

# Broward County Board of Rules and Appeals Policy # 05-05

## Subject: Broward County Board of Rules and Appeals – Building Safety Inspection Program

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### I. GENERAL:

- A. Section 110.15 of the Broward County Administrative Provisions of the Florida Building Code has established a **Building Safety Inspection Program**.
- B. The procedures established herein are the basic guidelines for the Building Safety Inspection Program.
- C. The following buildings or structures are **exempt** from this program:
  - 1. U.S. Government buildings
  - 2. State of Florida buildings
  - 3. Buildings built on Native American Reservations
  - 4. School buildings under the jurisdiction of the Broward County School Board
  - 5. One- and two-family dwellings
  - 6. “Fee Simple Townhouses” as defined in the Florida Building Code
  - 7. “Minor Structures” are defined as buildings or structures in any occupancy group having a gross floor area of less than three thousand five hundred (3,500) square feet.
  - 8. Railroads and ancillary facilities associated with the railroad.
- D. All buildings or structures that have performed a building safety inspection under the prior program (“40-Year Building Safety Inspection Program”) are deemed compliant with F.S.553.899 and are now on the subsequent building safety inspections of every ten (10) year intervals from the year the initial building safety inspection was required.
- E. Buildings or structures that must perform a phase one and/or phase two milestone inspection as defined under F.S. 553.899, this building safety inspection shall serve as compliance for both milestone inspection requirements.
- F. The purpose of the Building Safety Inspection Program is not to determine if the condition of an existing building is in compliance with the current Florida Building Code.

### II. DEFINITIONS:

- A. “**Threshold Building**” shall be defined as any building which is greater than three stories or fifty (50) feet in height or which has an assembly occupancy classification as defined in the Florida Building Code which exceeds five thousand (5,000) square feet in area and an occupant content of greater than five hundred (500) persons, or as otherwise defined by F.S. 553.71, which may be amended from time to time.
- B. “**Minor Buildings or Structures**” for the purpose of this program, shall be defined as buildings or structures in any occupancy group having a gross floor area of less than three thousand five hundred (3,500) square feet.
  - 1. Any building or structure, regardless of size, which houses, covers, stores, or maintains any support features, materials, or equipment necessary for the operation of all or part of the primary structure, or operation of any feature located upon the real property, shall not be considered a minor building or structure and shall be subject to inspection as otherwise set forth herein.
  - 2. Structures to be included in the safety inspection program are elevated decks, balconies, docks, and seawalls if attached to or supporting any structure. Parking garages, guardrails, and as such, are not exempt from this program.
- C. “**Building Safety Inspection**” means a structural and electrical inspection of a building or structure by a Florida Licensed Professional authorized to practice in this state for the purposes of attesting to the life safety and adequacy

of the building or structure. And, to the extent reasonably possible, determine the general condition of the building or structure as it affects its safety, including a determination of any necessary maintenance, repair, or replacement of any structural or electrical component.

- D. **“Substantial Structural Deterioration”** means substantial structural distress that negatively affects a building’s general structural condition and integrity. The term does not include surface imperfections such as cracks, distortion, sagging, deflections, misalignment, signs of leakage, or peeling of finishes unless the Florida Licensed Professional performing the building safety inspection determines that such surface imperfections are a sign of substantial structural deterioration.
- E. **“Florida Licensed Professional”** means an Engineer or Architect licensed under F.S. 471 or 481.

