CITY OF NORTH MIAMI BEACH
BUILDING DEPARTMENT

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 ....."

The work shall be inspected for compliance with the permit plans and the applicable Code (FBC).

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 from a building permit (Zoning 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.

Be explicit in your comments regarding the reason for the partial approval.

Close partial inspections in a timely manner.

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.

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FIRST INSPECTION

Building number or address as shown on the permit card posted and visible from the street.	☐
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.	

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FOUNDATION/ MONOLITHIC SLAB **Building permits**

If this is the first inspection, also refer to the First Inspection checklist.

Reminder: a permit is required for soil improvement FBC 1834 and R4404.18. In the absence of a building permit for a proposed building or structure that includes the soil improvement recommendations, a soil improvement permit is required.

Building permit and approved set of plans	☐
Building permit on the card is the same as on the route	☐
If this is not the first inspection, read inspection records and notes on permit card	☐
Collect termite certificate. A "Partial Treatment Certification" means that the horizontal barrier has been applied. FBC 105.10, 1816, R320	☐
Collect compaction certificate (min. 95% of max dry density). FBC 1820.3, R4404.4.3.1	☐
Plumbing rough inspection approved (monolithic slab)	☐
Foundation size and reinforcement as per permit plans. FBC 1819, R4404.3 Slab thickness per plans, minimum 4". FBC 1820.3, R4404.4.3	☐
Top of footing, minimum depth below grade 8", for cont. & isolated footings. FBC 1819.4.5. & 1819.5.3, R4404.3.4.5 & R4404.3.5.3	☐
Grade stakes for foundation depth not further apart than 8'-0" on cont. footings (standard practice).	☐
Reinforcing steel size and quantity per plans but not less than FBC1819.3, R4404.3.3	☐
Reinforcement protection (cover) SFBC 2508.5(a) FBC 1819.3.1.3, R4404.3.3.1.3 3" clear from side and bottom of trench with no forms 1.5" from the form (#5 bar or smaller) or 2"clear from the form for larger bars	☐
Wall footing longitudinal steel bent around the corner 48 bar dia. or added matching reinforcing bars extending 48 bar dia. in each direction. FBC 1819.3.1.2, R4404.3.3.1.2	☐
36" bar dia. splices. FBC 1819.3.1.2, R4404.3.3.1.2	☐
Clean trenches, free of debris, rocks, deleterious material. FBC 1819.3.1.4, R4404.3.3.1.4	☐
¾" recessed edges supporting exterior masonry walls or alternate water stop method. FBC 1820.3.4, R4404.4.3.4	☐
Vapor barrier when required by plans lapped 6"	☐
Slab reinforced with 6"x 6" welded wire mesh (bright) lapped 6" min. FBC 1820.3, R4404.4.3	☐
Transverse reinforcement or double mesh over continuous monolithic wall footing unless otherwise shown on plans as determined by RA or PE. FBC 1821. 1.13, R4404.5.1.13	☐
Required dowels for tie downs and columns	☐
PVC pipe shall not share masonry cell with reinforcing. FBC 2122.6.5.1, R4407.5.6.5.1	☐
Tie down dowels at both sides of masonry openings 3'-0" or wider. FBC 2121.2.2.2, R4407.4.2.2	☐
Tie downs/reinforced masonry dowels splice 48 bar diameter. FBC 2121.2.2.2, R4407.4.2.2	☐

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Column dowel splice 36 bar diameter, unless specified longer on plans. FBC1819.5.2, R4404.3.5.2	☐
Starter columns in additions. SFBC 2704.2(j), FBC 2121.2.10, R4407.4.2.10	☐
Reinforcing steel within walls at location of concentrated loads (e.g. girder trusses)	☐
2" clearance for pipe passing under footing	☐
Pipe through cast in place concrete sleeved w/annular space around the pipe or designed by P.E. or R.A. FBC 1925.3, R4405.7.3	☐
Conduits/ pipes embedded in concrete members not larger in outside dia. than 3/8 of the overall thickness of the concrete member and spaced not closer than 3 dia. c/c. FBC 1925.3, R4405.7.3	☐

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SLAB **Building permits**

If this is the first inspection, also refer to First Inspection checklist.
Reminder: a permit is required for soil improvement and FBC 1834). In the absence of a building permit for a proposed building or structure that includes the soil improvement recommendations, a soil improvement permit is required.

