



# CITY OF PANAMA CITY BEACH

Building and Planning Department

## COMMERCIAL CONSTRUCTION & INSPECTION GUIDELINES

### **Construction Management Plan**

Per City Ordinance, a construction site plan illustrating the provision and placement of each of the following elements on or proximate to the construction site must be provided and approved prior to the commencement of work.

- (1) Construction trailer
- (2) Portable, enclosed, chemical toilet
- (3) Dumpster
- (4) Ingress and egress points
- (5) Site perimeter/property boundary
- (6) All fencing
- (7) Adjacent rights-of-way and major intersections if within one hundred (100) feet of the property line
- (8) Materials and equipment lay-down or staging area
- (9) Footprint of building and rebar yard
- (10) Employee parking area
- (11) Delivery area

Construction projects within any Scenic Corridor require fencing or landscaping, or a combination of both, for the duration of ongoing, permitted construction. No fence or landscaping may be constructed or situated within the public right-of-way nor obstruct the field of view or way of travel for drivers or pedestrians.

The entire perimeter of all construction sites and support areas shall be fenced or screened to prevent spill-over of construction activity, including dust, dirt, and debris, onto a public right of way or adjacent property and to reasonably screen construction and construction activity from the view of a pedestrian standing within the vehicular right-of-way of any Scenic Corridor. Trash receptacles, portable toilet facilities, and the staging or lay-down area for construction equipment and materials shall be fenced or placed on the construction site.

The fencing or landscaping must be a minimum of six feet high. Fencing shall be of solid face construction affixed to the ground to prevent such fencing from becoming airborne or constructed in a manner and of material approved to be opaque, weather-resistant, and permanent.

Fences must be repaired and, at all times, maintained intact around the entire perimeter of the site in a neat, orderly, clean, and sound condition. Landscaping must be kept in a neat, dense, and healthy state.

Pre-construction Elevation Certificates are required for un-numbered A zones.

116 S. Arnold Road  
Panama City Beach, FL 32413  
850-233-5100

Website: [www.pcbfl.gov](http://www.pcbfl.gov)

[buildingdepartment@pcbfl.gov](mailto:buildingdepartment@pcbfl.gov)

# COMMERCIAL CONSTRUCTION & INSPECTION GUIDELINES

## **General Information**

Construction is allowed between 7:00 a.m. and 10:00 p.m. on Monday through Friday and between 8:00 a.m. and 7:00 p.m. on Saturday.

Inspections are performed between 7:30 a.m. and 4:00 p.m., Monday through Friday. The City provides a 24-hour voicemail box and email recipients for your convenience. Any phone request made **prior to 4:00 p.m.** will be scheduled for the following business day. Inspections requested through our email **before 7:30 a.m.** may be scheduled for the same day. Please provide the following information when calling or emailing:

- Permit number
- Address
- Subdivision Name and Lot number (if in subdivision)
- Contractor name and phone number
- Type of inspection requested
- Date the inspection is needed

To request an inspection by phone, call (850) 233-5100, ext. 2601.

To schedule an inspection via email, please use: [buildingdepartment@pcbfl.gov](mailto:buildingdepartment@pcbfl.gov)

### **At the time of the first inspection and throughout the project, you should have the following in place:**

- The address and permit placard are posted and visible from the road or street, and the placard is accessible to the inspector.
- The permit placard you receive is to be protected from the weather (placing it in plastic wrap or plastic bags will not protect it because of leakage and condensation). A weatherproof enclosure is recommended, or it may be placed in a construction trailer that is always open during our inspection hours.
- Plans stamped as "Jobsite Copy," and any comment sheets from the Building Division are to be on-site for all inspections. The plans must be kept at the job site for the project's duration. Any changes to the approved plans must be submitted for review and the field copy updated.
- Readily available toilet/sanitary facilities for workers. \*Note: All port-o-lets and job sites within 100' of the right of way along a designated scenic tourist corridor must be screened with a min. 6' screen/fence.
- Silt fencing is required to control erosion (prior to clearing or grading).
- Gravel or paved access to the site.