### III. BUILDING SAFETY INSPECTION PROGRAM SCOPE:

- A. **Inspection procedures** shall conform to the minimum inspection procedural guidelines issued by the Board of Rules and Appeals (BORA) titled “General Considerations & Guidelines for Building Safety Inspections,” which are included in this policy.
1. The building official shall notify the owner(s), association, or their duly authorized representative(s), of all buildings and structures requiring inspection under these guidelines to retain all the necessary documentation to confirm compliance as set forth herein.
  2. The inspecting professional shall have a right of entry into all areas necessary to comply with this program.
  3. The owner or association shall be responsible for all costs associated with the inspection and any resulting required repairs and/or modifications.
- B. **Inspection Schedule:**
1. All buildings and structures shall be inspected in the manner described herein, where such buildings or structures reach twenty-five (25) years of age or older, based on the date that the certificate of occupancy was issued, and as determined by the Building Official, who shall at such time issue a **Notice of Required Inspection** to the building owner or association.
  2. Subsequent building safety inspections shall be required at ten (10) year intervals from the year the building or structure reaches twenty-five (25) years of age, regardless of when the previous inspection report for the building or structure was finalized or filed.
- C. **Notices of Required Inspection:**
1. By June of each year, BORA will provide each local jurisdiction with a list of buildings and structures due for inspection.
  2. From June through August, the building official shall notify the building owner or association by certified mail return receipt that their properties are due for inspection.
  3. Notwithstanding the foregoing, the failure by a Building Official to provide a **Notice of Required Inspection** shall not affect a building owner's or association's requirement to timely procure the required inspection and any necessary repairs.
- D. **Qualifications of Inspectors:**
1. If the building or structure is not a “Threshold Building” as defined by the Florida Building Code, required reports shall be prepared by a Florida Licensed Professional qualified by training and experience in the specific technical field involved in the inspection and report.
  2. If the building or structure is a “Threshold Building” as defined herein, then:
    - a. The structural portion of such report shall be prepared by a Florida Licensed Professional in the State of Florida specializing in structural engineering and licensed as a Special Inspector under F.S. 471 and 481.
  3. Any person responsible for removing electrical equipment covers for the purpose of allowing inspections related to this program shall be familiar with the requirements of NFPA 70E and OSHA 1910 by verification with a Certificate of Completion.
  4. The Electrical Safety Inspection Report form shall be completed by a qualified Florida Licensed Professional

specializing in electrical design.

**E. Reporting Procedures:**

1. Within ninety (90) days of receiving the **Notice of Required Building Safety Inspection**, the owner or association must complete the building safety inspection. The Florida Licensed Professional shall issue a written report, including the BORA structural and electrical safety inspection report forms, to the Building Official and the owner or association. The report will state that each such building or structure is structurally and electrically safe, or has been made structurally and electrically safe, for the specified use for continued occupancy, in conformity with the minimum inspection procedural guidelines as issued by the BORA or will indicate the types of repairs necessary to be undertaken.
2. The inspection report shall, at a minimum, meet all the following criteria:
  - a. Bear the seal and signature, or the electronic signature, of the licensed engineer or architect who performed the inspection.
  - b. In addition to a detailed written narrative report, the completed BORA structural and electrical safety inspection report forms shall be submitted as part of the report.
  - c. Color photos with sufficient resolution shall be included with the reports to adequately convey typical conditions observed, particularly where defects have been found.
  - d. Indicate the manner and type of inspection forming the basis for the inspection report.
  - e. Identify any substantial structural deterioration or electrical deficiencies within a reasonable professional probability based on the scope of the inspection, describe the extent of such deterioration and/or deficiencies, and identify any recommended repairs for such issues.
  - f. State whether any unsafe or dangerous conditions, as those terms are defined in the Florida Building Code, were observed.
  - g. Recommend any remedial or preventive repair for any items that are damaged but are not substantial structural deterioration and/or deficiencies.
  - h. Identify and describe any items requiring further inspection.
3. If the building inspected is a condominium or cooperative, the association must distribute a copy of the inspector-prepared summary of the inspection report to each condominium unit owner or cooperative unit owner, regardless of the findings or recommendations in the report, by United States mail or personal delivery and by electronic transmission to unit owners who previously consented to receive notice by electronic transmission; must post a copy of the inspector-prepared summary in a conspicuous place on the condominium or cooperative property; and must publish the full report and inspector-prepared summary on the association's website, if the association is required to have a website.
4. A local enforcement agency may prescribe timelines and penalties with respect to compliance with this section.

**F. Duty to Report:** Any Florida Licensed Professional who performs an inspection of an existing building or structure has a duty to report to the owner, association, and the building official any findings that, if left unaddressed, would endanger life or property, no later than ten (10) days after informing the appropriate parties of such findings. However, if such professional finds that there are conditions in the building or structure causing an actual or immediate danger of the failure or collapse of the building or structure or if there is a health hazard, windstorm hazard, fire hazard, or any other life safety hazard, such professional shall report such conditions **immediately** to the building owner or association, and to the building official within twenty-four (24) hours of the time of discovery. In addition to assessing any fines or penalties provided by Broward County or the municipality, the Building Official shall report any violations of this provision to the appropriate licensing agency, regulatory board, and professional organization of such engineer or architect.

