

**EXHIBIT 1: MODIFIED PROCEDURES FOR  
BUILDING CODE INSPECTIONS  
DURING COVID-19 EMERGENCY PERIOD**

**EFFECT**

These emergency procedures (the “Emergency Procedures”) will be effective on the effective date of Amendment 1 to Miami-Dade County Emergency Order 14-20 and shall be in effect throughout the Miami-Dade County State of Emergency related to COVID-19 novel Coronavirus. These Emergency Procedures supersede Exhibit 1 of Miami Dade County Emergency Order 14-20.

Nothing in these Emergency Procedures is intended to modify the requirements for special inspectors of threshold buildings contained in Section 553.79 of the Florida Statutes, or the provisions of Florida Law relating to Alternate Plans Review and Inspections contained in Section 553.791 of the Florida Statutes. Nothing in these Emergency Procedures is intended to limit the authority of the Building Official to issue any interpretation or take any actions consistent with the Florida Building Code or with any of the express provisions below.

These are the procedures for Building Code inspections to be used during the COVID-19 Emergency Period (the “COVID-19 Emergency”) by the Department of Regulatory and Economic Resources (RER). This notice does not set forth procedures for Fire Code inspections.

**INSPECTION PROCEDURES**

These Emergency Procedures allow for three different kinds of inspections which will be presumed to satisfy Building Code requirements: (a) inspections performed by architects, engineers and accredited laboratories (“Qualified Professional Inspections”); (b) virtual inspections conducted remotely by County inspectors in the manner set forth below (“Virtual Inspections”); and (c) inspections conducted by County personnel in person (“On-Site Inspections”). These inspections will be performed in the manner and subject to the procedures and limitations set forth below. Please note that certain inspections are required to be On-Site Inspections.

*(a) Qualified Professional Inspections*

**1. Applicability**

The permit holder may opt to have inspections performed by a State of Florida licensed and registered architect or engineer who has no financial interest in the construction (“Qualified Professional Inspection”). Inspections by TAS301 accredited laboratories are also acceptable provided they are signed and sealed by the qualified independent professional. This procedure does not supersede or otherwise limit other inspection procedures currently allotted to private providers, threshold and special inspectors.

Upon the effective date of these Emergency Procedures, permit holders will no longer be authorized to contract with contractors for the performance of limited inspection services provided under Executive Order Number 20-52. The County will continue to accept inspection reports relating to such inspections provided the permittee: (a) contracted for such services prior to the

effective date of these Emergency Procedures; (b) the inspection is performed prior to April 27, 2020 and (c) report of that inspection is submitted to the County not later than May 1, 2020.

Notwithstanding the Qualified Professional Inspection, certain inspections specifically identified below must still obtain an On-Site Inspection.

## **2. Qualified Professional Inspection Requirements**

Qualified Professional Inspections must be reported on the (RER) STATEMENT OF INSPECTION REPORT COVID 19. A Report must be completed per each permit. The individual providing the statement must perform and record all inspections for the permit number and provide the completed report to Miami-Dade County via the email addresses below for the respective trade supervisor or to the RER inspector at the next scheduled inspection.

- a. Building and Roofing- [Robert.Fatora@miamidade.gov](mailto:Robert.Fatora@miamidade.gov),  
[JeanSocrate.Devilme@miamidade.gov](mailto:JeanSocrate.Devilme@miamidade.gov), or  
[Charles.Walton@miamidade.gov](mailto:Charles.Walton@miamidade.gov)
- b. Electrical - [Amado.Diaz@miamidade.gov](mailto:Amado.Diaz@miamidade.gov) , or  
[Wilfredo.Gonzalez@miamidade.gov](mailto:Wilfredo.Gonzalez@miamidade.gov)
- c. Mechanical – [Gerald.Somerset@miamidade.gov](mailto:Gerald.Somerset@miamidade.gov), or  
[Carlos.DeLaTorre2@miamidade.gov](mailto:Carlos.DeLaTorre2@miamidade.gov)
- d. Plumbing – [Bernard.Chitolie@miamidade.gov](mailto:Bernard.Chitolie@miamidade.gov) , or  
[David.Erickson@miamidade.gov](mailto:David.Erickson@miamidade.gov)

Compliance with the provisions for inspections above shall be presumed to satisfy Florida Building Code requirements for the performance of building inspections. RER encourages the use of photographs or other documentation that supports the inspection result and can be attached to the report.

### ***(b) Virtual Inspections***

#### **1. Applicability**

In the event a County inspector is preferred, the County will first attempt to conduct a Virtual Inspection, with On-Site Inspections reserved, in the County's sole discretion, to situations where the County determines that public safety requires the inspection to be in person. Examples include, but are not limited to, construction of extraordinary complexity, inspections where the conditions cannot be appreciated remotely, and bad signal or other impediment to communication.

## **2. Procedures for Virtual Inspection**

Virtual Inspections are conducted by using a video call on a smart phone or tablet to interact with the RER inspector. The process for Remote Virtual Inspection is as follows:

- The permit holder will schedule the inspections [online](#) or by calling (786)315-2100.
- When scheduling the inspection, the permit holder must provide a contact name, contact number and contact email address so that the inspector can schedule a Microsoft Teams meeting invite.
- On the day of the scheduled inspection, the inspector will contact the permit holder and schedule a meeting for the specific inspection time.
- The meeting invite will contain instructions on requirements and documents that need to be submitted to the inspector prior to the virtual inspection.
- At the scheduled time, the contractor will need to join the Team Meeting.
- Ensure the person walking the site has the necessary tools (based on the inspection type) readily available. For example, a tape measure level, GFCI tester, ladder, flashlight, etc.

