



Construction Services Division

1400 N. Boulevard
Tampa, FL 33607
Phone: (813) 274-3100
Fax: (813) 259-1712
www.tampagov.net/permits

MEETING AGENDA

Date _____

Pre Construction Meeting for

1. Welcome and Statement of Purpose
2. Introduction of Staff and Contractors/Developers/Design Professionals.
3. Review of construction project and schedule
4. General inspection procedures and use of Inspection "Hotline"
5. Specific Inspection requirements and functional test procedures
(Inspection Supervisor and/or Construction Inspectors)
6. Required Inspection submittals, reports, and certificates (when applicable)
 - a) *Site:* Erosion Sediment Control
Underground Inspections / Utilities
 - b) *Building:* Report on Soils and compaction
Concrete compression test
Fireproofing
Threshold Inspector / Report
 - c) *Plumbing/Gas:* Approved material specifications
 - d) *Fire:* Reference to Fire Marshall Handout (if applicable)
7. Final wrap-up and Thank You

Additional information regarding permitting, plan reviews and inspections along with other pertinent documents and forms can be found at www.tampagov.net look for Construction Services under the "select a department" search tab.



Welcome and Statement Purpose

We would like to thank you for choosing the “City of Tampa” for your construction project. Our goals are in tandem with yours, to assist you in completing your project safely and on time.

To advance our common goal this meeting and informational package is designed to provide early answer to the questions that historically arise.

You will find the inspection professionals from our Construction Service Division (CSD) along with the Fire Marshall's office, well versed on the code requirements for Building, Fire, Electrical, Mechanical, Plumbing/Gas, Zoning and Site. In turn they will be a ready source of information for localized, policies and procedures.

To assist us in providing you the best possible service it is necessary to plan ahead and schedule your inspections 24 hours in advance.

Please note some of your inspections may require additional documentation such as soil compaction or threshold building reports.

We trust you will find that our slogan “Let's Build It Together” Is the focus of how we conduct our business in the City of Tampa.



Introduction of CSD Staff

Introduction of Staff

Inspectors Assigned to your Project

Site: _____

Building: _____

Electrical: _____

Mechanical: _____

Plumbing: _____

Fire: _____

Inspections Supervisors

Bob Bass, Chief Construction Inspector (813) 274-3100 ext 43163

Bob McNeill, Construction Inspector Supervisor (813) 274-3100 ext 43174



General Information

If you need to *schedule an inspection* please call the Inspection Hotline at 274-7900 or visit our web-site at: www.tampagov.net under *Construction Permits* link. You can search by address, a 9-digit permit number and/or folio number.

To determine the *results of any inspection*, call the Inspection Hotline at 274-7900 or visit our web-site at: www.tampagov.net under *Construction Permits* link. You can search by address, a 9-digit permit number and/or folio number.

To obtain information on *inspection requirements and procedures*, call the Construction Services Division at 274-3100, or visit our web-site at: www.tampagov.net, then access the Construction Services Home link, under Documents and Forms.

To verify the final approval of electrical permits and obtain information regarding *TECO releases*, call the TECO Power/C.O. information line at 274-3100.

To report *non-permitted construction work or non-licensed contractor activity*, call the Construction Complaint Hotline 24 hours a day at 274-3100.

To obtain or request information about a *Certificate of Occupancy or Certificate of Completion*, please call the Records Section at 274-3100.

Record request, call 274-3100.

Tree removal and/or permitting inquires, call 274-3100.

City of Tampa Municipal Code Book can be found on line at: www.tampagov.net under information resources, locate the Customer Service Center link, go to Self Service Research, link is under City Charter and Ordinances.

To obtain information on *contractor licensing requirements*, call the Hillsborough County Building Department at 272-5600.

For *activation and/or verification of contractors licenses* in the City of Tampa, call 274-3100.

For information regarding *Flood Zones* call 274-3100.



