



UNIVERSITY OF FLORIDA INSPECTIONS POLICY

Inspection Times

Inspections are performed between 7:30 am to 3:30 pm, Monday through Friday.

Inspection requests for the following counties need to be submitted using the [Portal](#) before 7:00 am the morning of the inspection: **Alachua, Bradford, Clay, Columbia, Dixie, Duval, Flagler, Gilchrist, Levy, Marion, Putnam, St. Johns, Suwannee, and Union Counties** – this includes all UF, UNF, SBAC, and FSDB properties.

Inspection requests for **any other county** (unless approved by EH&S prior to the first inspection) need to be submitted two (2) **business days** in advance. Failure to submit the request two (2) **business days** prior to the requested inspection may result in the inspection not being carried out, which will result in delays to the permitted project.

Inspections are requested using an am/pm time window. The requestor may note on the request a time; however, it is up to the inspector and their workload when the inspection will be performed within the am or pm time window. It is the requestor's responsibility to make sure the work is completed prior to requesting an inspection. If the inspector arrives before the requested time on the inspection request and the work is not completed, they will **Fail** the inspection, and the inspection will have to be rescheduled – **even if a specific time was requested.**

An inspection cannot be cancelled or rescheduled in the [Portal](#) after 7:00 am, the day of the inspection. If the inspection needs to be cancelled, please [contact](#) the inspector directly or contact EH&S Codes Desk at 352-392-1591 to cancel the inspection.

Inspection Requests

During the construction process, all permitted projects shall be inspected by EH&S Building Code Inspectors for Code Compliance. The permit holder shall request various inspections as required by the Florida Building Code and the Florida Fire Prevention Code. The required inspections are listed on the back of the permit and within the online [Portal](#) when you are requesting an inspection.

The inspector's function is to inspect the work for code compliance per the approved construction documents and document the results. The inspector is not responsible for scheduling, directing, or managing the construction work, or making a punch or corrections list. Any deviations from the approved permitted documents shall be submitted to EH&S for approval **prior** to inspection per the Florida Building Code – Building 107.4. Failure to submit timely changes for review will result in the inspection for that change to **Fail** until the plans have been submitted, reviewed, and approved by EH&S.

To request an inspection, log into the [Portal](#), select the active permit number and then select the type of inspection that is being requested. It's important that all the information in this policy and on the Inspection Request page on the [Portal](#) be read thoroughly. Failure to follow this policy or information on the page may result in the inspection being **Cancelled** with or without notice or **Failed** if the inspector arrives. Only the trade listed on the inspection will be inspected (i.e. Building, Mechanical, Electrical, etc.). **Do not** combine multiple trade inspections into one inspection. Make sure the proper inspection trade and type is selected for the inspection being requested.

It is important that the requestor specifies, to the best of their ability, the area being inspected. This information is to

be provided within the field titled “Area/Work To Be Inspected” when requesting an inspection through the [Portal](#). Also check the inspection field boxes that apply to the requested inspection.

- As an example, the requestor should use column lines and/or room numbers to delineate the areas being inspected. If the requestor only puts down framing, it is assumed that all framing has been completed. If not, the inspection will **Fail**. Do not put “Partial Framing” in the requested area in the inspection request form as it is not the inspector’s responsibility to change the area of inspection that was completed. Do not put “Remaining Area” in this field as this does not let the inspector know what is being inspected.
- Roofing inspections shall not put “In-Progress” in this field. The requester shall provide what is being inspected. If only certain areas of the roof are being inspected, the requestor shall delineate what areas are being inspected. If this area is not completed properly, this will result in a **Failed** inspection.
- When requesting an inspection for an inspector to come out and perform a courtesy inspection, the requestor is required to put what is needing to be looked at in the “Area/Work To Be Inspected” field. If there is no information in this field and it only reads “Courtesy Inspection,” the inspection will be cancelled with or without notice.
- **If there is no specific inspection information provided, it will be assumed that all areas of the requested inspection type are ready for inspection.**

Failure to follow the steps above may result in your inspection being cancelled with or without notice and will delay your project.

The permit holder is required to make all necessary portions of the work available for inspection and provide the means (e.g., ladder, scaffolding stairs, lifts, etc.) for the construction area to be inspected. EH&S inspectors do carry flashlights but do not carry tools. Electrical panels, electrical boxes or concealed areas must be open for inspection. Inspectors will not remove covers or other obstructions to inspect work; this is required to be performed by the permit holder. Do not block inspection areas with materials, boxes, or other items that may hinder or delay the inspection process.

The permit holder, representative, or site superintendent must accompany the inspector during the inspection process and specify the work area to be inspected, unless otherwise agreed upon with the inspector. If the representative can’t be found or contacted in a timely manner the inspection will be **Failed** and re-inspection fees may apply. The permit holder shall make all permits, drawings, specifications, and code related change order documents available to the inspector. Work **shall not be concealed or proceed** to the next phase on any part of a building, structure, electrical system, fire suppression, gas system, mechanical system, or plumbing system until the previous work has been inspected and approved by the EH&S Building Code Administrator or their authorized agent. If work continues after a **Failed** inspection, the permit holder will be required to uncover, at their own expense, any areas that need to be inspected from a **Failed** inspection.