**G. Required Repairs or Modifications:**

1. In the event that repairs or modifications are found to be necessary as a result of the building safety inspection, the owner shall have a total of 180 days from the date of the building safety inspection report, unless otherwise specified by the Building Official in accordance with Florida Building Code, Section 110.15 (Florida Building Code, Broward County Amendments), in which to complete required repairs and correct the structural and electrical deficiencies. All applicable building code requirements shall be followed with all applicable permits obtained. The existing Florida Building Code will specify whether the repairs or modifications can be made under the code in effect when the building was originally permitted, or the code currently in effect. If an owner

or association fails to submit proof to the local enforcement agency that repairs have been scheduled or have commenced for substantial structural deterioration and/or electrical deficiencies identified in the inspection report within the required timeframe, the structure may be deemed to be unsafe and unfit for occupation. Such findings shall be reviewed by the Building Official and shall be sent to the Special Magistrate, Code Enforcement Board, or Unsafe Structures Board, as appropriate.

2. When any electrical or structural repairs or modifications are required, the responsible licensed professional who has performed the building safety inspection and issued the report shall provide the building owner, association, and the Building Official with a signed and sealed letter indicating whether the building or structure may continue to be safely occupied while the building or structure is undergoing repairs. Such a letter shall be valid for no more than 180 days, and a new letter shall be issued if repairs or modifications remain ongoing.
  3. Once a permit is obtained for all necessary repairs or modifications from the local building department, which has jurisdiction, the Florida Building Code shall govern time restraints for such permits.
  4. For deficiencies that cannot be corrected within 180 days, the time frame may be extended when a time frame is specified by the responsible Florida Licensed Professional and approved by the Building Official. Such extensions shall be contingent on maintaining an active building permit as specified in Florida Building Code, Section 105.3.2 (Florida Building Code, Broward County Amendments).
  5. The building official may issue an extension of not more than 60 days to submit a building safety inspection report or to obtain any necessary permits upon a written extension request from a licensed professional qualified as stated herein for the type of building or structure in question. Such request shall contain a signed and sealed statement from the professional that the building may continue to be occupied while undergoing the building safety inspection and certification.
  6. Once all required repairs, whether structural or electrical or both, have been completed, the responsible licensed professional who has performed the safety inspection and issued the report shall re-inspect the areas noted on the original report and shall provide the building owner, association, and building official an amended report with a signed and sealed letter stating that all of the required repairs and corrections have been completed and that the building or structure is acceptable for continued use under the present occupancy. The building owner or responsible professional shall submit that letter to the building official.
- H.** If an owner or association of a building or structure fails to timely submit the building safety inspection report to the Building Official or seek an extension request in accordance with the above, the Building Official shall elect the choice of either a Special Magistrate or Code Enforcement Board as set forth under Florida Statutes, Section 162, et al., to conduct a hearing to address such failure. In the event an owner fails to comply with the repair and/or modification requirements as determined from the building safety inspection report as set forth herein, the structure may be deemed to be unsafe and unfit for occupation. Such findings shall be reviewed by the building official and shall be sent to the Special Magistrate, Code Enforcement Board, or Unsafe Structures Board, as appropriate.
- I.** The building official may revoke, at any time, a building safety inspection report if the building official determines that the written inspection report contains any misrepresentation of the actual conditions of the building or structure.

# General Considerations & Guidelines for Building Safety Inspections

## Part of Broward County BORA Policy #05-05

### I. SCOPE OF STRUCTURAL INSPECTION

The **fundamental purpose** of the required building safety inspection and report is to confirm in a reasonable fashion that the building or structure under consideration is safe for continued use under its present occupancy. As implied by the title of this document, this is a recommended procedure, and under no circumstances are these minimum recommendations intended to supplant proper professional judgment.

Such inspection shall be for the purpose of determining the general structural condition of the building or structure to the extent reasonably possible of any part, material, or assembly of a building or structure which affects the safety of such building or structure and/or which supports any dead, live, or wind or other loads.

In general, unless there is obvious overloading or significant deterioration of important structural elements, there is little need to verify the original design. It is obvious that this has been time-tested if still offering satisfactory performance. Rather, it is important that the effects of time with respect to the degradation of the original construction materials be evaluated. It will rarely be possible to visually examine all concealed construction, nor should such be generally necessary. However, a sufficient number of typical structural members should be examined to permit reasonable conclusions to be drawn.

**Visual Examination** will, in most cases, be considered adequate when executed systematically. The visual examination must be conducted throughout all habitable and non-habitable areas of the building, as deemed necessary, by the inspecting professional to establish compliance. Surface imperfections such as cracks, distortion, sagging, excessive deflections, significant misalignment, signs of leakage, and peeling of finishes should be viewed critically as indications of possible difficulty.

