

FIELD INSPECTIONS OFFICE

- To reach your Inspectors, please call their phone number shown on the yellow Correction Notice the inspector inserts into onsite plans.
- Obtain assigned inspector's phone number and tentative itinerary on the "Inspection History" and "Scheduled Inspections" screens in the online permit tracking system.
- Call Monday through Friday from 8:00 to 8:30 a.m., 233-5050 and select type of inspector.

IF MAJOR QUESTIONS ARISE:

Ken Nida	Chief Mechanical & Plumbing Inspector	681-3924
William Fuchs	Chief Electrical Inspector	233-5189
Robert Hemp	Chief Structural Inspector	233-5268

BUILDING DIVISION

Permit Center	233-5100
Inspections (General)	233-5170
Building Code Help Desk	233-5108
Administration	233-5101

OTHER PZ&B OFFICES

PZ&B Administration	233-5005	Records	233-5160
Planning Division	233-5300	Code Enforcement	233-5500
Zoning Division	233-5200	Contractor Certification	233-5525

All Divisions from South County and Belle Glade - (888) 236-3807

PERMITTING OFFICE HOURS

MAIN OFFICE: OPEN Monday through Friday

2300 N. Jog Road
West Palm Beach, FL 33411
Phone (561) 233-5100
Fax (561) 656-7977

Hours: 8:00am-5:00pm
*Last sign-in for Applications at
4:30 p.m.*

SOUTH COUNTY- Drop off & Pick-up only OPEN Mondays & Thursdays
(TEMPORARILY CLOSED)

345 S. Congress Ave. Room 102
Delray Beach, FL 33445
Phone (561) 276-1284
Fax (561) 276-1295

Hours: 8:00 am-5:00 pm
*Last sign-in for Applications at
4:30 p.m. (Closed 12:00 noon to
1:00 p.m. for lunch)*

Inspections Scheduling Fax: 561-656-7978

Email for Notices of Commencement Only: PZBInspNOC@pbcgov.org

Inspections/Help Desk general email: PZB-Insp@pbcgov.org

Flood Holds email: FloodZone@pbcgov.org

Building Division general email: PZB-BLDG@pbcgov.org

BUILDING DIVISION

<http://discover.pbcgov.org/pzb/building/Pages/default.aspx>

PLANNING, ZONING, AND BUILDING DEPARTMENT



ONLINE and TELEPHONE INSPECTION SCHEDULING and PERMIT MONITORING/ISSUANCE SYSTEMS

These systems allow users to manage several functions from their office or home computers, or from a touch-tone phone:

Both Systems – Functions:

- Schedule an inspection
- Check inspection results
- Cancel a scheduled inspection

Online System Only - Functions:

- Pay Fees by Credit Card
- Check Progress of Permit Applications
- View Required Sub-Permits
- Issue Pre-Approved No-Fee Sub-Permits (with Participation in an Annual Program)

Telephone System - Availability:

- Monday - Friday 6:30 a.m. - 11:00 p.m.
- Saturday - Sunday 6:30 a.m. - 2:00 p.m.

Online System Only - Availability:

- Available 24/7 allowing next day inspection scheduling until midnight.

Off-hours inspections may be performed on an hourly fee basis, if staff is available, and arranged 24 hours in advance. Please call 233-5108 or 233-5170 for further information.

Telephone System Access Phone Numbers

- (561) 355-2222 for automated functions
- (888) 236-3807 South County & Belle Glade

• **ONLINE SYSTEM INSTRUCTIONS AVAILABLE AT:**

<http://discover.pbcgov.org/pzb/building/Pages/default.aspx>

(See "Interactive Information")

• **TELEPHONE SYSTEM ACCESS PHONE NUMBERS**

(561) 355-2222 for automated inspection request

(888) 236-3807 South County/Belle Glade line

BASIC TELEPHONE FEATURES

Once connected, you will be asked to choose one of the system functions. At any time, you can press * to return to the menu or hang-up. During regular business hours, you can press 0 for operator assistance, or for Building Division Inspections, if you have technical problems, a rotary phone, or special needs, call (561) 233-5170, between 8:00 a.m. and 5:00 p.m. Monday thru Friday. For other than Building Division Inspections, refer to the phone number for the pertinent agency listed under the "Inspection Request Codes", or on the back of this packet.