Building permit and approved set of plans	☐
Building permit on the card is the same as on the route	☐
If this is not the first inspection, read inspection records, notes on permit card	☐
Plumbing rough inspection approved (when applicable)	☐
¾" recessed edges supporting exterior masonry walls or alternate water stop method. FBC 1820.3.4, R4404.4.3.4	☐
Conduits/pipes embedded in a slab not larger in outside diameter than 318 of the overall thickness of the slab and spaced not closer than 3 dia. center to center. FBC 1925.3, R4405.7.3	☐
For slab supported on grade or compacted fill only	☐
Collect certificate of termite. A "Partial Treatment Certification" means that the horizontal barrier has been applied. FBC 105.10, 1816, R320	☐
Collect compaction certificate (min. 95% of max dry density). FBC 1820.3, R4404.4.3.1	☐
Slab thickness per plans, minimum 4". FBC 1820.3, R4404.4.3	☐
Slab supporting garbage dumpsters minimum 6 " and one foot larger than dumpster on all sides. FBC 1820.3.6, R4404.4.3.6	☐
Check grade stakes, chalk lines on walls, 112" x 4" asphalt expansion joints (per plans, otherwise recommend).	☐
Vapor barrier when required by plans lapped 6"	☐
Slab reinforced with 6"x 6" welded wire mesh (bright) lapped 6" min. FBC 1820.3, R4404.4.3	☐
8" thickened slab edge with 1 #5 cont. for pool deck, screened patio slabs, slabs supporting utility sheds. FBC 1820.3.5, R4404.4.3.5	☐
Structural slab on grade (over grade beams or piles) and elevated (upper floors)	☐
Slab thickness, reinforcing steel size and spacing per plans	☐
Tie down continuity from below & new dowels at sides of openings more than 3"-0" wide. FBC 2121.2.2.2, R4407.4.2.2.2	☐
Tie downs/ reinforced masonry dowels splice 48 bar diameter. FBC 2122.6.1, R4407.5.6.1	☐

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TIE BEAM/REINFORCING **Building permits**

If this is the first inspection, also refer to First Inspection checklist.

Building permit and approved set of plans	☐
Building permit on the card is the same as on the route	☐
If this is not the first inspection, read inspection records, notes on permit card	☐
Approved truss shop drawings when tie beams, beams and columns carry trusses being inspected. Write "***shop drawings at site***" on comment line	☐
Truss layout on shop drawing is the same as permit plans. FBC 2319.17.2.1.1, R4409.6.17.2.1 Conduct inspection if discrepancies are minimal If approved with minimal discrepancies, add comment "***Revise plans for next inspection, shop dwgs. & permit plans must match***" If disapproved: ***"Revise plans, shop dwgs and permit plans must match".***	☐
Column size and reinforcement per plans. Reinforcement size, quantity, splices, and protection (cover) per permit plans	☐
Tie Down and Tie Column size, location and reinforcement per plans, but minimum as per. FBC 2121.2.2, R4407.4.2.2	☐
Reinforced masonry bar size and spacing per plans. Reinforcement bar spliced 48-bar diameter. FBC 2122.6.1, R4407.5.6. No rebar shall share a cell with stack pipes.	☐
Beam size, reinforcement, splices, reinforcement protection (cover) as per permit plans	☐
Tie Beams size reinforcement per plans, but minimum as per. FBC 2121.2.3, R4407.4.2.3	☐
Forms and cells free of debris. FBC 2122.6.5.1, R4407.5.6.5.1	☐
Horizontal masonry reinforcement. Request holes if necessary. FBC 2121.1.6, R4407.4.1.6	☐
Correct bearing of lintels; check details on permit plans. FBC 2121.2.11, R4407.4.2.11.2	☐
Review the following with permit holder.	
Follow HIB-91 for truss storage, erection, setting, securing and bracing	☐
Wood members shall not be in direct contact with masonry or concrete (wrap with 30# felt or alternate method). FBC 2326.2.4, R4409.13.2.4	☐
Special inspector required for reinforced masonry. FBC 2122.4, R4407.5.4	☐

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ROOF/FLOOR TRUSS BRACING AND SHEATHING **Building permits**

If this is the first inspection, also refer to First Inspection checklist.

