



CITY OF PANAMA CITY BEACH

Building and Planning Department

COMMERCIAL INSPECTION CHECKLIST

Use this checklist for: **Non-Residential Buildings, Apartment Buildings 3 stories or more and/or 16 units or more.**

General Information

Inspections are performed between the hours of 7:30 a.m. and 4:30 p.m., Monday through Friday. For your convenience, the City provides a 24 hour voicemail box and email recipients. Any phone request made **prior to 4:00 p.m.** will be scheduled for the following business day. Inspections requested through our email **prior to 7:30 a.m.** may be scheduled for the same day. Please provide the following information when calling or emailing:

- Permit number
- Address
- Subdivision Name and Lot number (if in subdivision)
- Contractor name and phone number
- Type of inspection requested
- Date the inspection is needed

To request an inspection by phone, call (850) 233-5054, extensions 2304 or 2310.

To schedule an inspection via email please use: cweed@pcb.gov or jmilligan@pcb.gov

At the time of the first inspection and throughout the project you should have the following in place:

- The address and permit placard posted so as to be visible from the road or street and the placard accessible to the inspector.
- The permit placard you receive is to be protected from the weather (placing it in plastic wrap or plastic bags will not protect it because of leakage and condensation). A weather proof enclosure is recommended or place it in a construction trailer that is always open during our hours of inspection.
- Plans stamped as "Jobsite Copy" and any comment sheets from the Building Division are to be on site for all inspections. The plans are required to be kept at the job site for the duration of the project. Any changes to the approved plans must be submitted for review and the field copy updated.
- Readily available toilet/sanitary facilities for workers. *Note: All porttolets and jobsites within 100' of the right of way along a designated scenic tourist corridor must be screened with a min. 5' screen/fence.
- Silt fencing as required to control erosion (prior to clearing or grading).
- Gravel or paved access to site.

Inspections

Footing and Foundation Inspection – Footing and foundation inspections shall be made after excavations for footings are complete and any required reinforcing steel is in place. For concrete foundations, any required forms shall be in place prior to inspection. Materials for the foundation shall be on the job, except where concrete is ready mixed in accordance with ASTM C 94 - the concrete need not be on the job.

Property corners are to be marked and identified and strings pulled in order to verify zoning setbacks.

Concrete Slab and Under-floor Inspection – Concrete slab and under-floor inspections shall be made after in-slab or under-floor reinforcing steel and building service equipment, conduit, piping accessories and other ancillary equipment items are in place but before any concrete is placed or floor sheathing installed, including the subfloor. Vapor barriers and termite/soil treatment is to be in place for this inspection.

Reinforced Concrete – Any reinforced concrete poured on site is to be inspected after the reinforcement is in place and prior to pouring.

Reinforced Masonry Walls – Masonry walls requiring vertical reinforcement or reinforced bond beams and lintels are to be inspected prior to pouring concrete.

Concrete test results are to be submitted to City of PCB, Building and Planning Department.

Lowest Floor Elevation – In flood hazard areas, the elevation certification required in Section 1612.5 shall be submitted to the building official upon placement of the lowest floor and prior to vertical construction. Please note, if a fire sprinkler system will be installed in the building, the approved fire sprinkler system plan must be approved and a copy present on the jobsite before any rough-in inspections can take place.

Plumbing Underslab – Inspection is made when all supply line and building drains are in place, a 10' head pressure test is on the vents and drain lines, and the Plumbing Code or manufacturers' required pressure is on the water lines. No backfilling of the trenches is to take place prior to inspection.

Water/Sewer – Inspected after all of the piping is installed and ran to the point of connection to the City sewer line. Water is to be on the sewer line from the clean out next to the building to the point of connection to the City sewer line. The trench is to be open until inspected.

Plumbing Rough-in Inspection – For commercial construction this inspection can be performed either in stages or in conjunction with the mechanical, electrical, and framing inspection (framing all roughs) depending on the size of the project. Water is to be on all drain lines and 100 psi of pressure on water lines.

Plumbing Final Inspection – All plumbing fixtures are to be installed and functioning and the water and sewer lines are to be connected to City services. The final inspection is typically performed in conjunction with the other final inspections during the Final All Trades inspection.

Gas Piping – This inspection is performed when the gas piping is complete and 10 psi of pressure has been maintained for at least 30 minutes.

Fire System Test/ Rough Fire Sprinkler Piping – for fire sprinkler systems, this test is performed by the City Fire Inspector and must be requested separately.

