



**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 number.

| 1. DESCRIPTION OF BUILDING  |  |
|---|--|
| a. Name on Title:   |  |
| b. Building Street Address:   | Bldg. #:   |
| c. Legal Description:   | Attached: <input type="checkbox"/>                               |
| 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: <input type="checkbox"/> |  |
| m. Additional Comments:   |  |
|   |  |
|   |  |
|   |  |
|   |  |

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| <b>2. INSPECTIONS</b> |
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|--|
| 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:   |
|  |
|  |
|  |

|                              |               |
|------------------------------|---------------|
| <b>3. ELECTRICAL SERVICE</b> | PROVIDE PHOTO |
|------------------------------|---------------|

|  |
|--|
| a. Size:      Voltage (      )      Amperage (      )      Type: Fuses (      )      Breakers (      ) |
| b. Phase:              Three-Phase (      )      Single Phase (      )                                 |
| c. Condition:      Good      (      )      Fair      (      )      Needs Repair (      )               |
| Comments:  |
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|                              |               |
|------------------------------|---------------|
| <b>4. METERING EQUIPMENT</b> | PROVIDE PHOTO |
|------------------------------|---------------|

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

| 5. ELECTRIC ROOMS |          |          |                  | PROVIDE PHOTO |
|-------------------|----------|----------|------------------|---------------|
| 1. Clearances:    | Good ( ) | Fair ( ) | Needs Correction | ( )           |
| Comments:         |          |          |                  |               |
|                   |          |          |                  |               |
|                   |          |          |                  |               |
|                   |          |          |                  |               |
|                   |          |          |                  |               |

| 6. GUTTERS        |          |              |     | PROVIDE PHOTO |
|-------------------|----------|--------------|-----|---------------|
| 1. Location:      | Good ( ) | Needs Repair | ( ) |               |
| 2. Taps and Fill: | Good ( ) | Needs Repair | ( ) |               |
| Comments:         |          |              |     |               |
|                   |          |              |     |               |
|                   |          |              |     |               |
|                   |          |              |     |               |
|                   |          |              |     |               |

| 7. ELECTRICAL PANELS |           |          |              | PROVIDE PHOTO |
|----------------------|-----------|----------|--------------|---------------|
|                      |           |          |              |               |
| 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 | ( )           |
|                      |           |          |              |               |

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|-----------|
| Comments: |
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|---------------------------|----------|--------------------|--------------------------|
| <b>8. BRANCH CIRCUITS</b> |          |                    | <b>PROVIDE PHOTO</b>     |
| 1. Identified:            | Yes ( )  | Must be Identified | ( )                      |
| 2. Conductors:            | Good ( ) | Deteriorated       | ( ) Must be Replaced ( ) |
| Comments:                 |          |                    |                          |
|                           |          |                    |                          |
|                           |          |                    |                          |
|                           |          |                    |                          |
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|--------------------------------|----------|----------------------|
| <b>9. GROUNDING OF SERVICE</b> |          | <b>PROVIDE PHOTO</b> |
|                                | Good ( ) | Needs Repair ( )     |
| Comments:                      |          |                      |
|                                |          |                      |
|                                |          |                      |
|                                |          |                      |

|                                   |          |                      |
|-----------------------------------|----------|----------------------|
| <b>10. GROUNDING OF EQUIPMENT</b> |          | <b>PROVIDE PHOTO</b> |
|                                   | Good ( ) | Needs Repair ( )     |
| Comments:                         |          |                      |
|                                   |          |                      |
|                                   |          |                      |
|                                   |          |                      |

|                                    |                      |
|------------------------------------|----------------------|
| <b>11.SERVICE CONDUIT/RACEWAYS</b> | <b>PROVIDE PHOTO</b> |
| Good (    )                        | Needs Repair (    )  |
| Comments:                          |                      |
|                                    |                      |
|                                    |                      |
|                                    |                      |
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|------------------------------------|----------------------|
| <b>12.GENERAL CONDUIT/RACEWAYS</b> | <b>PROVIDE PHOTO</b> |
| Good (    )                        | Needs Repair (    )  |
| Comments:                          |                      |
|                                    |                      |
|                                    |                      |
|                                    |                      |
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|---------------------------|----------------------|
| <b>13.WIRE AND CABLES</b> | <b>PROVIDE PHOTO</b> |
| Good (    )               | Needs Repair (    )  |
| Comments:                 |                      |
|                           |                      |
|                           |                      |
|                           |                      |
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|                   |                      |
|-------------------|----------------------|
| <b>14.BUSWAYS</b> | <b>PROVIDE PHOTO</b> |
| Good (    )       | Needs Repair (    )  |
| Comments:         |                      |
|                   |                      |
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|                   |                      |

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|---|----------------------|
| <b>15.THERMOGRAPHY INSPECTION RESULTS</b> | <b>PROVIDE PHOTO</b> |
| (ADD SHEETS AS REQUIRED)                  |                      |
| Comments:                                 |                      |
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|   |                      |
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|----------------------------|----------------------|
| <b>16.OTHER CONDUCTORS</b> | <b>PROVIDE PHOTO</b> |
| Good (    )                | Needs Repair (    )  |
| Comments:                  |                      |
|                            |                      |
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|                            |                      |

|                                   |                      |                     |            |
|-----------------------------------|----------------------|---------------------|------------|
| <b>17.TYPES OF WIRING METHODS</b> | <b>PROVIDE PHOTO</b> |                     |            |
| 1. Conduit Raceways Rigid:        | Good (    )          | Needs Repair (    ) | N/A (    ) |
| 2. Conduit PVC:                   | Good (    )          | Needs Repair (    ) | N/A (    ) |
| 3. NM Cable:                      | Good (    )          | Needs Repair (    ) | N/A (    ) |
| 4. Other:                         | Good (    )          | Needs Repair (    ) | N/A (    ) |
| a. Other Wiring (Specify):        |                      |                     |            |
| Comments:                         |                      |                     |            |
|                                   |                      |                     |            |
|                                   |                      |                     |            |
|                                   |                      |                     |            |

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|------------------------------|----------------------|------------|
| <b>18.EMERGENCY LIGHTING</b> | <b>PROVIDE PHOTO</b> |            |
| Good (    )                  | Needs Repair (    )  | N/A (    ) |
| Comments:                    |                      |            |
|                              |                      |            |
|                              |                      |            |

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

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

| 21. SMOKE DETECTORS |                  |         | PROVIDE PHOTO |
|---------------------|------------------|---------|---------------|
| Good ( )            | Needs Repair ( ) | N/A ( ) |               |
| Comments:           |                  |         |               |
|                     |                  |         |               |
|                     |                  |         |               |
|                     |                  |         |               |

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

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

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

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

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



| 27. WIRING TO MECHANICAL EQUIPMENT |                      |             | PROVIDE PHOTO |
|------------------------------------|----------------------|-------------|---------------|
| Good (     )                       | Needs Repair (     ) | N/A (     ) |               |
| Comments:                          |                      |             |               |
|                                    |                      |             |               |
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| 28. ADDITIONAL COMMENTS |
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