.8, R4409.2.8	☐
Minimum roof slope (2 in 12) FBC Table 1515.2, R4402.4.2	☐
Underlayment FBC1517.4.1, FBC 1518.4, FBC 1518.2, RAS 115 4.1, R4402.6.4.1, R4402.7.2	☐
Approved fasteners, tin caps FBC 1517.5.1-2, FBC 1517.5, R4402.6.5	☐
Fastener penetration FBC 1517.5, R4402.6.5	☐
Fastener spacing NOA FBC 1518.2.1, R4402.7.2.1	☐
Edge metal size / type FBC 1517.6, RAS 115 5., R4402.6.6	☐
Edge metal lap & plastic cement FBC 1517.6.2.5, RAS 115 5., R4402.6.6.2.5	☐
Edge metal fastened 4" O.C. FBC 1517.6.2.6, RAS 115 5., R4402.6.6.2.6	☐
Valley assembly 16" wide metal, gage FBC 1517.6.3, RAS 115 5.4, R4402.6.6.3	☐
Base flashing RAS 111 7.	☐
Counter flashing RAS 111 9.	☐
Mechanical equipment FBC 1522.3, R4402.11.3	☐



INSPECTION GUIDELINES

(001) Final

Roofing permit 095

1512.4.2.4 upon completion of all adhesive-set and mortar-set tile systems, and prior to the final inspection, a field verification and static uplift test in compliance with TAS 106 shall be required to confirm tile adhesion to the underlayment.

All Asphalt shingles shall be installed in compliance with the Florida Building Code and RAS 115- Standard Procedures for Asphaltic Shingle Installation

Approved construction documents FBC 106.1	☐
Minimum roof Slope (2 in 12) FBC Table 1515.2, R4402.4.2	☐
Approved Fasteners FBC 1517.5.1-2, FBC 1517.5, FBC 1518.7.3.2, R4402.6.5, R4402.7.7.3.2	☐
Fastener penetration/ exposed nails RAS 115 7.0, FBC 1517.5, R4402.6.5	☐
Fastener spacing Notice of Acceptance FBC 1518.2.1, R4402.7.2.1	☐
Edge metal size / type FBC 1517.6, RAS 115 5., R4402.6.6	☐
Starter Course RAS 115 6.0, FBC 1518.7.3.3, R4402.7.7.3.3	☐
Shingle Installation RAS 115 6.0, FBC 1517.1, FBC 1518.7, R4402.6.1, R4402.7.7	☐
Hip & Ridge Shingle RAS 115 12.1	☐
Roof Penetrations/ stack flashing FBC 1514.2.5, FBC 1519.13, 14, 15, R4402.3.2.5, R4402.8.13, 14, 15	☐
Bull valleys RAS 115 8.2 / 9.1, FBC 1518.7.3.3, R4402.7.7.3.3	☐
Step bull side walls RAS 115 9.1	☐
Counter flashing FBC 1514.2.4, FBC 1514.2.3, RAS 111 9., R4402.3.2.4, R4402.3.2.3	☐
Mechanical equipment FBC 1522.3, R4402.11.3	☐



INSPECTION GUIDELINES

(009) Installation Inspection

Roofing permit 096

1512.4.2.3 During the installation of any prepared roof covering, such as shingles, tiles, slates, shakes and similar. Installation of metal panels.

Approved construction documents FBC 106.1	☐
Minimum roof slope (2 in 12) FBC Table 1515.2, R4402.4.2	☐
Approved Fasteners FBC 1517.5.1-2, FBC 1517.5, FBC 1518.7.3.2, R4402.6.5, R4402.7.7.3.2	☐
Fastener penetration FBC 1517.5, R4402.6.5	☐
Fastener spacing NOA, FBC 1518.2.1, R4402.7.2.1	☐
Roof Penetrations/ stack flashing FBC1514.2.5, FBC 1519.13, 14, 15, R4402.3.2.5, R4402.8.13, 14, 15	☐
Counter flashing FBC1514.2.4, FBC 1514.2.3, RAS 111 9., R4402.3.2.4, R4402.3.2.3	☐
Mechanical equipment FBC 1522.3, R4402.11.3	☐
Metal panel installation NOA	☐



INSPECTION GUIDELINES

(001) Final

Roofing permit 096

1512.4.2.3 During the installation of any prepared roof covering, such as shingles, tiles, slates, shakes and similar. Installation of metal panels.

Approved construction documents FBC 106.1	☐
Minimum roof slope (2 in 12) FBC Table 1515.2	☐
Approved fasteners FBC 1517.5.1-2, FBC 1517.5, FBC 1518.7.3.2, R4402.6.5, R4402.7.7.3.2	☐
Fastener penetration FBC 1517.5, R4402.6.5	☐
Fastener spacing NOA, FBC 1518.2.1, R4402.7.2.1	☐
Roof Penetrations/ stack flashing FBC1514.2.5, FBC 1519.13, 14, 15, R4402.3.2.5, R4402.8.13, 14, 15	☐
Counter flashing FBC1514.2.4, FBC 1514.2.3, RAS 111 9., R4402.3.2.4, R4402.3.2.3	☐
Mechanical equipment FBC 1522.3, R4402.11.3	☐
Metal panel installation NOA	☐



INSPECTION GUIDELINES

(059) Before the anchor sheet is covered

Roofing permit 107

1512.4.2.1 during or after application of the base sheet, anchor sheet or underlayment of any roofing system. All Tile Roofing Systems shall be installed in compliance with the Florida Building Code and RAS 118, or RAS 119, or RAS 120

