



Town of Jupiter

INTER-OFFICE MEMORANDUM

Date: September 21, 2017
Attn: Building Department Employees
From: Roger Held
Re: Policy & Procedures:

“Special Inspector Threshold Inspections

1. After a submittal of a Special Inspector Threshold Inspection (SITI) request form, the Building Official along with the Chief Building Inspector (CBI) shall **review the application, insurances and licenses.**
2. Once the permit is approved and before issuing the permit, a **“Special Inspector” meeting** must be scheduled to include the following attendees:
 - a. Contractor
 - b. Special Inspector
 - c. Chief Building Inspector
 - e. Auditing Inspector
3. The “Special Inspector” meeting will discuss the following:
 - a. **Inspections and inspection types** to ensure code compliance
 - b. The **reporting mechanism** for required inspections
 - c. Auditing procedure and anticipated frequency.Please note: If deficiencies are found, a correction notice will be provided to the Contractor and Special Inspector for immediate attention. To ensure jobsite safety, all log books, up to date construction plans, documents, notices etc., must be available at the jobsite for review.

4. **Close out** all inspections, reports, and certification letters, stating that the job has been completed to the current Building Codes, Permit Specifications and Drawings.

5. **Please note:** All reports that come in during the job will be forwarded to Chief Building Inspector for review and then CBI will forward to the Audit Inspector and the Special Inspector to be initialed for electronic filing.