TELEPHONE SCHEDULING

- Dial (561) 355-2222 or (888) 236-3807 from South County and Belle Glade.
- Enter your 7-digit Contractor ID Number ("PIN", not license number). Keep this ID in a safe place; it is your security key to the system. If you don't have a number, the qualifier or his agent (agent must be in our system) *must visit* one of our offices with proper ID, to obtain the number, as this security number cannot be given over the phone.
- Complete permit number, including the appropriate alpha character.
EXAMPLE: B91012345 (B=2, E=3, M=6 and P=7)
- Choose Inspection, then enter the appropriate Request Code from the table in this pamphlet.
- Enter # sign if you would like the inspection the next business day, or enter a 6-digit month, day, and year to schedule an inspection up to 180 calendar days in advance, or the active days remaining on the permit, whichever is less.
DATE FORMAT EXAMPLE: March 15, 2011 = 031511
- The system will verify your request automatically, or you can confirm or change your request at this time.
- At the conclusion of the session you will hear other system options.
NOTE: For Building Division, non-standard instructions or special inspections, press 0 after your inspection has been scheduled between 8:00 a.m. and 5:00 p.m. Monday thru Friday.

CHECKING INSPECTION RESULTS BY TELEPHONE

- Dial (561) 355-2222 or (888) 236-3807 out of call area.
- Enter your complete permit number, including the alpha character.
- Enter the 6-digit month, day and year the inspection was scheduled.
NOTE: For complete details on a failed inspection, consult the yellow correction notice posted on the site or <http://discover.pbcgov.org/pzb/building/Pages/default.aspx> or call the inspector between 8:00 a.m. and 8:30 a.m., Monday thru Friday, at (561) 233-5050 and select type of inspector needed.

CANCELING AN INSPECTION BY TELEPHONE

(An Inspection cannot be canceled the same day as its scheduled date)

- Access the system.
- Enter your 7-digit Contractor ID Number.
- Enter your complete permit number, including the alpha character.
- Enter the Inspection Request Code from the table contained in this pamphlet.

TELEPHONE SYSTEM INTERRUPTIONS

If there is a system interruption, your calls will be handled by our Inspection Scheduling personnel between 8:00 a.m. and 5:00 p.m., Monday thru Friday. (561) 233-5170

INSPECTION REQUEST CODES

CODE	BUILDING	CODE	GAS (Gas Permits Only)
105	Footing	408	Underground Gas
114	Slab	403	Rough Gas
101	Beam/Column	402	Final Gas
117	Wall Sheathing	412	Medical Gas Rough
124	Framing Anchors	413	Medical Gas Final
111	Roof Framing & Sheathing		
112	Roof Metal (Roof Permit #)		
115	Roof in progress	CODE	LANDSCAPE
106	Building Framing	502	Pre-Landscape
107	Insulation	503	Final Landscape
103	Drywall	For Assistance - Call (561) 233-5037	
118	Ceiling Grid		
108	Lath		VEGETATION
113	Sidewalk & Driveway	Schedule by Calling ERM at (561) 233-2400	
110	Pool Steel and Drain		
109	Pool Deck	CODE	MECHANICAL
116	Tie-Down (Mobile Home)	610	Underground
128	Monolithic Slab	604	Rough mechanical
104	Final Building	615	Fire Damper framing
148	Window in Progress	616	Fire Damper Retaining Angles
		602	Final Mechanical
CODE	ELECTRICAL	603	Hood Rough
207	Temporary Power	607	Hood Final
211	Underground Electric	609	Walk-In Cooler Rough
205	Rough	608	Walk-In Cooler Final
214	Electric Hot Check (SFD Only)		
203	Final Electric **		
212	Pole Base	CODE	PLUMBING
206	Service Change ***	712	Underground
201	Electric Waiver (Not SFD)	704	Rough Top-Out
220	Rough Electric with TUG	703	Final Plumbing
		707	Pool Perimeter Piping
CODE	FIRE	708	Sanitary
301	Fire Alarm Test (Elect F/A)	710	Solar Heat Final
302	Fire Marshall Final	713	Storm Sewer
303	Fire Main Underground	714	Rainwater Leaders
	Pressure Test	701	Building Sewer (Main or Septic)
305	Fire Framing		
307	Other Required Test (Fire Suppress'n, etc.)		DEMOLITION
309	Preliminary Site Inspection	Call an Inspection Scheduler at (561) 233-5170	
310	Sprinkler Head Relocation		
311	Sprinkler Pressure Test (Above Ground)		HEALTH DEPARTMENT
	For Fire Assistance – Call (561) 233-0050	Call for Field Inspections - (561) 837-5917	

** If Final Electric includes a *Service Change*, see note below.

*** Service Change appointments between 9:00 a.m. and 2:00 p.m. must be scheduled through an Inspection Scheduler the day before, between the hours of 8:00 a.m. - 5:00 p.m. Monday thru Friday. (561) 233-5170

In accordance with the Americans with Disabilities Act (ADA) provisions, this pamphlet may be obtained in an alternate format by contacting (561) 233-5101

CONTRACTOR ID # _____ ("PIN", not License #)