

**GENERAL REQUIREMENTS
FOR ALL INSPECTIONS**

1. The permit card, county approved plans and site drawings, and the Notice of Commencement must be on the job site in a weather resistant job site posting board displayed in a conspicuous place.
2. Every permit issued must have the required inspections and a final inspection to verify compliance with the applicable codes. Final inspections also provide administrative closure.
3. All construction work must comply with applicable codes, statutes, and ordinances. Issuance of any County permit is not approval to violate any applicable codes, statutes, or ordinances.
4. All inspections must be scheduled with the approval of the permit holder and the owner and occupant should be made aware of the scheduled inspection.
5. The 9-1-1 Street Address Number must be posted at time of inspection. During construction this may be a temporary sign visible from the street or road. The permanent sign must be in place and visible from the street or road at time of final inspection.
6. Work shall not be done on any part of a building, structure, electrical, gas, mechanical, or plumbing systems beyond the point indicated in each successive inspection without prior approval of the field inspector. This approval is noted on the permit placard provided by the Putnam County Building Department which is to be in a displayed by the permit holder as required in item #1.
7. A fee of \$30.00 shall be charged for each re-inspection made due to the fact that work was not ready at the time specified in the request for inspection, work was rejected, failure to call for required inspection, permit or approved plans not on job site, no address posted, etc.
8. Revisions to approved plans that are governed by the technical codes must be presented for review prior to performing work. The permit holder must provide two (2) copies to this office and upon approval pick-up the “Job Site Copy” and have it available for the site inspection.

SCHEDULING AN INSPECTION

To schedule an inspection, please call the Automated Inspection Request System (AIRS) at (386) 326-3005 and follow the recorded instructions. The cut-off time for an inspection request is 7:00am for same day inspection. If, due to specific needs, you need to schedule a specific time please call (386) 329-0315 and staff will attempt to accommodate your needs.

You may talk to an inspector between 8:00am and 8:30am on the day of the inspection to get an approximate time, a two (2) hour window, or to specify a morning / afternoon inspection time.

Your field inspector will either sign the Permit Placard next to the inspection item or will leave an “Inspection Notice”. If you have a question about your inspection it is important to talk to your inspector. Staff will attempt to help you contact your inspector during the inspection day. Please check our website www.putnam-fl.com for your inspection result prior to contacting this office.

If you are scheduling an inspection for a homeowner please inform the property owner and/or occupant that an inspection has been scheduled with this office. It is important to us that the inconvenience to our citizens is minimal and providing quality customer service is a goal shared within Putnam County.

It is the responsibility of the permit holder to schedule all required inspections prior to concealing the work. If you have questions about an inspection or would like a courtesy inspection please call this office at (386) 329-0307.

Oct 2013

**GENERAL
INSTRUCTIONS FOR USING AIRS**

Dial (386) 326-3005

When connected you will be prompted:

“Welcome to AIRS Putnam County’s Automated inspection request system – please press 1 to start the system”

Press 1

You will be prompted: **“Please enter your 7 digit permit number”**

(Example – 0502233)

You will be prompted:

“Please enter your 3 digit confirmation number which is a unique number printed on your permit.” Follow the recorded message.

You will be prompted:

“To check permit status Press 1

To request an inspection Press 2

To request inspection results Press 3

To cancel an inspection Press 4”

Listen to the prompts and AIRS will guide you through the process.

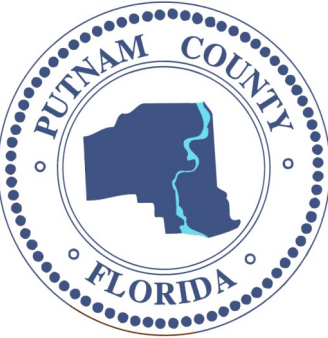
NOTES

The 3 digit inspection code is shown on your Permit Placard and in this brochure.

AIRS will provide recorded messages to assist you in using the system. Listen carefully. As you become familiar with the system you can speed up your request but accuracy is important.

*Planning & Development
Services*

AIRS



**Automated Inspection
Request System
(386) 326-3005**

Planning & Development Services

Phone: 386-329-0307

Fax: 386-329-1213

Email: pzb@putnam-fl.com

Permit #

Confirmation #

All new construction is issued a Certificate of Occupancy.

