



CITY OF SOUTH PASADENA
COMMUNITY IMPROVEMENT DEPARTMENT
SOUTH PASADENA, FL 33707
Phone: (727)-343-4192 Fax: (727)-381-4819

Email: buildingofficial@mysouthpasadena.com AND jwitkowski@mysouthpasadena.com

TEMPORARY INSPECTION PROCEDURES DURING COVID-19

It is Mandatory that contractors continue to request **all inspections** the day before or earlier, that would normally be done, regardless of pictures and affidavits. We need to continue inspections records the same as normal.

INSPECTIONS BY 3RD PARTY, PRIVATE PROVIDER, FL. STATE LICENSED ARCHITECT OR ENGINEER MAY BE ACCEPTABLE WITH PRIOR BUILDING OFFICIALS WRITTEN APPROVAL.

1. Email buildingofficial@mysouthpasadena.com AND jwitkowski@mysouthpasadena.com in the morning, of the day of the inspection, before 8:00 A.M., applicable pictures and affidavit. Content to be inspection specific.
2. Subject line of email to read "TODAYS (##/##/####) INSPECTION INFORMATION".
3. Pictures are to show the following. Unique Site location and in enough detail and accuracy to view details, that would be typically observed, on an inspection. The licensed contractor in each trade/permit is responsible for the content and detail of pictures.
4. Affidavits of compliance are to State "COMPLIES WITH MANUFACTURES SPECIFICATIONS AND FLORIDA BUILDING CODE 2017 6TH EDITION" to whatever they are attesting to. Description in enough detail as to include typical observations that would be seen on an inspection. The licensed contractor in each trade/permit is responsible for the content and detail of affidavits.
5. WE WILL MAKE EVERY ATTEMPT TO MAINTAIN A 6' SOCIAL DISTANCE. Therefore it is imperative that accurate phone numbers of owners on site and/or workers on site be provided at time of inspection request. This is in the event that if we decide to visit the site, we can give personal on site, advance notice of our arrival. Contractor's e-mails are imperative in order for us to relay inspection results.

APPLIES TO (not inclusive):

- WINDOWS AND DOORS
- ROOFS
- SMALL CONDO AND SFR RENOVATIONS, ADDITIONS, ALTERATIONS (ALL MEP'S INSPECTIONS)
- WATER HEATERS
- HVAC ECO

SITE INSPECTONS BY US, OR REQUESTED FROM YOU TO US, BY A 3RD PARTY, ARE AT CID'S DISCRETION AND MAY OCCUR ON ANY SITE, FOR ANY INSPECTION.