## **Inspections**

**Plumbing Under-slab** – Inspection is made when all supply line and building drains are in place, a 10' head pressure test is on the vents and drain lines, and the Plumbing Code or manufacturers' required pressure is on the water lines. No backfilling of the trenches is to take place before the inspection.

**Footing and Foundation Inspection** – Footing and foundation inspections shall be made after excavations for footings are complete, and any required reinforcing steel is in place. Any required forms shall be in place for concrete foundations before the inspection. Materials for the foundation shall be on the job, except where concrete is ready mixed in accordance with ASTM C 94 - the concrete need not be on the job.

***Property corners should be marked, identified, and strings should be pulled to verify zoning setbacks.***

## COMMERCIAL CONSTRUCTION & INSPECTION GUIDELINES

**Concrete Slab and Under-floor Inspection** – Concrete slab and under-floor inspections shall be made after in-slab or under-floor reinforcing steel and building service equipment, conduit, piping accessories, and other ancillary equipment items are in place but before any concrete is placed or floor sheathing installed, including the subfloor. Vapor barriers and termite/soil treatment are in place for this inspection.

**Reinforced Concrete** – Any reinforced concrete poured on-site is to be inspected after the reinforcement is in place and before pouring.

**Lowest Floor Elevation** – In flood hazard areas, the elevation certification required in Section 1612.5 shall be submitted to the building official upon placement of the lowest floor and before vertical construction. Please note that if a fire sprinkler system is installed in the building, the approved fire sprinkler system plan must be approved, and a copy is present on the Jobsite before any rough-in inspections can occur.

**Plumbing Rough-in Inspection** – For commercial construction, this inspection can be performed either in stages or in conjunction with the mechanical, electrical, and framing inspection (framing all roughs), depending on the size of the project. Water is to be on all drain lines and 100 psi of pressure on water lines.

**Gas Piping** – This inspection is performed when the gas piping is complete and ten psi of pressure has been maintained for 15 minutes marking tape and tracer wire.

**Electrical Rough-in Inspection** – It may be performed in stages for commercial installations.

**Mechanical Rough-in Inspection** – For commercial installations, this inspection may be performed either in stages or at the same time as the electrical, plumbing, and framing inspection, depending on the size of the project.

**Framing** - For commercial construction, this inspection may be performed either in stages or in conjunction with the mechanical, electrical, and plumbing rough-ins, depending on the size of the project. An independent testing company must cert all field welds and bolted structural connections for steel structures. A signed and sealed report copy will be on the job site for the framing inspection.

**Framing All Roughs** - For small commercial construction, the framing and all rough inspections can be scheduled for inspection of the framing and all trades, including electrical, mechanical, and plumbing. Multi-family buildings and apartments require a 1-hour fire separation or a 2-hour common wall separation for each unit. Structures without parapets require a 4 ft. fire-rated roof sheathing on either side of the separation wall.

**Reinforced Masonry Walls** – Masonry walls requiring vertical reinforcement or reinforced bond beams and lintels are to be inspected before pouring concrete.

***Concrete test results will be submitted to the City of PCB, Building and Planning Department.***

## COMMERCIAL CONSTRUCTION & INSPECTION GUIDELINES

**Firewall or Fireproofing** - Protection of joints and penetrations in fire-resistance-rated assemblies shall not be concealed from view until inspected and approved. Lath and gypsum board that is part of a fire-rated assembly or shear assembly shall be inspected after lathing and gypsum board, interior and exterior are in place but before any plastering is applied or gypsum board joints and fasteners are taped and finished.

**Fire System Test/ Rough Fire Sprinkler Piping** – This test is performed by the City Fire Inspector for fire sprinkler systems and must be requested separately.

**Insulation** - This inspection is performed after the approval of the framing and after the insulation has been installed in the sidewalls, floors, and ceiling areas where insulation will not be blown in. No wall finishes will be installed until the insulation has been inspected and approved.

**Plumbing Final Inspection** – All plumbing fixtures are to be installed and functioning, and the water and sewer lines are to be connected to City services. The final inspection is typically performed in conjunction with the other final inspections during the Final All Trades inspection.

