



MINIMUM INSPECTION PROCEDURAL GUIDELINES FOR BUILDING ELECTRICAL RECERTIFICATION

CASE REFERENCE NUMBER:

LICENSEE NAME: _____

TITLE: _____

JURISDICTION NAME:

ADDRESS: _____

SIGNATURE: _____

***Use separate sheets for additional responses by referencing the report section number.**

1. DESCRIPTION OF BUILDING

a. Name on Title:

b. Building Street Address:

Bldg. #:

c. Legal Description:

Attached: ☐

d. Owner's Name:

e. Owner's Mailing Address:

f. Folio Number of Property on which Building is Located:

g. Building Code Occupancy Classification:

h. Present Use:

i. General Description of building (overall description, structural systems, special features):

j. Number of Stories:

k. Is this a Threshold Building as per 553.71(12) F.S. (Yes/No):

l. Provide an aerial of the property identifying the building being certified on a separate sheet. Attached: ☐

m. Additional Comments:

2. INSPECTIONS

a. Date of Notice of Required Inspection:

b. Date(s) of actual inspection:

c. Name and qualifications of licensee submitting report:

d. Are Any Electrical Repairs Required? (YES/NO):

1. If required, describe, and indicate acceptance:

e. Can the building continue to be occupied while recertification and repairs are ongoing? (YES/NO):

1. Explanation/Conditions:

3. ELECTRICAL SERVICE

PROVIDE PHOTO 3

a. Size: Voltage () Amperage () Type: Fuses () Breakers ()

b. Phase: Three-Phase () Single Phase ()

c. Condition: Good () Fair () Needs Repair ()

Comments:

4. METERING EQUIPMENT

PROVIDE PHOTO 4

1. Clearances: Good () Fair () Needs Correction ()

Comments:

5. ELECTRIC ROOMS				Not Applicable:	PROVIDE PHOTO 5
1. Clearances:	Good ()	Fair ()	Needs Correction	()	
Comments:					

6. GUTTERS				Not Applicable:	PROVIDE PHOTO 6
1. Location:	Good ()	Needs Repair	()		
2. Taps and Fill:	Good ()	Needs Repair	()		
Comments:					

7. ELECTRICAL PANELS				PROVIDE PHOTO 7
1. Panel # ()	Location:			
	Good ()	Needs Repair	()	
2. Panel # ()	Location:			
	Good ()	Needs Repair	()	
3. Panel # ()	Location:			
	Good ()	Needs Repair	()	
4. Panel # ()	Location:			
	Good ()	Needs Repair	()	
5. Panel # ()	Location:			
	Good ()	Needs Repair	()	
Use separate sheets for additional panels.				

Comments:

8. BRANCH CIRCUITS (Exiting panel enclosure)				PROVIDE PHOTO 8	
1. Identified:	Yes	()	Must be Identified	()	
2. Conductors:	Good	()	Deteriorated	()	Must be Replaced ()
Comments:					

9. GROUNDING OF SERVICE				PROVIDE PHOTO 9	
	Good	()	Needs Repair	()	
Comments:					

10. BRANCH CIRCUIT EQUIPMENT GROUNDING SYSTEM				PROVIDE PHOTO 10	
	Good	()	Needs Repair	()	
Comments:					

11. SERVICE CONDUIT/RACEWAYS	PROVIDE PHOTO 11
Good ()	Needs Repair ()
Comments:	

12. GENERAL CONDUIT/RACEWAYS	PROVIDE PHOTO 12
Good ()	Needs Repair ()
Comments:	

13. WIRE AND CABLES	PROVIDE PHOTO 13
Good ()	Needs Repair ()
Comments:	

14. BUSWAYS	Not Applicable:	PROVIDE PHOTO 14
Good ()	Needs Repair ()	
Comments:		

15.THERMOGRAPHY INSPECTION RESULTS	Not Applicable:	PROVIDE PHOTO 15
Design Professional to summarize results below. Attach thermography report by certified thermographer.		
Are there any anomalies reported in the thermography report? (Yes/No):		
Comments:		

