

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

**CASE REFERENCE NUMBER:** \_\_\_\_\_ **LICENSEE NAME:** \_\_\_\_\_  
**TITLE:** \_\_\_\_\_  
**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:
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
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
1. Clearances:	Good	Fair	Needs Correction
Comments:			

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

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

7. ELECTRICAL PANELS				
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	

Comments:

<b>8. BRANCH CIRCUITS</b>	<b>PROVIDE PHOTO</b>
---------------------------	----------------------

1. Identified:	Yes	Must be Identified
2. Conductors:	Good	Deteriorated                      Must be Replaced

Comments:

<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:

**11.SERVICE CONDUIT/RACEWAYS**

**PROVIDE PHOTO**

Good

Needs Repair

Comments:

**12.GENERAL CONDUIT/RACEWAYS**

**PROVIDE PHOTO**

Good

Needs Repair

Comments:

**13.WIRE AND CABLES**

**PROVIDE PHOTO**

Good

Needs Repair

Comments:

**14.BUSWAYS**

**PROVIDE PHOTO**

Good

Needs Repair

Comments:

15.THERMOGRAPHY INSPECTION RESULTS	Not Applicable	PROVIDE PHOTO
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	
Good	Needs Repair	
Comments:		

17. TYPES OF WIRING METHODS	PROVIDE PHOTO		
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		
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:			

21. SMOKE DETECTORS (Part of a Fire Alarm System Only)		Not Applicable	PROVIDE PHOTO
Good	Needs Repair	N/A	
Comments:			

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

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

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:			



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

28. UNDERGROUND OR LOWER-LEVEL PARKING GARAGES		N/A	PROVIDE PHOTO
CHECKLIST ITEMS TO CONFIRM OR CONSIDER FOR UNDERGROUND PARKING GARAGE:			
Number of Levels Below Grade Plane: _____			
A. Are the sump pumps operational? Select: (Yes/Needs 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:			
3. 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:			