INSPECTION CODES

Building Inspections		Stormwater/Transportation/ Landscaping		Fire Inspection	
Foundation/Footers	10	Initial Inspection	06	Lathing Firewalls	35
Slab	11	ESC Inspection	07	Rough-In	41
Tie Beam	14	Initial Inspection for Demolition	07	Underground Rough	42
Framing	15	Final	90	Pressure Test	78
Pilasters/Fill Cells/Columns	16	Partial Final	92	Functional Test	79
Party Wall	17	(Driveway & Sidewalks)		Final	90
Pile Caps	18			Partial Final	92
Grade Beams/Spandrels	19				
Steel Framing	21				
Steel Fireproofing	22				
Interior Finish Framing	23				
Swimming Pool Steel	25				
Siding Pre-Inspection	27				
Roof Dry-in	28				
Lathing: Stucco/Plaster	32				
Insulation	33				
Firewall (<i>Screw Inspection</i>)	35				
Sheathing	36				
Final	90				
Partial Final	92				
Electrical Inspection		Mechanical Inspections		Inspection Result Codes	
Rough-In/Slab	41	Rough-in	41	Approved	10
Underground Rough	42	Underground Rough	42	Partial or Partial Final	11
Rough-In Walls	48	Pressure Test	78	No Violation	13
Rough-In Ceilings	49	Final	90	Disapproved (<i>No Fee</i>)	20
Pool Bonding	50	Partial Final	92	Disapproved Red Tag	
Meter Bank	51			(<i>\$99.00 Re-Inspection Fee</i>)	28
Power Pole	52			Inspection Canceled	55
Temporary Power (<i>Test Power</i>)	55			Final	90
Final	90			Approval	99
Partial Final	92				
		Plumbing Inspections		Inspection Request Comments Codes	
		Rough-in	41	AM Inspection	001
		Underground Rough	42	PM Inspections	002
		Above Slab Rough-In	76		
		Stack Out	77		
		Pressure Test	78		
		Tub Set	72		
		Pool Main Drain	43		
		Pool Perimeter	44		
		Spa	45		
		Sewer Tap	46		
		Sewer	71		
		Gas	47		
		Utilities - Stormdrain	73		
		Utilities - Water	74		
		Utilities - Sanitary	75		
		Final	90		
		Partial Final	92		

Specific Inspection requirements and functional test procedures

Site:

- ▲ *Let's discuss Safety on the jobsite.*
- ▲ *A separate, approved plan and permit from the Department of Transportation must be obtained before any work can be performed on the right-of-way.*
- ▲ *Obtain the permit and materials for utilities. Call the first inspection before the installation to check for proper materials and to discuss inspectional procedures.*
- ▲ *Periodic inspection during installation*

Building:

- ▲ *Foundation (10)*
- ▲ *Slab (11)*
- ▲ *Stairways (10) (when applicable) needs to be called once the stairs are formed. Even if a threshold inspector is on site, the City inspector will need to perform Inspection as well.*
- ▲ *Exterior Emergency Lighting*
- ▲ *Framing (15)*
- ▲ *Standpipe requirements*
- ▲ *Pre-rock (15 frame / 35 screw inspection) (dry wall placement that needs to be inspected). All openings for pipe need to be sealed for this inspection. Note: One sided allowed only at pre-rock.*
- ▲ *Insulation Inspection (33) This may apply for either walls and/or ceiling depending on the project.*
- ▲ *Fire Wall Inspection (35) It will include perimeter penetrations (i.e. curtain wall). Rated wall penetration inspection and openings protective and hardware*

Specific Inspection requirements and functional test procedures (cont.)

Mechanical

- ▲ *Rough-in*
- ▲ *Line sets*
- ▲ *Condensate Drainage*
- ▲ *Dryer venting*

Electrical:

- ▲ *Rough-in*
- ▲ *Temporary wiring*
- ▲ *Clearance around panel*
- ▲ *Test Power*

Plumbing:

- ▲ *Rough-in*
- ▲ *Condensate drainage*
- ▲ *Rain leaders*
- ▲ *Proprietary fire stopping system*

Fire Marshal Inspection

All inspection requests shall be done through the automated system. Any inspection requiring a specific time or date for either testing or walk through must be scheduled with the inspector. Calling on the computer line does not guarantee a next day inspection by the Fire Inspector. All permits require at least a final inspection.

Note: Contractor or designee of the permit shall be present for the inspection.

Fire Alarm Inspection

1. All appliances must be installed and pre-tested by certified contractor prior to required inspection.
2. Artificial smoke, magnets, ladders, radios, etc. ...must be provided for proper testing of equipment.
3. Approved plans and certification papers must be on site.

Fire Protection Inspection

1. If underground is installed, hydrostatic testing with exposed piping joints is required. Have approved plans and certification papers on site.
2. New overhead installations greater than twenty (20) heads, pipe is required to be exposed for rough-in and hydrostatic testing.
3. Any relocation or additional of existing heads requires a permit. Twenty (20) heads or less may apply for an express permit.

Fire Suppression Inspection

1. Functional test is required for final approval.
2. Gas/electric must be turned on.
3. Coordination with fire alarm contractor is required if fire alarm is a part of the project or existing.