**Testing Procedures** and quantitative analysis will not generally be required for structural members or systems except for such cases where visual examination has revealed such need or where apparent loading conditions may be critical.

**Manual Procedures** such as chipping small areas of concrete and surface finishes for closer examinations are encouraged in preference to sampling and/or testing where visual examination alone is deemed insufficient. Generally, unfinished areas of buildings, such as utility spaces, maintenance areas, stairwells, and elevator shafts, should be utilized for such purposes. In some cases, to be held to a minimum, ceilings or other construction finishes may have to be opened for selective examination of critical structural elements. In that event, such locations should be carefully located to be least disruptive, most easily repaired, and held to a minimum. In any event, a sufficient number of structural members must be examined to afford reasonable assurances that such are representative of the total structure.

**Evaluating** an existing structure for the effects of time must take into account two basic considerations; movement of structural components with respect to each other and deterioration of materials.

With respect to the former, volume change considerations, principally from ambient temperature changes and possibly long-time deflections, are likely to be the most significant. Foundation movements will frequently be of importance, usually settlement, although upward movement due to expansive soils may occur, although infrequently in this area. Older buildings on spread footings may exhibit continual, even recent settlements if founded on deep unconsolidated fine-grained or cohesive soils or from subterranean losses or movements from several possible causes.

With very little qualifications, such as rather rare chemically reactive conditions, deterioration of building materials can only occur in the presence of moisture, largely related to metals and their natural tendency to return to the oxide state in the corrosive process. In this marine climate, highly aggressive conditions exist year-round. For most of the year, outside relative humidity may frequently be about 90% or 95%, while within the air-conditioned building, relative humidity will normally be about 55% to 60%. Under these conditions, moisture vapor pressures ranging from about  $\frac{1}{3}$  to  $\frac{1}{2}$  pounds per

square inch will exist much of the time. Moisture vapor will migrate to lower-pressure areas. Common building materials, such as stucco, masonry, and even concrete, are permeable even to these slight pressures. Since most of our local construction does not use vapor barriers, condensation may take place within the enclosed walls of the building. As a result, deterioration is most likely adjacent to exterior walls or wherever else moisture, or direct leakage has been permitted to penetrate the building shell.

**Structural Deterioration** will always require repair. The type of repair, however, will depend upon the importance of the member in the structural system and the degree of deterioration. Cosmetic-type repairs may suffice in certain non-sensitive members, such as tie beams and columns, provided that the remaining sound material is sufficient for the required function. For members carrying assigned gravity or other loads, cosmetic-type repairs will only be permitted if it can be demonstrated by rational analysis that the remaining material, if protected from further deterioration, can still perform its assigned function at acceptable stress levels. Failing that, adequate repairs or reinforcement will be considered mandatory.

**Written Reports** shall be required attesting to each required inspection. Each such report shall note the location of the structure, a description of the type of construction, and general magnitude of the structure, the existence of drawings and location thereof, the history of the structure to the extent reasonably known, and a description of the type and manner of the inspection, noting problem areas and recommended repairs, if required to maintain structural integrity. See additional reporting requirements outlined in the foregoing of the policy.

Each report shall include a statement to the effect that the building or structure is structurally safe, unsafe, safe with qualifications, or has been made safe. It is suggested that each report also include the following information indicating the actual scope of the report and limits of liability. This paragraph may be used:

*“As a routine matter, in order to avoid possible misunderstanding, nothing in this report should be considered to be a guarantee for any portion of the structure. To the best of my knowledge and ability, this report represents an accurate appraisal of the present condition of the building based upon careful evaluation of observed conditions, to the extent reasonably possible.”*

### **Foundations**

If all supporting subterranean materials were completely uniform beneath a structure, with no significant variations in grain size, density, moisture content, or other mechanical properties, and if dead load pressures were completely uniform, settlements would probably be uniform and of little practical consequence. In the real world, however, neither is likely. Significant deviations from either of these two idealisms are likely to result in unequal vertical movements.

Monolithic masonry structures are generally incapable of accepting such movement. Since, in most cases, differential shears are involved, cracks will typically be diagonal.

Small movements, in themselves, are most likely to be structurally important only if long-term leakage through fine cracks may have resulted in deterioration. In the event of large movements, contiguous structural elements such as floor and roof systems must be evaluated for possible fracture or loss of bearing.

Pile foundations are, in general, less likely to exhibit such difficulties. Where such does occur, special investigation will be required.

