REVISED: 01/23/23

NOTES:

1. Code Inspections

a. General:

The Construction Manager or Contractor is required to make a written request to the School District Inspections Department using the attached Code Compliance Inspection Request Form, in accordance with the requirements of the Florida Building Code. For additional documents, access link: Building Code Website.

The request is to be **E-MAILED** to inspections@hcps.net; and to the assigned inspector, with a copy to the Architect of Record. The request is to include the type of inspection, the area to be inspected, and the building number, if applicable. The work for which the inspection is being requested must be complete and ready for inspection when the request is submitted. (**Use Building Construction Inspection Request Report Form)**

In addition, "fire inspection system" items noted in **"red"** require formal inspection from the certified Fire Safety Inspectors and are to be e-mailed to fireinspections@hcps.net at the District Safety Office. **(Fire alarm systems, fire sprinkler systems, pressure tests, devices, valves and in-building rough-in) – (Use Life Safety Inspection Request Report Form)**

These inspections are mandatory and work shall not proceed, nor shall the work be covered up, until the School District's Construction and Fire Inspectors have approved the work. It is the responsibility of the Construction Manager or Contractor to obtain the written approval of the inspector for each part of the work and to provide evidence of compliance as may be required.

b. Threshold Building Inspections:

Requests for Threshold Building Inspections are to be sent to the Architect via e-mail, with a copy to the School District Inspector. The Architect shall be responsible for coordinating threshold inspections.

Note: FBC 109.3.6.4.1: The Special Inspector, upon completion of the building and prior to the issuance of a Certificate of Occupancy, shall file a signed and sealed statement with the enforcement agency in substantially the following form: "To the best of my knowledge and belief, the above described construction of all structural load-bearing components complies with the permitted documents, and the shoring and reshoring conforms to the shoring and reshoring plans submitted to the enforcement agency."

2. Quality Control Inspections

a. General:

Inspections which are not listed in the Florida Building Code are the responsibility of the Architect. Requests for inspections are to be sent directly to the Architect via e-mail, with a copy to the School District Building Official.

b. Substantial Completion, Final Completion and 1-Year Warranty Inspections:

These inspections will be scheduled by Architect upon confirming that the project is ready for inspection. The Project Coordinator is to be alerted seven days in advance of the inspection in order to give School District staff adequate notice. The Architect, Consulting Engineers, and Construction Manager must all be present on the date/time selected for the inspection.

BUILDING CONSTRUCTION INSPECTION REQUEST REPORT FORM

Hillsborough County
P U B L I C   S C H O O L S
Preparing Students for Life

Operations Division
Building Code Management
Scott Andersen, CBO, Building Official
inspections@hcps.net

1202 E. Palm Avenue
Tampa, Florida 33605
Telephone: (813) 272-4117

Date: _____

PROJECT: _____   **PERMIT NO.:** _____

Contractors Info.: _____   _____

Phone Number: _____   _____

Requested Inspection Date: _____   _____

Type Inspection Request Here

Office Use Only Below

Conditions/Comments:

Signature: _____   [PASSED] ☐   [REJECTED] ☐   [NOT READY] ☐

_____

LIFE SAFETY INSPECTION REQUEST REPORT FORM

Hillsborough County
P U B L I C   S C H O O L S
Preparing Students for Life

Operations Division
District Safety Office
Corries CC. Culpepper, Director
fireinspections@hcps.net

2920 N. 40th Street
Tampa, Florida 33605
Telephone: (813) 840-7345

Date: _____

PROJECT: _____   **PERMIT NO.:** _____

Contractors Info.: _____   _____

Phone Number: _____   _____

Requested Inspection Date: _____   _____

Type Inspection Request Here

Office Use Only Below

Conditions/Comments:

Signature: _____   [PASSED] ☐   [REJECTED] ☐   [NOT READY] ☐

_____

HCPS DOCUMENT BCM-0003