## **3. Permit Holder Responsibilities**

- Ensure your inspection location has 4G connectivity and your smart phone or tablet has 4G connectivity. You must have Microsoft Team App for the Remote Virtual Inspection.
- Make sure the smart phone or tablet is fully charged.
- Be ready to accept a video call at the scheduled time and respond to requests from the inspector.
- Make sure the auto rotate feature on your phone is turned on.
- Make sure to move slowly so the inspector can see the image clearly.
- Allow camera a moment to focus when showing specific items.
- Make sure any testing equipment, manometer, pressure valves... are already set up.
- Have the required tools (tape measure, level, GFCI tester, step ladder, etc.)
- Turn off phone or tablet notifications during the video call. Notifications freeze the video call and will cause delays to the inspection or could require the inspection to be rescheduled.

#### **4. How To Do the Actual Virtual Inspection**

- Begin inspection at street view looking at structure, exterior of property and close in on house or unit number. The contractor will show the inspector the following documents at the start of the inspection. If these documents are not available, the inspection will not be conducted and “*Not Ready for Inspection*” result shall be entered.
  - (i) Notice of Commencement (for new inspections)
  - (ii) Permit card
  - (iii) Approved Permit job Copy
  - (iv) Depending on the inspection type, any reports or special inspector letters necessary to enable inspection to be conducted.
- Follow the directions of the inspector. The inspection will be conducted by following the standard operating procedures as outlined in RER inspection [checklists](#).
- Make note of any items that require correction.
- When an inspection is performed through RER virtual inspection process, the inspector reserves the right to perform an on-site inspection. This may be due to a connection issue or the complexity of the inspection.
- The inspector will tell you in the video call if the inspection has passed or failed and inspection results can also be found in [Routes and Results](#).

#### ***(c) On-Site Inspections***

##### **1. Applicability**

An On-Site Inspection shall be required for Final building code inspections and flood inspections of new construction that require a Certificate of Occupancy or Certificate of Completion and for alterations, repairs and residential additions 1000 square feet or larger. On-Site Inspections shall not be required for alterations, repairs and residential additions under 1000 square feet, accessory structures such as pool, fence and sheds and other miscellaneous permits such as metal awnings, shutters. On-Site Inspections shall not be required for Roofing, Electrical, Plumbing or Mechanical work associated with a master permit or any single trade (standalone) permits. Notwithstanding, the County may require an On-Site Inspection in any instance where the County, in its sole discretion, determines that the public interest requires the physical presence of a County inspector.

## **2. Procedures for On-Site Inspection**

- The permit holder must schedule inspections either [online](#) or by calling (786)315-2100.
- When scheduling the inspection, the permit holder must provide a contact name and phone number in the comment line.
- Inspector will call thirty (30) minutes prior to the inspection to allow the contractor to relocate all personnel from the inspection area.
- When inspector arrives on-site, one contact person who is assigned to walk with the inspector can approach the vehicle. If more than 9 workers are present within the inspection area, the inspector will cancel the inspection.
- Contractor needs to maintain a safe and healthy job site environment and follow the CDC's best practices regarding social distancing.
- Inspector will perform inspection and inspection results can also be found through [Route and Results](#) portal.



**Regulatory and Economic Resources (RER)  
Permitting and Inspection Center  
11805 SW 26 ST  
Miami, FL 33175**

**STATEMENT OF INSPECTION REPORT COVID-19**

This report is to be used for Building Code inspections during the COVID-19 Emergency Period. This notice does not set forth procedures for Fire Code inspections. This report must be provided via email to the trade section supervisor or to the inspector at the next scheduled on-site inspection.

PERMIT \_\_\_\_\_ JOB ADDRESS \_\_\_\_\_

The following inspection for the above permit were performed and signed by the below design professional or contractor (Contractor inspections must be conducted by April 20, 2020 and this report submitted by April 30, 2020)

INSPECTION TYPE*	INSPECTION DATE	(APPROVED, DISAPPROVED or APPROVED PARTIAL)	COMMENT

**\*Type of inspection listed on the permit card**

I \_\_\_\_\_ have read the procedures for building code inspections during the COVID-19 Emergency Period. Having performed the above required inspections, I hereby attest that to the best of my knowledge, belief and professional judgment, the components of the construction are in compliance with the approved plans and other documents covered by the above referenced permit, as well as the provisions of all applicable laws and technical codes.

I am not the permit holder. Additionally, I hold no financial interest in the construction. I acknowledge that the Department of Regulatory and Economic Resources will rely on the truth and accuracy of this statement. I hereby certify that I hold the appropriate license and certification to perform the inspections.

**Qualified Professional**

Name \_\_\_\_\_  
(PRINT)

Signature \_\_\_\_\_

License No: \_\_\_\_\_

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

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

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



STATE OF FLORIDA COUNTY OF MIAMI-DADE Sworn to  
and subscribed before me this \_\_\_\_\_ Day  
of \_\_\_\_\_ 20 \_\_\_\_\_

By \_\_\_\_\_  
Personally known \_\_\_\_\_ or Produced Identification \_\_\_\_\_

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