



**Palm Beach Gardens Fire Rescue**  
**LIFE SAFETY SERVICES DIVISION**  
**Scheduling Fire Related Construction Inspections**  
For questions or concerns please call (561) 799-4318

Below are the minimum requirements for scheduling fire related inspections.

1. General scheduling requirements

- A. All fire related inspections are required to be scheduled at least 1 day prior to the inspection
- B. Same day inspections if the schedule allows, may be conducted after a “same day” inspection fee is paid
- C. All inspection time requests are for either morning or afternoon, no specific times will be given
- D. Inspections are conducted Monday through Friday 8:00 AM to 4:00 PM
- E. On the day of the inspection, you may call the permit counter to coordinate a narrower window for inspection with the actual inspector if available
- F. No “courtesy or miscellaneous inspections” are conducted
- G. All FINAL inspections are to be scheduled by permit number**
- H. All FINAL inspections are to be called in by the General Contactor**
- I. All FINAL inspections are to be scheduled together (same date & time)**
- J. All ROUGH inspections are to be called in by the sub-contractor
- K. A representative of each trade shall be on site at the time of their respective inspection
- L. The Permit card shall be on site for each of the inspections being conducted
- M. A copy of all approved/stamped plans will be on site for each of the inspections being conducted
- N. Cancellation of inspections must be called in no later than 8:30 AM else an unproductive fee will be assessed.

2. Specific scheduling requirements

A. Fire Sprinkler scheduling requirements

- 1) The requirements listed in section 1 above
- 2) All rough inspections are to be scheduled by the sub-contractor performing the work
- 3) Rough inspections to include:
  - a) All underground
  - b) All flushing prior to connection to the fire sprinkler riser
  - c) Fire pump acceptance testing
  - d) Existing construction - 1 hard-lid inspection per job
  - e) New construction, commercial – 1 hard-lid inspection per floor.
  - f) New construction to including hotels, apartments, residential board and care – 1 hard-lid inspection per wing, each floor
  - g) New construction, residential – 1 hard-lid inspection
- 4) Final Inspection called in by the General Contractor



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- B. Fire Alarm scheduling requirements
  - 1) The requirements listed in section 1 above
  - 2) The sub-contractor performing the work is not to call for inspection
  - 3) Final Inspection called in by the General Contractor
  
- C. Fire Suppression scheduling requirements
  - 1) The requirements listed in section 1 above
    - a) UL-300, Kitchen suppression systems
      - 1. The sub-contractor performing the work is not to call for inspection
    - b) FM-200, Clean agent systems
      - 1. The requirements listed in section 1 above
      - 2. Fan-Pressure Test to be called in by the sub-contractor performing the work
  - 2) Final Inspection called in by the General Contractor
  
- D. Petroleum Fuel Tank scheduling requirements
  - 1) The requirements listed in section 1 above
  - 2) The sub-contractor shall call in Underground visualization of mounting
  - 3) The sub-contractor shall call in the pressure test of gas lines
  - 4) Final Inspection called in by the General Contractor