Building permit and approved set of plans	☐
Building permit on the card is the same as on the route	☐
If this is not the first inspection, read inspection records, notes on permit card	☐
OSHA approved ladder	☐
Check fully filled cells (reinforced masonry and tie downs)	☐
Trusses	
Identify trusses and girders in the truss shop drawings. Identify and highlight gravity and wind load reactions and bracing requirements on cut sheets.	☐
Check typical strap, any special designed strap, connections truss to girder, girder-to-girder, jacks to girders, etc. FBC 2321, R4409.8	☐
Hangers, hurricane clips and straps with product Approval to sustain the gravity and uplift loads. FBC 2321.5.1, R4409.8.5.1	☐
Special truss-to-truss hangers engineered by truss manufacturer with bolt sizes, spacing, edge distances, etc.	☐
Special wood to masonry/concrete connection by professional of record with bolt sizes, spacing, edge distances, etc. FBC 2321.5.1, R4409.8.5.1	☐
Flat and floor trusses marked to show which side is to be placed up. FBC 2319.17.2.1.1(7), R4409.6.17.2.1.1	☐
Trusses grade mark 2319.17.2.2.and 2319.17.2.3 R4409.6.17.2.2, R4409.6.17.2.3 If truss span is 20' or less, 50% of top and bottom chord members together shall be grade-marked	☐
If truss span is more than 20', 75% of top and bottom chord members together shall be grade-marked, and one marked web member per truss. FBC 2319.17.2.2.4, R4409.6.17.2.2.4	☐
Manufactures stamp on each truss, at least 75% visible after erection. FBC 2319.17.2.3.2, R4409.6.17.2.3.2	☐
Multiple member girders predrilled at plant to connect members with bolts. Holes for hanger bolts shall be drilled on site. FBC 2319.17.2.3.3, R4409.6.17.2.3.3	☐
Truss bracing as per cut sheets and permitted plans. Bracing must be continuous 2 spans or more and of same grade or better than web members. FBC 2319.17.2.1.8, 84409.6.17.2.1.8	☐
Ceiling attached directly to bottom chord or trusses shall not act as bracing, additional bracing members required for bottom chord. FBC 2319.17.1.2, R4409.6.17.1.2	☐
Bottom chord bracing required at dropped ceiling location.	☐
Trusses spaced at 24" c/c max, unless additional perpendicular framing members at 24" c/c are provided. (Limited by the plywood maximum span)	☐
Installation tolerances (out of plumb or place, straps more than %" away from trusses, etc.).	☐

INSPECTION GUIDELINES

Wood wedges at valley trusses for proper contact	☐
Repaired, cut or altered trusses only as designed by P.E., approved by designer of record and approved by plan review section. FBC 2319.17.2.1.2, R4409.6.17.2.1.2	☐
Collect Special Inspector letter for erection of trusses with bottom chord longer that 35' or more that 6" overall height. 2319.17.2.4.2, R4409.6.17.2.4	☐
Sheathing	
Floor sheathing	
If part of a Fire Rated Assembly look for construction detail on plans with reference to a national recognized testing agency on plans. FBC 2322.1 R4409.9.1	☐
Plywood sub-flooring cont. over 2 or more spans. Face grain perpendicular to supports. Thickness and nailing as per permit documents but not less than required by FBC 2322.1.6, R4409.9.1.6	☐
Sub-floor panels other than plywood requires Product Approval. FBC 2322.1.7 R4409.9.1.7	☐
Roof sheathing	
Exposure 1, 19132" continuous over two or more spans with face grain perpendicular to the supports. APA stamp on interior face.	☐
Plywood panels staggered with 118" clearance between panels.	☐
Nailing as per permit plans but not less than 8d nails at 6" clc at panel edges and intermediate supports except that at gable ends 10d nails at 4"clc. FBC 2322.2.5.	☐
No over penetration of nails, no more than the thickness of the nail head.	☐
From below check for shiners and that all valley sets are fully sheathed.	☐
Non-combustible or fire retardant sheathing in townhouses when fire rated wall between units stops at roof deck underside. R317.2.2, Exception	
Review the following with permit holder	
No stucco shall be applied before the framing inspection	☐
On wood framing construction, no exterior siding shall be applied before framing inspection 007	☐