### **Roofs**

Sloping roofs, usually having clay or cement tiles, are of concern if the covered membrane may have deflections if merely resulting from deteriorated rafters or joists will be of greater import. Valley flashing and base flashing at roof penetration will also be areas of concern.

Flat roofs with built-up membrane roofs will be similarly critical with respect to deflection considerations. Additionally, since they will generally be approaching expected life limits at the age when the building safety inspection is required, careful examination is important. Blisters, wrinkling, alligating, and loss of gravel are usual signs of difficulty.

### **Masonry Bearing Walls**

Random cracking, or if discernible, definitive patterns of cracking, will, of course, be of interest. Bulging, sagging, or other signs of misalignment may also indicate related problems in other structural elements. Masonry walls, commonly constructed of either concrete masonry units or terra-cotta blocks, may have been constructed with either reinforced concrete columns and tie beams or lintels.

Of most probable importance will be the vertical and horizontal cracks where masonry units abut tie columns or other frame elements such as floor slabs. Of interest here is the observation that although the raw materials of which these masonry materials are made may have much the same mechanical properties as the reinforced concrete framing, their actual behavior in the structure, however, is likely to differ with respect to volume change resulting from moisture content, and variations in ambient thermal conditions.

Moisture vapor penetration, sometimes abetted by salt-laden aggregate and corroding rebars, will usually be the most common cause of deterioration. Tie columns are rarely structurally sensitive, and a fair amount of deterioration may be tolerated before structural impairment becomes important. Cosmetic-type repair involving cleaning, and parching to effectively seal the member, may often suffice. A similar approach may not be unreasonable for tie beams, provided they are not also serving as lintels. In that event, a rudimentary analysis of load capability using the remaining actual rebar area may be required.

### **Floor and Roof Systems**

Cast-in-place reinforced concrete slabs and/or beams and joists may often show problems due to corroding rebars resulting from cracks or merely inadequate protection cover of concrete. Patching procedures will usually suffice where such damage has not been extensive. Where corrosion and spalling have been extensive in structurally critical areas, competent analysis with respect to remaining structural capacity relative to the actual supported loads will be necessary. The type and extent of repair will be dependent upon the results of such investigation.

Pre-cast concrete members may present similar deterioration conditions. End support conditions may also be important. Adequacy of bearing, indications of end shear problems, and restraint conditions are important, and should be evaluated in at least a few typical locations.

### **Steel Framing System**

Corrosion, obviously enough, will be the determining factor in the deterioration of structural steel. Most likely, suspect areas will be fasteners, welds, and the interface area where bearings are embedded in masonry. Column bases may often be suspect in areas where flooding has been experienced, especially if salt water has been involved. Concrete fireproofing will, if it exists, be the best clue indicating the condition of the steel.

### **Concrete Framing Systems**

Concrete deterioration will, in most cases, similarly be related to rebar corrosion. In this respect, honeycomb areas may contribute adversely to the rate of deterioration. Columns are frequently the most suspect. Extensive honeycombing is most prevalent at the base of columns, where fresh concrete was permitted to segregate, dropping into forms. This type of problem has been known to be compounded in areas where flooding has occurred, especially involving salt water.

Thin cracks usually indicate only minor corrosion, requiring minor patching only. Extensive spalling may indicate a much more serious condition requiring further investigation.

In spall areas, chipping away a few small loose samples of concrete may be very revealing, especially since loose material will have to be removed even for cosmetic-type repairs, anyway. Fairly reliable quantitative conclusions may be drawn with respect to the quality of the concrete. Even though cement and local aggregate is essentially derived from the same sources, cement will have a characteristically dark grayish-brown color in contrast to the almost white aggregate. A typically white, almost alabaster-like coloration will usually indicate reasonably good overall strength.

### **Windows and Doors**

Window and door condition is of considerable importance with respect to two considerations. Continued leakage may have resulted in other adjacent damage, and deteriorating anchorage may result in the loss of the entire unit in severe windstorms

even short of hurricane velocity. Perimeter sealants, glazing, seals, and latches should be examined with a view toward the deterioration of materials and anchorage of units for inward as well as outward (suction) pressure, most importantly in tall buildings.

### **Wood Framing**

Older wood framed structures, especially of the industrial type, are of concern in that long-term deflections may have opened important joints, even in the absence of deterioration. Corrosion of ferrous fasteners will, in most cases, be obvious enough. Rot and termite damage are potential sources of damage in wood structures. Penetration with a pointed tool to a depth greater than about 1/8 inch with moderate hand pressure will indicate the possibility of deterioration.

