



**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.

|   |  |
|---|--|
| <b>1. DESCRIPTION OF BUILDING</b>   |  |
| a. Name on Title:   |  |
| b. Building Street Address:   | Bldg. #:   |
| c. Legal Description:   | Attached: <input type="checkbox"/>                               |
| 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: <input type="checkbox"/> |  |
| m. Additional Comments:   |  |
|   |  |
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**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:

|                          |   |                        |
|--------------------------|---|------------------------|
| <b>5. ELECTRIC ROOMS</b> | Not Applicable:   | <b>PROVIDE PHOTO 5</b> |
| 1. Clearances:           | Good (    )      Fair (    )      Needs Correction (    ) |                        |
| Comments:                |   |                        |
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| <b>6. GUTTERS</b> | Not Applicable:                      | <b>PROVIDE PHOTO 6</b> |
| 1. Location:      | Good (    )      Needs Repair (    ) |                        |
| 2. Taps and Fill: | Good (    )      Needs Repair (    ) |                        |
| Comments:         |                                      |                        |
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| <b>7. ELECTRICAL PANELS</b>                | <b>PROVIDE PHOTO 7</b>               |
|  |                                      |
| 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. |                                      |

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| Comments: |
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| <b>8. BRANCH CIRCUITS (Exiting panel enclosure)</b> | <b>PROVIDE PHOTO 8</b> |
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|                |              |                            |                          |
|----------------|--------------|----------------------------|--------------------------|
| 1. Identified: | Yes (     )  | Must be Identified (     ) |                          |
| 2. Conductors: | Good (     ) | Deteriorated (     )       | Must be Replaced (     ) |

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| Comments: |
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| <b>9. GROUNDING OF SERVICE</b> | <b>PROVIDE PHOTO 9</b> |
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|  | Good (     ) | Needs Repair (     ) |  |
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| Comments: |
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| <b>10. BRANCH CIRCUIT EQUIPMENT GROUNDING SYSTEM</b> | <b>PROVIDE PHOTO 10</b> |
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|  | Good (     ) | Needs Repair (     ) |  |
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| Comments: |
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| <b>11. SERVICE CONDUIT/RACEWAYS</b> | <b>PROVIDE PHOTO 11</b> |
| Good (     )                        | Needs Repair (     )    |
| Comments:                           |                         |
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| <b>12. GENERAL CONDUIT/RACEWAYS</b> | <b>PROVIDE PHOTO 12</b> |
| Good (     )                        | Needs Repair (     )    |
| Comments:                           |                         |
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| <b>13. WIRE AND CABLES</b> | <b>PROVIDE PHOTO 13</b> |
| Good (     )               | Needs Repair (     )    |
| Comments:                  |                         |
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| <b>14. BUSWAYS</b> | Not Applicable:      | <b>PROVIDE PHOTO 14</b> |
| Good (     )       | Needs Repair (     ) |                         |
| Comments:          |                      |                         |
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| <b>15.THERMOGRAPHY INSPECTION RESULTS</b>  | Not Applicable: | <b>PROVIDE PHOTO 15</b> |
| Design Professional to summarize results below. Attach thermography report by certified thermographer. |                 |                         |
| Are there any anomalies reported in the thermography report? (Yes/No):                                 |                 |                         |
| Comments:  |                 |                         |
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| <b>16.OTHER CONDUCTORS</b> | <b>PROVIDE PHOTO 16</b> |
| Good (    )                | Needs Repair (    )     |
| Comments:                  |                         |
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| <b>17.TYPES OF WIRING METHODS</b>         | <b>PROVIDE PHOTO 17</b> |            |
| 1. Conduit Raceways Metallic: Good (    ) | Needs Repair (    )     | N/A (    ) |
| 2. Conduit PVC: Good (    )               | Needs Repair (    )     | N/A (    ) |
| 3. NM Cable: Good (    )                  | Needs Repair (    )     | N/A (    ) |
| 4. Other Conductors/Cables: Good (    )   | Needs Repair (    )     | N/A (    ) |
| a. Other Conductors/Cables (Specify):     |                         |            |
| Comments:                                 |                         |            |
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| <b>18.EMERGENCY LIGHTING</b> | <b>PROVIDE PHOTO 18</b> |            |
| Good (    )                  | Needs Repair (    )     | N/A (    ) |
| Comments:                    |                         |            |
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| <b>19. BUILDING EGRESS ILLUMINATION</b> | <b>PROVIDE PHOTO 19</b> |            |
| Good (    )                             | Needs Repair (    )     | N/A (    ) |
| Comments:                               |                         |            |
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| <b>20. FIRE ALARM SYSTEM</b> | <b>PROVIDE PHOTO 20</b> |            |
| Good (    )                  | Needs Repair (    )     | N/A (    ) |
| Comments:                    |                         |            |
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| <b>21. SMOKE DETECTORS (Part of a fire alarm system only)</b> | Not Applicable:     | <b>PROVIDE PHOTO 21</b> |
| Good (    )   | Needs Repair (    ) | N/A (    )              |
| Comments:   |                     |                         |
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| <b>22. EXIT LIGHTS</b> | <b>PROVIDE PHOTO 22</b> |            |
| Good (    )            | Needs Repair (    )     | N/A (    ) |
| Comments:              |                         |            |
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| <b>23.EMERGENCY GENERATOR</b>   | <b>PROVIDE PHOTO 23</b> |
| Good (     )                      Needs Repair (     )                      N/A (     ) |                         |
| Comments:   |                         |
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| <b>24.WIRING IN OPEN OR UNDER COVER PARKING GARAGE AREAS</b>   | <b>PROVIDE PHOTO 24</b> |
| Good (     )                      Requires Additional Illumination(     )                      N/A (     ) |                         |
| Comments:  |                         |
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| <b>25.OPEN OR UNDER COVER PARKING GARAGE AND EGRESS ILLUMINATION</b>                                       | <b>PROVIDE PHOTO 25</b> |
| Good (     )                      Requires Additional Illumination(     )                      N/A (     ) |                         |
| Comments:  |                         |
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| <b>26.SWIMMING POOL WIRING</b>  | <b>PROVIDE PHOTO 26</b> |
| Good (     )                      Needs Repair (     )                      N/A (     ) |                         |
| Comments:   |                         |
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| <b>27. WIRING TO MECHANICAL EQUIPMENT</b>   | <b>PROVIDE PHOTO 27</b> |
| Good (     )                      Needs Repair (     )                      N/A (     ) |                         |
| Comments:   |                         |
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| <b>28. UNDERGROUND OR LOWER-LEVEL PARKING GARAGES</b>  | N/A: | <b>PROVIDE PHOTO 28</b> |
| 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:<br>Select: (Yes, No, Needs Repair, Will Retrofit):   |      |                         |
| Explanation:   |      |                         |
| 2. Are they equipped with sensors that prevent the cab from descending into a flooded hoistway?<br>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?<br>Select: (Yes, No, Needs Repair, Will Retrofit): |      |                         |
| Explanation:   |      |                         |

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| <b>29. GENERAL ADDITIONAL COMMENTS</b> |
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