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FRAMING/FIRESTOPPINGIWINDOWS **Building permits**

If this is the first inspection, also refer to First Inspection checklist. Window inspection is performed at framing for subsidiary permit only. Window inspection result shall be recorded under the window permit number/card.

Building permit and approved set of plans	☐
Building permit on the card is the same as on the route	☐
If this is not the first inspection, read inspection records, notes on permit card	☐
OSHA approved ladder	☐
Partial trade approvals (only on large commercial jobs)	☐
Handrail and guardrail (safeguard) per approved permit plans. Approved shop drawings shall match permit plans, otherwise revised plans required	☐
Safeguard at abrupt differences in level (30" or more). FBC 1012, R4403.7.3	☐
Space between pickets must prevent passing of 4" dia object. FBC 1012.3, R4403.7.3.4	☐
Handrails required in single family residence: 4 or more risers, R311.5.6, ramps w/ 1:12 or more slope R311.6.3	☐
Handrails on both sides of stairs and ramps. FBC 1009.10, 1009.11, 1010.8, except in single family residences handrail on one side R311.5.6, R311.6.3	☐
Handrail height 34" to 38". FBC 1009.11.1, R311.5.6.1, R311.6.3.1	☐
Handrail graspability. FBC 1009.11.3 R311.5.6.3	☐
Min stair width 36". FBC 1009.1, R311.5.1	☐
Treads and risers as per plans. FBC 1009.3, R311.5.3	☐
Stairway min. headroom 6'-8". FBC 1009.2, R311.5.2	☐
22" x 30 " min. attic access with 30" headroom. FBC 1209.2, R807.1	☐
Garage door attachment as per Product Approval. FBC 2410.4 R 4410.4	☐
Minimum ceiling height 7' single-family residences, 7'6" other occupancies. FBC 1003.2, R305.1	☐
Limited penetration allowed in fire rated walls between townhouses R317.2	☐
Firestops installation & spacing. FBC 2320.1 and FBC2320.2, R4409.7.2.1 R4409.7.1, R4409.7.1.2	☐
Draftstoping. FBC 2320.3, FBC 717.3 and FBC 717.4	☐
Wood framing	
Durable species or pressure treated wood in contact with concrete. FBC 2326.2.4, R4409.13.2.4	☐
Hot dipped galv. steel, stainless steel, silicone, bronze or cooper fasteners s for treated wood FBC 2304.9.5, R319.3	☐

