



**Building & Zoning Dept.**  
 7777 NW 72 Avenue  
 Medley, Florida, 33166  
 Office: 305-887-9541  
 Fax: 305-887-6928

**NOTICE TO TOWN OF MEDLEY BUILDING DEPARTMENT  
 OF EMPLOYMENT AS SPECIAL INSPECTOR  
 UNDER THE FLORIDA BUILDING CODE**

I (We) have been retained by \_\_\_\_\_ to perform special inspector services under the Florida Building Code at the \_\_\_\_\_ project on the below listed structures as of \_\_\_\_\_ (date). I am a registered architect or professional engineer licensed in the State of Florida.

**Process Numbers:** \_\_\_\_\_

- Special inspector for piling, CMDC sect. 8-22
- Special inspector for trusses over 35 ft. long or 6 ft. high, CMDC sect. 8-22
- Special inspector for reinforced masonry, FBC 2122.4 & CMDC sect. 8-22
- Special inspector for steel connections, CMDC sect. 8-22
- Special inspector for soil compaction, CMDC sect. 8-22
- Special inspector for precast units & attachments, CMDC sect. 8-22  
 (For tilt-up walls system, inspect reinforcement as well)
- Special inspector for curtain wall, CMDC sect. 8-22
- Special inspector for structural glazing, CMDC sect. 8-22
- Special inspector for lightweight insulating concrete, CMDC sect. 8-22
- Special inspector for composite floor system, CMDC sect. 8-22
- Special inspector for \_\_\_\_\_

*Note: Only the marked boxes apply.*

The following individual(s) employed by this firm or me are authorized representatives to perform inspection\*

1. \_\_\_\_\_ 2. \_\_\_\_\_  
 3. \_\_\_\_\_ 4. \_\_\_\_\_

\*Special inspectors utilizing authorized representatives shall insure the authorized representative is qualified by education or licensure to perform the duties assigned by the Special Inspector. The qualifications shall include licensure as a professional engineer or architect; graduation from an engineering education program in civil or structural engineering; graduation from an architectural education program; successful completion of the NCEES Fundamentals Examination; or registration as building inspector or general contractor.

I, (we) notify The Town of Medley Building Department of any changes regarding authorized personnel performing inspection services.

I, (we) understand that a Special Inspector inspection log for each building must be displayed in a convenient location on the site of reference by The Town of Medley Building Department Inspector. All mandatory inspections, as required by the Florida Building Code, must be performed by the Town. The Town building inspections must be called for on all mandatory inspections. Inspections performed by the Special Inspector hired by the Owner are **in addition** to the mandatory inspections performed by the Department. Further, upon completion of the work under each Building Permit I will submit to the Building Inspector at the time of final inspection the completed inspection log form and a sealed statement indicating that, to the best of my knowledge, belief and professional judgment those portions of the project outlined above meet the intent of the Florida Building Code and are in substantial accordance with the approved plans.

Engineer/Architect

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signed and Sealed

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

Phone No.: \_\_\_\_\_