Required Owners Notification for Roofing Considerations FBC 1524, R4402.13	☐
Approved construction documents FBC 106.1	☐
Sheathing re-nailing FBC 2322.2.8, R4409.9.2.8	☐
Minimum roof slope (2 in 12) FBC Table 1515.2, R4402.4.2	☐
Underlayment FBC 1518.4, FBC 1518.2, R4402.7.2	☐
Approved Fasteners, tin caps FBC 1517.5.1-2, FBC 1517.5, R4402.6.5.2	☐
Fastener penetration RAS120 2.01 B, 1. (aa), FBC 1517.5, R4402.8.5.1	☐
Fastener spacing RAS 120 3.03 A.2., FBC 1518.2.1R4402.8.5.1.3	☐
Edge metal size / type RAS 111, FBC 1517.6, R4402.6.6	☐
Edge metal lap & plastic cement RAS 120 3.02 B, FBC 1517.6.2.5, R4402.6.6.2.5	☐
Edge metal fastened 4" O.C.RAS 120 3.02 B, FBC 1517.6.2.6, R4402.6.6.2.6	☐
Metal primer RAS 120 Note #6 RAS 3.02 B, R4402.6.6.2.4	☐
Valley assembly 16" wide metal, gage/location RAS120 3.03, FBC 1517.6.3, R4402.6.6	☐
Base flashing RAS 111 7., FBC1514.2, R4402.3.2.2	☐
Counter flashing RAS 111 9., FBC 1514.2.4, FBC1514.2.3, R4402.3.2.4	☐
Mechanical equipment FBC 1522, R4402.11.3.1	☐



INSPECTION GUIDELINES

(063) During the installation of the cap sheet

Roofing permit 107

1512.4.2.2 during the installation of the cap sheet. All Tile Roofing Systems shall be installed in compliance with the Florida Building Code and RAS 118, or RAS 119, or RAS 120

Approved construction documents FBC 106.1	☐
Approved fasteners, tin caps FBC 1517.5, R4402.6.5.2	☐
Edge metal size / type RAS 111, FBC 1517.6, R4402.6.6	☐
Edge metal lap & plastic cement RAS 120 3.02 B, FBC 1517.6.2.5, R4402.6.6.2.5	☐
Edge metal fastened 4" O.C. RAS 120 3.02 B, FBC 1517.6.2.6, R4402.6.6.2.6	☐
Metal priming RAS 120 Note #6 RAS 120 3.02 B, FBC 1514.2.3.2, R4402.3.3.2	☐
Valley assembly 16" wide metal, gage/location RAS120 3.03, FBC 1517.6.3, R4402.6.6.3	☐
Back nailing of cap sheet/ Lap RAS 118 7.01, RAS 119 3.01, RAS 120 3.01	☐
Cap sheet RAS 120 3.01, FBC1517.4, R4402.6.4	☐
Asphalt type /kettle temperature FBC 1519.3A, R4402.8.3A	☐
Base flashing RAS 111 7., FBC1514.2, R4402.3.2	☐
Counter flashing RAS 111 9., FBC 1514.2.4, FBC1514.2.3, R4402.3.2.4	☐
Roof penetration flashing FBC 1514.2.5, R4402.3.2.5	☐
Mechanical equipment/ Skylights (pressure) FBC 1522, FBC 1522.2, R4402.11.1	☐
Batten systems see: RAS 118, RAS 119	☐



INSPECTION GUIDELINES

(010) Tile placement

Roofing permit 107

1512.4.2.3 during the installation of any prepared roof covering, such as shingles, tiles, slates, shakes and similar. All Tile Roofing Systems shall be installed in compliance with the Florida Building Code and RAS 118, or RAS 119, or RAS 120

Approved construction documents FBC 106.1	☐
Roof slope (tile attachment requirements) FBC 1515.2, FBC 1518.8.10, R4402.4.2	☐
Type tile FBC 1518.8, R4402.7.8	☐
Adhesive or Mechanical attached Notice of Acceptance RAS 120 3.07, RAS 1518.8.6, R4402.7.8.4	☐
Foam contact area & location Notice of Acceptance RAS 120 3.07	☐
Certified Foam Installer Foam Notice of Acceptance	☐
Type fastener, amount, length Notice of Acceptance RAS 118 2.01, RAS 119 2.01, RAS 120 2.01	☐
Hip & Ridge nailer RAS 118 3.11, RAS 119 3.12, RAS 120 3.10	☐
Rake tile fasteners RAS 118.3.1L, RAS 119 3.13, RAS 120 3.11	☐
Counter flashing RAS 111 9., FBC 1514.2.4, FBC1514.2.3, R4402.3.2.4	☐
Roof penetration flashing FBC 1514.2.5, R4402.3.2.4	☐
Mechanical equipment FBC 1522, R4402.11.1	☐
Batten systems see: RAS 118, RAS 119	☐



INSPECTION GUIDELINES

(001) Final

Roofing permit 107

1512.4.2.4 upon completion of all adhesive-set and mortar-set tile systems, and prior to the final inspection, a field verification and static uplift test in compliance with TAS 106 shall be required to confirm tile adhesion to the underlayment. All Tile Roofing Systems shall be installed in compliance with the Florida Building Code and RAS 118, or RAS 119, or RAS 120

Approved construction documents FBC 106.1	☐
Static uplift test FBC 1512.4.2.4, R4402.1.4.2.4	☐
Rake tile fasteners RAS 118.3.12, RAS 119 3.13, RAS 120 3.11	☐
Edge metal size / type RAS 111, FBC 1517.6, R4402.6.6	☐
Counter flashing RAS 111 9., FBC 1514.2.4, FBC1514.2.3, R4402.3.2.4	☐
Roof penetration flashing FBC 1514.2.5, R4402.3.2.4	☐
Weep holes FBC 1518.8.9, R4402.7.8.9	☐
Mechanical equipment FBC 1522, R4412.11.1	☐
Batten systems see: RAS 118, RAS 119	☐