



**INDIAN RIVER COUNTY/CITY OF VERO BEACH
BUILDING DIVISION**

1801 27th Street, Vero Beach, FL 32960 772 226-1260

POLICY

From: Scott McAdam, CBO, MCP, Building Official
To: All Permit Applicants and Staff
Date: 8/1/18
Subject: Photos used for limited inspection documentation
Reference: *Window and Door Hidden fastener/connection inspections

Effective Date: 8/1/18

In the past the Building Division has been very leery about taking photos in lieu of inspections. A policy is needed that serves our Division, the process, the contractor/applicant, existing building owners, field conditions and remains compliant with general inspection requirements.

There is also a need to avoid adding any additional inspections for this verification or make the contractor or owner wait or leave the structure open to the elements in order to verify every connection and or fastener.

There are many window and doors that have hidden covered up fasteners/connections. We need to make a call on how we can verify what needs to be verified while at the same time working with and allowing the project to move forward.

So similar to the sign inspection policy here is what is needed for verification of window and door hidden fasteners and connectors. *(This could also apply to other similar inspection types and installation procedures i.e. shutters)

1. The applicant must supply clear photos of the hidden fasteners and connections. Clear means – photo of the fastener size and length, fastener starting to be installed and the fastener fully installed.
2. Photo of the permit number enlarged shown on a piece of paper, cardboard, etc located in the photo near the installation (installation in the background, reference to the project) in order to tie the photo with the specific project.
3. Photos must indicate everything that is needed for the inspector to review and determine compliance in order to approve the inspection.
4. Photos must be included in the permit package on the jobsite for the inspector's use and review and to add comments in the system and approve. Photos intended to be used in lieu of required inspection or to supplement required inspection must be available at the next required inspection.
5. It would also be helpful that an inspection request comment be added at time of inspection request to assist the inspection process that indicates that photos are included onsite in the permit package.
6. If photos are not clear and cover what is needed for the inspector to determine compliance the inspection will be turned down with comments on what is needed.

7. It is also helpful for the applicant to leave behind an example of the fastener used. This can also be left in the permit package.
8. This in no way indicates that we do not want to see any fasteners, it indicates that there are occasions where the installation needs to progress and that there will be some fasteners than need to be hidden and cannot be seen at a final inspection. (Fasteners maybe hidden because they are covered by adhered flashing or other cover.)
9. At final inspection the covers and caps that can be left of/removed for inspection must be left off for inspection and installed after the final inspection. The inspectors will not remove covers/caps, they need to remain off. We do not want to damage the installation.
10. To be clear this policy is for the hidden fasteners/connections that cannot be seen at the next and or final inspection.
11. This will require the inspector to include good notes for the inspection records. (i.e. window/door hidden attachment fasteners and or connections approved per applicants photos provided and verified onsite.)

We need to work together to both allow the project to move forward properly and for us to conduct our inspections. On some occasions it involves thinking outside the box while at the same time documenting and determining approved installations.

This is addressing window and door installations *(other limited similar installations). This **is not** a new policy that the Building Division is now accepting photos in lieu of required inspections for any type of inspection. This applies to this specific case only. As indicated above, we use a modified photo policy for sign attachment inspections.

Florida Building Code

[A]110.1 General.

Construction or work for which a *permit* is required shall be subject to inspection by the *building official* and such construction or work shall remain accessible and exposed for inspection purposes until *approved*. Approval as a result of an inspection shall not be construed to be an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction. Inspections presuming to give authority to violate or cancel the provisions of this code or of other ordinances of the jurisdiction shall not be valid. It shall be the duty of the owner or the owner's authorized agent to cause the work to remain accessible and exposed for inspection purposes. Neither the *building official* nor the jurisdiction shall be liable for expense entailed in the removal or replacement of any material required to allow inspection.