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Size and spacing of studs in bearing and exterior walls as per permit plans but not less than 2x6 for exterior walls & 2x4 for interior walls. FBC 2318.1, R4409.5.1	☐
Spacing of studs in bearing and exterior walls not more than 16" clc unless as designed by PE or RA	☐
Sills and base plates attached to concrete wl "A" diameter. Bolts with oversized washers spaced at 2 feet maximum, embedded 7"min unless as designed by PE or RA. FBC 2318.1.4, R4409.5.1.4	☐
Double plate atop of stud bearing walls, lapped at each intersection of walls and partitions. FBC 2318.1.5.1, R4409.5.1.5.1	☐
Joints lapped minimum 4 feet. FBC 2318.1.5.2, R4409.5.1.5.2	☐
Stud walls and partition corners framed solid by no less than three studs. FBC 2318.1.6, R4409.5.1.6	☐
Stud other than end-jointed lumber spliced only at points where lateral support is provided. FBC 2318.1.7, R4409.5.1.7 No notching allowed in studs that carry loads in excess of 75% of their capacity. FBC 2318.1.9.1, R4409.5.1.9.1	☐
Notches to studs that carry loads 75% or less of their capacity not larger than one-third of the depth of the stud. FBC 2318.1.9.2, R4409.5.1.9.2	☐
Metal tie no less than 1" by 118" on each side of plates cut to allow for vertical pipe installation. Metal tie nailed with no less than 2-16d or 3-8d nails at each end. FBC 2318.1.10.3, R4409.5.1.10.3	☐
Headers on bearing walls as per permit plans. FBC 2318.1.11.1, R4409.5.11.1	☐
Header or lintel over stud walls opening with 2" minimum nominal bearing. FBC 2318.1.11.2, R4409.5.1.11.2	☐
Stud joining masonry/concrete walls, bolted with %" diameter bolts with oversized washer at 4 feet max and embedded minimum 5" or as designed by R.A. or P.E. FBC 2318.1.12, R4409.5.1.12	☐
Studs supporting wall hung plumbing fixtures min 2x4 at 16" c/o max or 2x6 at 24" c/c max. FBC 2318.1.15, R4409.5.1.15	☐
Minimum 2x4 horizontal wood member fastened to two studs, for the attachment of each wall hung plumbing fixture or wall cabinet. FBC 2318.1.15.1, R4409.5.1.15.1	☐
Continuity of anchorage foundation to roof FBC 2321.1, R4409.8	☐
Pressure treated furring securely fastened to masonry with minimum one cut nail in alternate course of block. FBC 2323, R4409.10.1	☐
Non-bearing partitions minimum 2"x4" at 24". FBC 2318.2, R4409.5.2.1	☐
Single top plate atop nonbearing partitions. FBC 2318.2, R4409.5.2.2	☐
2" nominal thickness headers placed flat over non-bearing partition openings 4' maximum, nailed through the stud with no solid bearing provided. FBC 2318.2.3, R4409.5.2.3	☐
Column/post bottom protected against deterioration by approved product FBC 2318.3.2, R4409.5.3.2	☐

INSPECTION GUIDELINES

Columns and post splices only designed by R.A. or P.E. FBC 2318.3.3, R4409.5.3.3. Columns and post size connections and location per permit plans	☐
Joists/ rafters' size, spacing and connections per plans. Min. 3" bearing. FBC 2319, R4409.6	☐
Joists and rafter bear on Product Control Approved saddle and fastened to masonry by a steel strap anchor embedded into a grout filled cell or concrete. FBC 2319.3.2.2, R4409.6.3.2.2	☐
Joist that penetrate fire resistive walls separated from the opposite side of the wall by at least 4" of solid masonry. FBC 2319.7.3, R4409.6.7.3	☐
Floor joist butting into a header beam toenailed and with approved metal hanger providing min. 3" bearing to transmit the vertical load to the top of the header. Other approved means may be used (Product Approval or as designed by R.A. or P.E). FBC 2319.3.3, R4409.6.3.3	☐
Stairs per permit plans and/or or approved shop drawings by manufacturer. Shop drawings approved by the design professional match the permit drawings. Otherwise permit plans must be submitted for revision and approval.	☐
Stair stringers with 4" minimum bearing unless a steel hanger is provided. FBC 2319.16.1, FBC 2319.16.2, R4409.6.16.1 and R4409.6.16.2	☐
No notches allowed to stair stringer effective area. FBC 2319.16.3, R4409.6.16.3	☐
Two stringers for each flight of stairs 36" wide. Additional stringer for each 18" of additional width FBC 2319.16.4, R4409.6.16.4.	☐
Light gauge metal studs	
20 gauge when supporting plumbing fixture. FBC2517.5.1.1, R4411.4.5.1.1	☐
Windows and glass doors	
Windows and glass doors inspection must be recorded on the window permit number	☐
Product approval for windows, glass doors and mullions. FBC 2410.4 R 4410.4	☐
Check Product Approval number against the number on the permit plans	☐
Use magnet for additional reinforcement of vertical members (e.g. sliding glass doors wider than 6")	☐
Emergency escape and rescue opening in sleeping room for new construction minimum dimensions: H=24", W=20", A=5 S.F. on grade level A=5.7 S.F. above grade level, sill height = 44" 8310.1.1/ R310.1.2 / R310.1.3 / R310.1.4 FBC1026	☐
Replacement of windows in existing buildings, emergency escape and rescue opening requirements by date of construction	☐

