

TEMPORARY INSPECTION GUIDELINES DUE TO COVID-19

Until Further Notice, all inspections will be handled according to the following requirements:

- **NEW CONSTRUCTION PROJECTS THAT ARE FEMA COMPLIANT** - Please contact Bill or Julie for instructions
 - Julie: (727)363-9244 or janderson@stpetebeach.org
 - Bill: (727)363-9276 or bpalmer@stpetebeach.org
- **Fences** – fences will be inspected for compliance after this notice is lifted.
- **Driveway & Pavers** - photos PLUS letter of compliance from contractor
- **Window, Door & Shutter Inspections** - letter of compliance from contractor license holder
- **Pool Inspections**
 - **Pool electric rough, bond ring, stinger bond** - letter of compliance from electrical contractor license holder
 - **Pool steel, plumb rough-in** - letter of compliance from pool contractor license holder.
 - **Pool Final Inspections** - Letter of compliance from BOTH licensed pool contractor and licensed electrical contractor license holders ALONG with photos and/or video of child safety devices
- **Roof Inspections**
 - **Roof In Progress** – Affidavit for decking PLUS letter of compliance from roofing contractor license holder for dry in
 - **Final Roof** – Letter of compliance from roofing contractor license holder for primary water barrier (shingles, metal, tile, TPO, mod bit)
- **All Seawall inspections** - letter of compliance from licensed professional engineer
- **Dock Inspections**
 - **Dock building final Inspections** - photo of dock PLUS letter of compliance from dock contractor
 - **Dock electrical inspections** - letter of compliance from electrical contractor license holder
- **Equipment Change Outs**
 - **Electrical Service Panel ECO or Upgrade:** letter of compliance from electrical contractor license holder
 - **A/C ECO** - letter of compliance from mechanical contractor license holder
 - **Water Heater ECO** - letter of compliance from plumbing contractor license holder
- **All Rough Inspections**
 - **Electrical roughs** - letter of compliance from electrical contractor license holder
 - **Mechanical roughs** - letter of compliance from mechanical contractor license holder
 - **Plumbing roughs** - letter of compliance from plumbing contractor license holder
 - **Shower Pan/Tub Set** – video showing fixture draining completely PLUS letter of compliance from plumbing contractor license holder
 - **Sewer service/Water service** - - letter of compliance from plumbing contractor license holder
- **Non-Structural Framing** - letter of compliance from GC, BC, RC contractor license holder
- **Structural (load bearing) Framing including trusses, headers/beams/posts** – letter of compliance from licensed professional engineer or architect if residential

- **Sheathing (Roof or Wall)** - letter of compliance from GC, BC, RC contractor license holder
- **Insulation** - letter of compliance from GC, BC, RC contractor license holder
- **Residential & Non-Firewall Commercial Drywall** - letter of compliance from GC, BC, RC contractor license holder (see next bullet)
- **Commercial Insulation and Firewalls** – letter of compliance from licensed professional engineer. **NOTE: Firewalls must also be inspected by the Fire Marshal at (727)363-9205.**
- **Any Other Structural Inspections** - letter of compliance from licensed professional engineer or architect if residential
- **All Final Inspections** - Photos and/or videos PLUS letter of compliance from GC, BC, RC license holder

HOW TO UPLOAD FILES

Please upload files directly to the permit using the online portal using this link:

<http://www.stpetebeach.org/city-department/community-development/buildingservices.html>

- Select either Current Permits or Historical Permits
- Enter the permit number without the letters in the Search box and select Permit # in the next box
- Click on the permit to open it
- Scroll down to the bottom of the screen to upload required files
- Once the files are uploaded and you're ready for inspection, please request the inspection online AND type **"FILES UPLOADED TO PERMIT"** in the comments box

HOW DO WE KNOW IF WE PASSED INSPECTION?

After reviewing the documents, we will send you the inspection results and indicate if it passed or further documentation is required. Please understand that this process is very time consuming on our end and [allow for 72 hours for review and response.](#)

WHAT IF I DON'T WANT TO GET LETTERS?

If you prefer to postpone inspections by our department until after this Notice is lifted, you may do so by requesting an extension of the permit expiration.

Thank you for understanding and be well,
City of St Pete Beach Building Division