



## Expectations of the Special/Threshold Inspector

F.S.553.79(5)(a) The enforcing agency shall require a special inspector to perform structural inspections on a threshold building pursuant to a structural inspection plan prepared by the engineer or architect of record. The structural inspection plan must be submitted to and approved by the enforcing agency before the issuance of a building permit for the construction of a threshold building. The purpose of the structural inspection plan is to provide specific inspection procedures and schedules so that the building can be adequately inspected for compliance with the permitted documents. The special inspector may not serve as a surrogate in carrying out the responsibilities of the building official, the architect, or the engineer of record.

F.S.553.79(5)(a) The special inspector shall determine that a professional engineer who specializes in shoring design has inspected the shoring and reshoring for conformance with the shoring and reshoring plans submitted to the enforcing agency.

F.S.553.79(7)(c) All shoring and reshoring procedures, plans, and details be submitted to the enforcement agency for recordkeeping. Each shoring and reshoring installation shall be supervised, inspected, and certified to be in compliance with the shoring documents by the contractor.

1. Approve all inspections in accordance with the Structural Inspection Plan prepared by the Structural Engineer and Approved by the Building Department Inspections Division.
2. The Special Inspector is required to perform its inspection prior to requesting the same inspection by the local AHJ. After each inspection is conducted by the Special Inspector, a copy of the field report shall be maintained on site for review by the Building Inspector.
3. Verify all required **welding** is performed by a certified welder and perform inspection of all welds for compliance with approved engineer's specifications and plans.
4. Submit (1) copy of weekly reports to the Building Inspector and/or Chief Inspector for review and approval. All documents must be original Signed, Dated and Sealed by the Special Inspector in responsible charge.
5. Preferably, each inspection report shall be **sequenced** and should be accompanied by a highlighted plan and photo documentation of the inspected area if perceived to be beneficial to the inspection report.
6. Review all **Pile Log Reports** to verify reinforcement, location, size and embedment depth specification achieved if applicable.
7. Review all **Field Density Reports** to verify soil compaction specification achieved prior pouring of concrete slab(s).
8. Review all **Concrete Test Reports** to verify compressive or flexural strength specification achieved.

9. When a condition arises that is not in conformance with the approved plans and the code in effect, the inspection shall be disapproved and the AHJ shall be notified immediately.
10. At the culmination of the Special Inspector's scope of required inspections and prior to any **TCO/CO** request, submit a complete package with all inspections, re-inspections, field density reports and concrete test reports if applicable to the Building Inspector and/or Chief Inspector.
  - a. Provide cover letter indicating total number of reports.
11. All Final Certificate of Compliance (CO) / Temporary Certificate of Compliance (TCO) inspection documentation for the building which are required to be signed and sealed by the architect or engineer of record shall contain a statement that, **to the best of the architect's or engineer's knowledge**, the observation/inspection/testing of all construction components and specifications comply with the permitted documents, applicable minimum building codes and the applicable fire-safety standards as determined by the local authority in accordance with this section and chapter 633, Florida Statutes. Example documentation includes, but is not limited to: Special Inspector/Threshold Inspector Reports, Shoring/Re-Shoring Reports, Field Density/Soil Compaction Reports, Vibro-Compaction/Pile Driving Reports, Grout Consolidation/Grout Compression Reports and Concrete Compression/Flexural Reports.



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### ***Standards for Submission of Special Inspection / Threshold Reports***

- 1) Provide typed reports with the Company or Firms letterhead. Include the address, phone number, e-mail address, etc.
- 2) Provide the date of the Inspection.
- 3) Number each report consecutively.
- 4) Provide the Project Reference to include:
  - Job Title
  - Project Address
  - City of Pompano Beach permit number
- 5) Provide observations, description of inspections, narrative of work, details, special notes, results of tests, unusual conditions, etc.
- 6) Provide the signature, date of professional seal of the Special Inspector on each report. Reference Florida Statutes 471; 481; 553.79.
- 7) Provide a supplemental corrective action or approved inspection reports for any disapproved inspection or test with a reference to the original.  
A separate report or a follow-up inspection notes on a new report is acceptable.
- 8) Schedule an inspection for the Building Field Inspector of the City to receive the prepares signed and sealed reports on a weekly basis.
- 9) The special building inspector shall make all inspection in accordance with the approved inspection plan.
- 10) A log of all progress reports and inspection reports shall be maintained at the jobsite.
- 11) At the completion of the work, the special inspector shall submit a signed and sealed Certificate of Compliance stating that the work was done substantially in accordance with the applicable portions of the permitted construction documents as delineated in the special building inspection plan.