A Certificate of Completion may be issued upon request of the permit holder for additions and alterations.

NOTE TO PERMIT HOLDER

During construction, the address numbers must be temporarily displayed substantially in compliance with the requirements below. The final numbers must be permanently displayed prior to the final inspection.

All buildings in the unincorporated areas of Putnam County shall have assigned building numbers properly displayed, whether or not mail is delivered to such building or property. It shall be the duty of the owners and occupants of each building in the unincorporated areas to post the assigned building number on the property in the following manner.

The building (address) number shall be affixed to the front of the building (such as a mailbox, post, wall, fence, etc.), in such a manner so as to be clearly visible and legible from the public or private way on which the building fronts.

Numerals shall be Arabic and shall not be less than three inches (3") in height and one-half inch (1/2") in width.

The numerals shall be of a contrasting color to the immediate background of the building or structure to which numerals are affixed.

INSPECTION CODES for AIRS

109	Consultation	257	Lath	399	Plumbing Final
120	Habitability Inspection	258	Sheathing/Wall	259	Ceiling Diaphragm
121	Safety Inspection	261	Pool Enclosure	260	Porch
202	Accessible Route	262	Screen Enclosure	401	Electrical, Underground
203	Boat Hoist	263	Deck	402	Dock Wiring, Rough
204	Dock	264	Insulation, Batt	403	Electrical-Meter Set
205	Retaining Wall	270	Pool Barrier/Alarm	409	Temporary Pole-Electrical
206	Bulkhead Structure	271	Sheds	423	Pool Steel Bonding
207	Bulkhead Tie-back	272	Demolition Rope Off	431	Ground Rough Electrical
208	Sign-Structural	273	Flood Vents	441	Sign-Electrical
209	Soil Density/Compaction	280	Insulation Blown	444	Rough Elec.-Total
210	Slab on Grade	281	Energy/Insulation Rough	445	Electrical, TUG/Early Power
220	Augers	282	Modular Set	446	Rough Elec.-Low Voltage
221	Footing	283	Roof-In Progress	447	Electrical Rough
222	Footing-Monolithic & Slab	284	Roof Trusses/Sheathing	499	Electrical Final
223	Grade Beam	285	Sheathing Only-Roof	501	Ground Rough-Gas
224	Piling/Pile Caps	286	Truss Only	502	Ground Rough-Mechanical
225	Fireplace Throat/Chimney Pit	287	Base Sheet/Roof Dry-in	510	Gas Ground Slab
226	Stem Wall	288	Flashings	511	Mechanical Slab Rough
227	Termite	289	Built-Up/Insulation	544	Gas Rough/Test
230	Slab-Steel	290	Energy/Insulation Final	545	Mechanical Rough
231	Wood Floor Framing	292	Demolition Final	554	Refrigeration
232	Stairs/Guardrails	293	Mobile Home Final	564	Duct Systems
241	Beam	294	Pool Final	565	Hood Systems
242	Columns/Tie Beams	295	Pool, "Above Ground"-Final	591	Gas Final
243	Fill Cells	296	Stucco Final	599	Mechanical Final
244	Mob Home Block & Tie Down	297	Elevator-Final	601	Buffers
245	Pool-Steel	298	Roof Final	603	Landscaping
246	Tie Beam	299	Building Final	604	Lot Coverage
247	Structural Beam	304	Ground Rough Plumbing	605	Parking
248	Steel-Column/Structure	314	Plumbing, Slab Rough	606	Set-Backs
250	Rough Framing-All Inclusive	319	Mobile Home Plumbing	699	Planning Final
251	Framing	320	Pool - Main Drain	734	Sprinkler System
252	Nailing	329	Pool Final Plumbing	744	Fire, Rough
253	Drywall-Fire Rated	344	Plumbing Rough	799	Fire Marshal Final
254	Siding	360	Sewer, Municipal	910	Driveway, Residential
255	Windows/Doors	370	Water, Municipal	920	Driveway, Commercial
256	Strapping	389	Backflow Device		