16.OTHER CONDUCTORS	PROVIDE PHOTO 16
<div> <div>Good</div> <div>()</div> </div> <div> <div>Needs Repair</div> <div>()</div> </div>	
Comments:	

17.TYPES OF WIRING METHODS	PROVIDE PHOTO 17
<div> <div>1. Conduit Raceways Metallic:</div> <div>Good ()</div> <div>Needs Repair ()</div> <div>N/A ()</div> </div> <div> <div>2. Conduit PVC:</div> <div>Good ()</div> <div>Needs Repair ()</div> <div>N/A ()</div> </div> <div> <div>3. NM Cable:</div> <div>Good ()</div> <div>Needs Repair ()</div> <div>N/A ()</div> </div> <div> <div>4. Other Conductors/Cables:</div> <div>Good ()</div> <div>Needs Repair ()</div> <div>N/A ()</div> </div> <div> <div>a. Other Conductors/Cables (Specify):</div> </div>	
Comments:	

18.EMERGENCY LIGHTING	PROVIDE PHOTO 18
<div> <div>Good</div> <div>()</div> </div> <div> <div>Needs Repair</div> <div>()</div> </div> <div> <div>N/A</div> <div>()</div> </div>	
Comments:	

19.BUILDING EGRESS ILLUMINATION			PROVIDE PHOTO 19
Good ()	Needs Repair ()	N/A ()	
Comments:			

20.FIRE ALARM SYSTEM			PROVIDE PHOTO 20
Good ()	Needs Repair ()	N/A ()	
Comments:			

21.SMOKE DETECTORS (Part of a fire alarm system only)		Not Applicable:	PROVIDE PHOTO 21
Good ()	Needs Repair ()	N/A ()	
Comments:			

22.EXIT LIGHTS			PROVIDE PHOTO 22
Good ()	Needs Repair ()	N/A ()	
Comments:			

23.EMERGENCY GENERATOR	PROVIDE PHOTO 23
Good ()	Needs Repair () N/A ()
Comments:	

24.WIRING IN OPEN OR UNDER COVER PARKING GARAGE AREAS	PROVIDE PHOTO 24
Good ()	Requires Additional Illumination() N/A ()
Comments:	

25.OPEN OR UNDER COVER PARKING GARAGE AND EGRESS ILLUMINATION	PROVIDE PHOTO 25
Good ()	Requires Additional Illumination() N/A ()
Comments:	

26.SWIMMING POOL WIRING	PROVIDE PHOTO 26
Good ()	Needs Repair () N/A ()
Comments:	

27. WIRING TO MECHANICAL EQUIPMENT	PROVIDE PHOTO 27
<div>Good ()</div> <div>Needs Repair ()</div> <div>N/A ()</div>	
Comments:	

28. UNDERGROUND OR LOWER-LEVEL PARKING GARAGES	N/A:	PROVIDE PHOTO 28
CHECKLIST ITEMS TO CONFIRM OR CONSIDER FOR UNDERGROUND PARKING GARAGE:		
Number of Levels Below Grade Plane:		
A. Are the sump pumps operational? Select: (Yes/Need Repair/N/A)		
Explanation:		
B. If the elevator(s) travel below grade plane:		
1. Are they programmed to return to a level at or above BFE plus freeboard: Select: (Yes, No, Needs Repair, Will Retrofit):		
Explanation:		
2. Are they equipped with sensors that prevent the cab from descending into a flooded hoistway? Select: (Yes, No, Needs Repair, Will Retrofit):		
Explanation:		
C. Are the branch electrical circuits feeding devices below grade plane protected by a Ground Fault Circuit Interrupter (GFCI) breaker? Select: (Yes, No, Needs Repair, Will Retrofit):		
Explanation:		

29. GENERAL ADDITIONAL COMMENTS