### **Building Façade**

Appurtenances on an exterior wall of a building are elements including, but not limited to, any cladding material, pre-cast appliques, exterior fixtures, ladders to rooftops, flagpoles, signs, railings, copings, guardrails, curtain walls, balconies, and terrace enclosures, including greenhouses or solariums, window guards, window air conditioners, flower boxes, satellite dishes, antennae, cell phone towers, and any equipment attached to or protruding from the façade that is mechanically and/or adhesive attached.

### **Loading**

It is important to note that even in the absence of any observable deterioration, loading conditions must be viewed with caution. Recognizing that there will generally be no need to verify the original design since it will have already been "time tested," this premise has validity only if loading patterns and conditions **remain unchanged**. Any material change in type and/or magnitude or loading in older buildings should be viewed as sufficient justification to examine load carrying capability of the affected structural system.

## **II. SCOPE OF ELECTRICAL INSPECTION**

The purpose of the required inspection and report is to confirm in a reasonable fashion that the building or structure under consideration is safe for continued use under its present occupancy. As implied by the title of this document, this is a recommended procedure, and under no circumstances are these minimum recommendations intended to supplant proper professional judgment.

### **Electric Service**

A description of the type of service supplying the building or structure shall be provided, stating the size of the amperage, if three (3) phases or a single (1) phase, and if the system is protected by fuses or breakers. Proper grounding of the service shall be in good standing. The meter and electric rooms should have sufficient clearance for equipment and for the serviceman to perform both work and inspections. Gutters and electrical panels shall all be in good condition throughout the entire building or structure.

### **Switchgear, Branch Circuits, etc.**

Switchgear, branch circuits, etc., in the building shall all be identified. A visual inspection and evaluation of the switchgear, conductors, and terminations shall be performed. Proper grounding shall be verified for all equipment used in the building, such as emergency generators, elevators, motors, etc.

### **Conduit Raceways**

All accessible conduits shall be free from excessive corrosion and shall be properly supported.

### **Fire Alarm System**

The fire alarm system shall be in good working condition and shall have an up-to-date certification label.

### **Emergency Lighting**

Exit sign lights and emergency lighting shall all be in good working condition.



### **III. HISTORICAL DOCUMENTS, PERMITTING, REPAIRS, AND REPORTS**

An attempt shall be made by the condominium or cooperative to investigate the existence of documents with the local jurisdiction to assist with the overall inspection of the building.

Understanding the structural system, building components, and intended design may guide the design professional to investigate certain critical areas of the structure.

**Violations** through the code compliance division of the local jurisdiction should be investigated. Cases on file may lead to issues pre-existing with the building, especially any unsafe structure determinations. Depending on the nature of the violation, building safety inspections may be affected.

**Unpermitted activities** may also affect the outcome of a building safety inspection, especially with unpermitted additions to the building. The building safety inspection of a building is conducted on the entire structure, including the original construction and any subsequent permitted addition. Unpermitted additions found by the building safety inspection process present an unsafe situation and shall be identified in the report, even if found to be properly built. Like a repair process identified by the report, legalizing an unpermitted addition would be a prerequisite to the completion of a successful building safety inspection report. Examples of unpermitted work that may affect building safety inspections include but are not limited to additions, alterations, balcony enclosures, etc.

**Repairs** identified in the building safety inspection report will most likely require permits. Once the initial report is completed, it should be immediately submitted to the local jurisdiction for processing. Do not proceed to conduct repairs without permits. Some repairs, for example, changing a bulb in an exit sign, may not require a permit, but most other work will require permits. Proceeding without obtaining repair permits may lead to a violation of the code. Additionally, repairs being conducted under a permit will afford additional time to comply with a complete building safety inspection report.

**Completing the reports** is vital to the overall understanding of the conditions of the building and the successful completion of the building safety inspection process. The approved report forms provided herein shall be used. Proprietary forms will not be accepted. Such approved forms are to be considered supplemental to and in addition to a detailed written report. Sufficient photos shall be included to adequately convey typical conditions observed, particularly where defects are found. Where provided, photos shall be in color and with sufficient resolution to detail the conditions being shown. Building safety inspection reports may be audited, and the subject building may be inspected at the discretion of the Building Official. The Building Official reserves the right to rescind or revoke an approved building safety inspection report.

The **Code in Effect** at the time of the original construction is the baseline for the building safety inspections. Subsequent improvements to the original building should be inspected based on the code at the time of permitting. It is not the intent of the building safety inspection that buildings must be brought into compliance with current codes.