



**MINIMUM INSPECTION PROCEDURAL GUIDELINES
FOR BUILDING ELECTRICAL RECERTIFICATION**

CASE REFERENCE NUMBER:

LICENSEE NAME: _____

TITLE: _____

JURISDICTION NAME:

ADDRESS: _____

SIGNATURE: _____

***Use separate sheets for additional responses by referencing the report section number.**

1. DESCRIPTION OF BUILDING

a. Name on Title:

b. Building Street Address:

Bldg. #:

c. Legal Description:

Attached:

d. Owner's Name:

e. Owner's Mailing Address:

f. Folio Number of Property on which Building is Located:

g. Building Code Occupancy Classification:

h. Present Use:

i. General Description of building (overall description, structural systems, special features):

j. Number of Stories:

k. Is this a Threshold Building as per 553.71(12) F.S. (Yes/No):

l. Provide an aerial of the property identifying the building being certified on a separate sheet. Attached:

m. Additional Comments:

2. INSPECTIONS

a. Date of Notice of Required Inspection:
b. Date(s) of actual inspection:
c. Name and qualifications of licensee submitting report:
d. Are Any Electrical Repairs Required? (YES/NO):
1. If required, describe, and indicate acceptance:
e. Can the building continue to be occupied while recertification and repairs are ongoing? (YES/NO):
1. Explanation/Conditions:

3. ELECTRICAL SERVICE PROVIDE PHOTO 3

a. Size: Voltage () Amperage () Type: Fuses () Breakers ()
b. Phase: Three-Phase () Single Phase ()
c. Condition: Good () Fair () Needs Repair ()
Comments:

4. METERING EQUIPMENT PROVIDE PHOTO 4

1. Clearances: Good () Fair () Needs Correction ()
Comments:

5. ELECTRIC ROOMS	Not Applicable:	PROVIDE PHOTO 5
1. Clearances:	Good () Fair () Needs Correction ()	
Comments:		

6. GUTTERS	Not Applicable:	PROVIDE PHOTO 6
1. Location:	Good () Needs Repair ()	
2. Taps and Fill:	Good () Needs Repair ()	
Comments:		

7. ELECTRICAL PANELS	PROVIDE PHOTO 7
1. Panel # () Location:	Good () Needs Repair ()
2. Panel # () Location:	Good () Needs Repair ()
3. Panel # () Location:	Good () Needs Repair ()
4. Panel # () Location:	Good () Needs Repair ()
5. Panel # () Location:	Good () Needs Repair ()
Use separate sheets for additional panels.	

Comments:

8. BRANCH CIRCUITS (Exiting panel enclosure)	PROVIDE PHOTO 8
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1. Identified:	Yes ()	Must be Identified ()	
2. Conductors:	Good ()	Deteriorated ()	Must be Replaced ()

Comments:

9. GROUNDING OF SERVICE	PROVIDE PHOTO 9
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Good ()	Needs Repair ()
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Comments:

10. BRANCH CIRCUIT EQUIPMENT GROUNDING SYSTEM	PROVIDE PHOTO 10
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Good ()	Needs Repair ()
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Comments:

11. SERVICE CONDUIT/RACEWAYS	PROVIDE PHOTO 11
Good ()	Needs Repair ()
Comments:	

12. GENERAL CONDUIT/RACEWAYS	PROVIDE PHOTO 12
Good ()	Needs Repair ()
Comments:	

13. WIRE AND CABLES	PROVIDE PHOTO 13
Good ()	Needs Repair ()
Comments:	

14. BUSWAYS	Not Applicable:	PROVIDE PHOTO 14
Good ()	Needs Repair ()	
Comments:		

15.THERMOGRAPHY INSPECTION RESULTS	Not Applicable:	PROVIDE PHOTO 15
Design Professional to summarize results below. Attach thermography report by certified thermographer.		
Are there any anomalies reported in the thermography report? (Yes/No):		
Comments:		

16.OTHER CONDUCTORS	PROVIDE PHOTO 16
Good ()	Needs Repair ()
Comments:	

17.TYPES OF WIRING METHODS	PROVIDE PHOTO 17	
1. Conduit Raceways Metallic: Good ()	Needs Repair ()	N/A ()
2. Conduit PVC: Good ()	Needs Repair ()	N/A ()
3. NM Cable: Good ()	Needs Repair ()	N/A ()
4. Other Conductors/Cables: Good ()	Needs Repair ()	N/A ()
a. Other Conductors/Cables (Specify):		
Comments:		

18.EMERGENCY LIGHTING	PROVIDE PHOTO 18	
Good ()	Needs Repair ()	N/A ()
Comments:		

19. BUILDING EGRESS ILLUMINATION	PROVIDE PHOTO 19	
Good ()	Needs Repair ()	N/A ()
Comments:		

20. FIRE ALARM SYSTEM	PROVIDE PHOTO 20	
Good ()	Needs Repair ()	N/A ()
Comments:		

21. SMOKE DETECTORS (Part of a fire alarm system only)	Not Applicable:	PROVIDE PHOTO 21
Good ()	Needs Repair ()	N/A ()
Comments:		

22. EXIT LIGHTS	PROVIDE PHOTO 22	
Good ()	Needs Repair ()	N/A ()
Comments:		

23.EMERGENCY GENERATOR	PROVIDE PHOTO 23
Good ()	Needs Repair () N/A ()
Comments:	

24.WIRING IN OPEN OR UNDER COVER PARKING GARAGE AREAS	PROVIDE PHOTO 24
Good ()	Requires Additional Illumination() N/A ()
Comments:	

25.OPEN OR UNDER COVER PARKING GARAGE AND EGRESS ILLUMINATION	PROVIDE PHOTO 25
Good ()	Requires Additional Illumination() N/A ()
Comments:	

26.SWIMMING POOL WIRING	PROVIDE PHOTO 26
Good ()	Needs Repair () N/A ()
Comments:	

27. WIRING TO MECHANICAL EQUIPMENT	PROVIDE PHOTO 27
Good ()	Needs Repair ()
N/A ()	
Comments:	

28. UNDERGROUND OR LOWER-LEVEL PARKING GARAGES	N/A:	PROVIDE PHOTO 28
CHECKLIST ITEMS TO CONFIRM OR CONSIDER FOR UNDERGROUND PARKING GARAGE:		
Number of Levels Below Grade Plane:		
A. Are the sump pumps operational? Select: (Yes/Need Repair/N/A)		
Explanation:		
B. If the elevator(s) travel below grade plane:		
1. Are they programmed to return to a level at or above BFE plus freeboard:		
Select: (Yes, No, Needs Repair, Will Retrofit):		
Explanation:		
2. Are they equipped with sensors that prevent the cab from descending into a flooded hoistway?		
Select: (Yes, No, Needs Repair, Will Retrofit):		
Explanation:		
C. Are the branch electrical circuits feeding devices below grade plane protected by a Ground Fault Circuit Interrupter (GFCI) breaker?		
Select: (Yes, No, Needs Repair, Will Retrofit):		
Explanation:		

29. GENERAL ADDITIONAL COMMENTS