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# Town of Jupiter

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## INTER-OFFICE MEMORANDUM

Date: September 21, 2017

Attn: Building Department Employees

From: Roger Held

Re: Policy & Procedures: **“Contract Inspectors”**

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1. All contractors shall provide copies of updated licenses, workers compensation and liability insurance to the Chief Building Inspector (CBI), or designee, before any inspection takes place on behalf of the Town of Jupiter.
2. The CBI, or designee, shall audit job sites to ensure all inspections are being done in accordance with the Florida Building Code (FBC).
3. Any concerns regarding audits, the CBI or designee, will provide a written correction notice to the Contractor and the Contracted Inspector (CI).
4. Contracted Inspectors will participate in biweekly staff meetings.
5. Contracted Inspectors will sign Field Permit Inspection Cards and record all results of completed inspections in the software provided by Town of Jupiter.
6. CBI, or designee, will monitor the number of inspections per day per inspector to ensure equal distribution.