Above Ceiling All Trades - electrical conduit, lighting, plumbing, ductwork, fire sprinkler piping and any structural elements are in place.

Mechanical Rough-in Inspection – For commercial installations this inspection may be performed either in stages or at the same time as the electrical, plumbing, and framing inspection depending on the size of the project.

Mechanical Final Inspection – For commercial installations the final inspection is typically performed in conjunction with the other final inspections during the Final All Trades inspection. **Note:** A test & balance report may be required.

Above Ceiling All Trades - electrical conduit, lighting, plumbing, ductwork, fire sprinkler piping and any structural elements are in place.

Electrical Rough-in Inspection – For commercial installations it may be performed in stages.

Temporary Power – Power is required for commercial installations prior to Certificate of Occupancy may be obtained for verification of working emergency/egress lighting, smoke detectors, fire alarms, GFCIs, AFCIS, etc. **Note:** If the electrical system is not 100% complete, then the Inspector may require a “lock out/Tag out” procedure be in place and in writing to the Building Official.

Final Electrical Inspection – For commercial installations the final inspection is typically performed in conjunction with the other final inspections. All devices are to be installed, wiring to fixtures complete, and the panel(s) labeled.

Firewall or Fireproofing - Protection of joints and penetrations in fire resistance rated assemblies shall not be concealed from view until inspected and approved. Lath and gypsum board that is part of a fire rated assembly or shear assembly shall be inspected after lathing and gypsum board, interior and exterior, is in place but before any plastering is applied or gypsum board joints and fasteners are taped and finished.

Framing - For commercial construction this inspection may be performed either in stages or in conjunction with the mechanical, electrical, and plumbing rough-ins, depending on the size of the project. For steel structures, all field welds and bolted structural connections are to be certified by an independent testing company. A signed and sealed copy of the report is to be on the job site for the framing inspection.

Framing All Roughs - For small commercial construction, the framing all roughs inspection can be scheduled for inspection of the framing and all trades including electrical, mechanical and plumbing. Multi-family buildings and apartments require a 1 hour fire separation for each unit, or a 2 hour common wall separation. Structures without parapets require a 4 ft. fire-rated roof sheathing on either side of the separation wall.

Insulation - This inspection is performed after the approval of the framing and after the insulation has been installed in the sidewalls, floors, and any ceiling areas where insulation will not be blown in. No wall finishes are to be installed until the insulation has been inspected and approved.

Final All Trades Building Inspection - This inspection is performed after all systems have been installed and are operational and all portions of the structure are ready for occupancy. The **Final Special Inspections Report** is required to be submitted to the building official for review at this time.

Final Fire Inspection - The Fire Inspector will inspect the building to ensure emergency lighting, fire extinguishers, and fire sprinkler and alarm systems are installed correctly. The fire inspector will also make sure the occupant load is posted.

Final Industrial Pre-Treatment Inspection - This inspection is only required when a Grease Removal Device (GRD) has been installed. This is usually required for food service establishments, garages or industrial plants. The inspector will check to make sure the device is installed according to the City's Fats, Oil and Grease ordinance.

***Please note, you cannot schedule your Final Site inspections until the as-built drawings have been submitted and approved. You will need to contact the PCB Building Division and schedule the Engineering Inspection for your final site inspections.**

You will also need to submit the following before the C.O. can be issued:

- Final Special Inspection Report
- Backflow preventer test results for all devices (irrigation, fire line).

All open permits will need to be closed before the C.O. can be issued so please schedule a final inspection on any other open permits such as Fire Sprinkler Systems, Fire Suppression Systems, Fire Alarm Systems, Sign Permit, Roof, etc.

Final Site Inspections - The final site inspections include areas such as the following:

- Planning / Zoning** – Parking lot striping, lighting, dumpster screening, fencing, signs, bicycle racks, pedestrian zones, and truncated domed crosswalks painted a contrasting color, etc.
- Landscaping** - Placement, quantity, size and species of landscape material
- Water & Sewer** - Utilities' approval of water and sewer lines, water meter boxes
- Stormwater** - Grade of land, stormwater features are installed correctly
- Roadway** - Sidewalks, curb and gutter, striping of public roadways, road signs, driveway connections, etc.

Reinspection Fees

Reinspection fees are assessed as follows when correction of code violations is required:
Failed inspection \$35

Reinspection fees must be paid prior to receiving the Certificate of Occupancy.

By signing below you are verifying that you have read and understand the inspection requirements above.

Applicant Signature _____

Date _____

Applicant Printed Name _____