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LATHING/DRYWALL	Building permits
If this is the first inspection, also refer to First Inspection checklist. Building permit and approved set of plans	☐
Building permit on the card is the same as on the route	☐
If this is not the first inspection, read inspection records, notes on permit card	☐
Galv./rust resistant metal wire lath and accessories embedded in plaster. FBC 2514.3, R4411,1.3.1	☐
Check weight tags. FBC Table 2514.3.2, R4411.1.3.2	☐
Spacing of supports as per. FBC Table 2514.3.2, R4411.1.3.2	☐
Metal laths lapped 1-inch minimum. FBC 2514.3.3, R4411.1.3.3	☐
Attachment of lath and wire lath to supports 6" c/c maximum; side laps secured to support and tied between supports at 9" c/c maximum. FBC 2514.3.4, R4411.1.3.4	☐
Wire lath attached to vertical wood with 4d galv. or blue common nails driven to a penetration of min. ¾"; to horizontal wood with 11 gauge bar bid, galv. or blue nails 1 '/z" long, with a head not less than 318" diameter. FBC 2514.3.5, R4411.1.3.5	☐
15-pound roof felt or approved moisture-resisting layer. FBC 2516.2.2, R4411.3.2.2	☐
Metal wire lath attached to metal supports w #8 galv. sheet metal screw. FBC 2514.3.6, R4411.1.3.6	☐
Wire lath on spaces greater than 24" wide should be placed above solid backing	☐
Gypsum wallboard minimum'/2 ". FBC 2517.3.1, R4411.4.3.1	☐
½" and 5/8" gypsum wallboard supported at 24" c/c maximum. FBC 2517.3.2, R4411.4.3.2	☐
Rating of gypsum wallboards used in fire rated assemblies. FBC 2517.3.3, R4411.4.3.3	☐
Hot dipped galv. steel studs & runners in fire resistant walls/partitions. FBC 2517.5.1, R4411.4.5.1	☐
Nails/screws attaching gypsum wallboard driven below the surface and spotted with finishing joint compound. FBC 2517.6.3, R4411.4.6.3	☐
Gypsum wallboard attached to metal members w self-drilling, self-tapping sheath metal screw. FBC 2517.6.4.1, R4411.4.6.4.1	☐
Gypsum wallboard screw spaced at 12" in metal studs & runners. FBC 2517.6.4.2, R4411.4.6.4.2	☐
Gypsum wallboard screw length in metal studs 7/8" in'/2" board & 1" in 518" board. FBC 2517.6.4.3, R4411.4.6.4.3	☐
Wood framing supporting gypsum board min. 2" nominal thickness in the least dimension except for wood furring strips not less than 1" x 2". FBC 2517.6.2 and FBC 2517.2, R702.3.2	☐
Garage separate from residence & attic w'/2" min gypsum board on the garage side R309.2	☐
Garages beneath habitable rooms separated not less than 5/8" type X gypsum board R309.2	☐
12 ducts in or though garages shall have no opening into the garage R309.1.	☐

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SPECIAL (THRESHOLD) INSPECTOR **Building permits**

If this is the first inspection, also refer to First Inspection checklist

First inspection	
Building permit and approved set of plans	☐
Building permit on the card is the same as on the route	☐
Building permit for office trailer	☐
Special (Threshold) Inspector form. Write in comment line name and phone number as it appears on the form	☐
Meet with Special Inspector. Review permit holds and make note of meeting and holds on the Special Inspector log	☐
Subsequent inspections	
Read inspection records, notes on permit card	☐
Progress of trailer permit	☐
Progress of holds	☐
If work has proceeded without the necessary approved shop drawings First incidence: "Rejected". Advise the Threshold Inspector in person and write on the log. Inspector shall contact Threshold Inspector and permit holder verbally and follow up in writing. Letter shall be sent to permit file	☐
Second Incidence, issue stop work order Advise the Threshold Inspector in person and write on the log. Inspector shall contact Threshold Inspector and permit holder verbally and follow up in writing. Letter shall be sent to permit file	☐