It is the permit applicant responsibility to comply with all required inspections and re-inspections. Failure to schedule inspections will result in the permit holder’s license being reported to DBPR for administrative action in accordance with Florida Administrative Code 61G4-19.001 and Florida Statute 489.129(1)(o). Failure to call for re-inspections will cause delays to the project and may result in the same disciplinary actions for not scheduling inspections.

If the permit holder is not currently set up with a customer [Portal](#) pleas call EH&S at 352-392-1591 and ask for the Codes desk or email us at codes@ehs.ufl.edu.

Inspection Results

EH&S code inspectors will complete the inspection request through the online [Portal](#). An automatic email that includes the result of the inspection is sent to the permit holder, any authorized contact the permit holder has added to the permit, and the State Agency Project Manager for the project.

If a sub-contractor needs a copy of the inspection result, they will need to contact the permit holder for a copy of

the inspection result or view the results through the CitizenServe [Portal](#).

The permit holder and all subcontractors listed on the permit may view the inspection results under the permit number. The permit holder and subcontractors associated with the permit have different report options to select from through the online [Portal](#) to view the inspection results. Please view the online [Portal](#) for more information and reports available. Inspection results should be available by the end of the business day the inspection was conducted. If no results are available for the requested inspection within two (2) business days, please [contact](#) the inspector or EH&S Codes Desk at 352-392-1591.

Inspection Status

Reinspection Fee - \$120

Out of Area Reinspection Fee - \$170

Inspection results and reports will indicate the inspection status with one of the following:

Approved for CC/CO

The Final Inspection(s) have passed, and the permit is ready to be issued a Certificate of Completion (CC) or Certificate of Occupancy (CO). The applicant will need to apply for the CC or CO through their [Portal](#) account.

Approved for TCC/TCO

Final inspections have been carried out, and one or more trades have not completed the work but there are no life-safety issues that will cause the space/building from being occupied until all trade work is completed. The applicant will need to apply for a Temporary Certificate of Completion (TCC) or Temporary Certificate of Occupancy (TCO). This does not relieve the applicant from requesting another Final Inspection(s) to close out the permit.

Cancelled

In advance of a scheduled inspection time the permit holder notified the EH&S Office and/or EH&S inspector that the inspection would not be ready for inspection at the requested date and time and the inspector did not arrive at job site. Permit holder is required to reschedule the cancelled inspection. Out of area inspections require one working day cancellation notice by calling EH&S building code office or a reinspection fee will be charged.

Failed

A building code related inspection was performed, and code deficiencies were found and noted by the inspector or the work was not completed when the inspector arrived. A reinspection shall be scheduled by the permit holder after corrections have been made. Do not cover/conceal or otherwise proceed with the work until it is **Passed** by the inspector. The inspector will not wait while work is done to uncover unapproved work and will **Fail** the inspection again and may charge a reinspection fee for the next inspection. The entire area of a **Failed** inspection shall be recalled in its entirety when ready – do not split up re-inspections for a **Failed** inspection.

- **An inspection that has failed twice due to the same code violation will incur a reinspection charge, that shall be paid prior to scheduling a third inspection. See reinspection fees above.**

Passed

An inspection was performed and either: no major code deficiencies or plan deviations were noted by the inspector (the inspector has made comments on the inspection report and it is the applicants responsibility to review and complete any comments from the inspection) or there was no code issues found during the inspection. Permitted work has approval to proceed to the next required inspection.

Inspection Services Not Provided by EH&S

- Concrete slump, cylinder breaks

- Fireproofing pull test
- Hot work inspections that are not located within UF Main and East Campus
- Inspection and Testing Requirements from the Florida Building Code – Building – Chapter 17.
- Seismic
- Smoke Control
- Soil Density
- Threshold Inspections
- Weld Inspections

Elevator Inspections

EH&S does not inspect or certify elevator operation or elevator equipment. EH&S will inspect the electrical connection, emergency elevator recall location, ADA access, signage, and shaft structure.

A copy of the final elevator inspection approval is required to be provided to EH&S prior to issuing a Certificate of Completion or Certificate of Occupancy.

Erosion Control Enforcement & Inspections

EH&S performs the inspections for the required erosion control measures per the approved erosion control plans. Even though this is out of the purview of the Building Codes, EH&S has been tasked by the University of Florida to enforce and inspect all erosion control measures for UF projects to ensure they comply with the requirements of the Florida Department of Environmental Protection (FDEP). Failure to install and maintain erosion control measures per FDEP will result in the permitted project being issued a **Stop Work Order** until all erosion control measures are in place or brought into compliance. When no erosion control plan is in the contract documents, the project shall comply with the Florida Stormwater Erosion and Sedimentation Control Inspectors Manual requirements and FDEP rules and regulations to prevent sediment from leaving the site.

Erosion control inspections are only required for UF Campus.

UF Building Codes Enforcement – 2230 Surge Area Drive, Gainesville, Florida 32611 – 352-392-1591 –
codes@ehs.ufl.edu