



## **CONTACTS:**

### **Planning & Engineering**

**561-642-2054**

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Development & Neighborhood  
Services Director:

### **Craven Thompson & Assoc.:**

Zach Gamble:

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### **Building**

561-642-2052

[groupblg@greenacresfl.gov](mailto:groupblg@greenacresfl.gov)

## **How to Schedule Engineering Inspections**

### **Instructions for Scheduling**

Due to the coordination of multiple parties, inspections must be scheduled at least **(2) two** business days prior to construction, same day inspections are not available. Any work completed without inspections will not be accepted.

Once the permit is obtained, inspection request must be scheduled through the Planning, GIS & Engineering Department only by emailing to both of the following emails. You must email both. [ebach@greenacresfl.gov](mailto:ebach@greenacresfl.gov) and [zgamble@craventhompson.com](mailto:zgamble@craventhompson.com)

The following information is needed when scheduling inspections:

- Contractor Name
- Permit Number
- Job Address
- Inspection Code / Inspection Name
- Requested Inspection Date
- Site Foreman's Contract Name & Phone Number

### **Inspection Codes**

**EX1** – Grading, **EX3** – Excavation & Grading Final, **U2G** – Piping Storm Sewer, **U3K** – Drainage Structures, **U12** – Underground Utilities Final, **PV1** – Earthwork, **PV2**- Sub-Base, **PV3** – Base, **PV4** – Asphalt, **PV5** – Striping, **PV6** – Sidewalk/Concrete, Drive/Curb, **PVD9** – Final Paving, **PV10**- Final Site Work

### **Prepare Jobsite**

To avoid any delays in your project be sure to prepare the jobsite before inspection. The jobsite must be safe and accessible, permit and approved plans must be onsite and displayed.

### **Special Inspector/Private Project Engineer**

Palm Beach County Water Utilities Department will perform inspections for Water and Sewer systems from the road to the building.

The engineer of record must perform periodic inspections of the work as necessary to certify that all of the paving, grading, drainage, water and sewer work has been completed in accordance with approved plans. The project engineer shall keep records of inspection and submit reports to the Building Official.