CITY OF NORTH MIAMI BEACH
BUILDING DEPARTMENT

INSPECTION GUIDELINES

TCO	Building Permits
Building permit and approved set of plans	☐
Building permit on the card is the same as on the route	☐
Certificate of termite treatment FBG 104.2.6, 1816, R320	☐
Threshold inspector certificate, when required	☐
Special inspector certificate, when required	☐
Building envelope must be complete.	☐
All interior work must be complete except for minor issues not involving life safety, means of egress, accessibility and sanitary facilities.	☐
For partial TCO identify the portions of the building approved under TCO. All the above applies for the part of the building being approved for TCO	☐

CITY OF NORTH MIAMI BEACH
BUILDING DEPARTMENT

INSPECTION GUIDELINES

FINAL	Building permits
Building permit and approved set of plans	☐
Building permit on the card is the same as on the route	☐
Trade final inspections approved	☐
Mandatory building inspections approved	☐
Verify construction per plans	☐
Verify garage door against Product Approval. Verify warning sign	☐
Storm panels stored.	☐
Door leading from garage to single family home R309.1	☐
Stairs and railings per plans and FBC 1009.11, R311	☐
Emergency escape and rescue opening in sleeping room for new construction minimum dimensions: H=24", W=20", A=5 S.F. on grade level A=5.7 S.F. above grade level, sill height = 44" R310.1.11 R310.1.2 / R310.1.3 / R310.1.4 FBC 1026	
Safety glass type and location as per plans FBC 308.1, R4410.2	☐
Door hardware FBC 1008, R311.4.1, R613	☐
Exterior caulking of windows and doors	☐
Outside grade R4404.5.1.1, R4404.3.4.5	☐
Handicap accessibility	
Single-family residences, bathroom door.	☐
Other occupancies	
Accessible parking spaces FBC 11-4.6.2	☐
Accessible parking space access aisle FBC 11-4.6.3	☐
Accessible parking signage FBC 11-4.6.4	☐
Accessible route. FBC 11-4.3	☐
Building entrance. FBC 11-4.14,1008.1.4, 11-4.5.2	☐
Door opening forces. FBC 11-4.13.11	☐
Curb ramps. FBC 11-4.7	☐
Ramps as part of accessible route. FBC 11-4.8.	☐
Accessible stairs. FBC 11-4.9	☐
Maneuverability at all doorways. FBC 11-4.13	☐
Signage for rooms and spaces. FBC 11-4.30.	☐

CITY OF NORTH MIAMI BEACH
BUILDING DEPARTMENT

INSPECTION GUIDELINES

Water closets FBC 11-4.16	☐
Grab bars in water closets FBC 11-4.16.4	☐
Toilet stalls 11-4.17	☐
Grab gars in toilet stalls. FBC 11-4.17.6	☐
Restroom mirrors 1 dispensers. FBC 11-4.19.6 and FBC 11-4.22.7	☐
Drinking fountain height. FBC 11.4.15	☐
Elevator operation and controls. FBC 11-4.10	☐
Public telephone. FBC 11-4.31	☐
Fixed or built-in seating tables. FBC 11-4.32	☐
Assembly areas. FBC 11-4.33	☐
Automated teller machines. FBC 11-4.34	☐
Restaurants and cafeterias. FBC 11-5.1	☐
Medical care facilities. FBC 11-6.1	☐
Business and merchandize sales and service counters, teller windows, information counters and checkout aisles. FBC 11-7.2 and FBC 11-7.3	☐
Libraries areas. FBC 11-8	☐
Accessible lodging areas. FBC 11-9	☐
Transportation facilities. FBC 11-10	☐
***Pick up the following* documents:**	
Certificate of termite treatment FBC 105.10 1816, R320	☐
Threshold inspector certificate, when required	☐
Special inspector certificate, when required	☐
Energy, Sound and Impact Certificate	☐
As built certificate for permits under the Code relief ordinance (amnesty)	☐