**Above Ceiling All Trades** - electrical conduit, lighting, plumbing, ductwork, fire sprinkler piping, and any structural elements are in place.

**Temporary Power** – Power is required for commercial installations before a Certificate of Occupancy may be obtained to verify working emergency/egress lighting, smoke detectors, fire alarms, GFCIs, AFCIS, etc. **Note:** If the electrical system is not 100% complete, the Inspector may require a “lock out/Tag-out” procedure to be in place and in writing to the Building Official.

**Final Electrical Inspection** – For commercial installations, the final inspection is typically performed in conjunction with the other final inspections. All devices will be installed, wiring to fixtures complete, and the panel(s) labeled.

**Mechanical Final Inspection** – For commercial installations, the final inspection is typically performed in conjunction with the other final inspections during the Final All Trades inspection. **Note:** A test & balance report may be required.

**Final All Trades Building Inspection** - This inspection is performed after all systems have been installed and are operational and all portions of the structure are ready for occupancy. The **Final Special Inspections Report** is required to be submitted to the building official for review at this time.

**Final Fire Safety Inspection** - The Fire Inspector will inspect the building to ensure emergency lighting, fire extinguishers, and fire sprinkler and alarm systems are installed correctly. The fire inspector will also make sure the occupant load is posted.

## COMMERCIAL CONSTRUCTION & INSPECTION GUIDELINES

**Water/Sewer** – Inspected after all piping is installed and run to the point of connection to the City sewer line. Water is to be on the sewer line from the clean-out next to the building to the point of connection to the City sewer line. The trench is to be open until inspected.

**Final Industrial Pre-Treatment Inspection** - This inspection is only required when a Grease Removal Device (GRD) has been installed. This is usually required for food service establishments, garages, or industrial plants. The inspector will check to ensure the device is installed according to the City's Fats, Oil, and Grease ordinance.

### Reinspection Fees

Reinspection fees are assessed as follows when correction of code violations is required:

Failed inspection ..... \$75

### **Final Inspections, Project Completion, and Issuance of Certificate of Occupancy (CO)**

You will need to contact the PCB Building Division and request all final inspections, including a Fire Life Safety site inspection, a final site inspection by the Public Works Department, and a final site inspection by the Utilities Department.

**Final Site Inspections** - The final site inspections include areas such as the following:

- Planning / Zoning** – Parking lot striping, lighting, dumpster screening, fencing, signs, bicycle racks, pedestrian zones, and truncated domed crosswalks painted a contrasting color, etc.
- Landscaping** - Placement, quantity, size, and species of landscape material
- Water & Sewer** - Utilities' approval of water and sewer lines, water meter boxes, cross-connection, and backflow
- Stormwater** - Grade of land, stormwater features are installed correctly
- Roadway** - Sidewalks, curb, and gutter, striping of public roadways, road signs, driveway connections, etc.

**You will also need to submit the following before the CO can be issued:**

- Backflow preventer test results for all devices (irrigation, fire line).
- As-built drawings are required per Development Order.

\*The Public Works and Utility departments must review and approve these.

**Any outstanding reinspection fees must be paid before receiving the CO. Certificates of Occupancy must be requested in writing for Commercial Structures.**

**COs may be issued once all Departments have passed final site inspections and all required documentation has been reviewed and approved.**

# COMMERCIAL CONSTRUCTION & INSPECTION GUIDELINES

## **Department Contacts**

### **Public Works: Commercial/Subdivision**

Jacob Shores – 850-814-6175

Joe Pace – 850-233-5100 x 2326

### **Driveway / Stormwater:**

850-233-5100 x 2400

Jeremiah Jagers – 850-348-6113

Brad Whitman – 850 – 625-7296

### **Utilities:**

James Appleby - 850-527-0241

Derrick Schull - 850-832-9333

### **Fire Inspectors:**

Captain Shawn Legleiter – 850-233-5100 x 2320

Jon Miller – 850 -628 – 2558

Matt Goldberg – 850 – 628 - 5859

### **Building Official:**

Mark McWaters – 850-233-5100 x 2319

### **Building Inspector:**

Mike Kunst – 850-867-2844

\_\_\_\_\_ Date: \_\_\_\_\_