



**2639 North Monroe Street, Suite B-112  
Tallahassee, FL 32303**

**Application for  
Special Inspector Certification**

## GENERAL INFORMATION

**ALL INFORMATION MUST BE TYPED. NOT TYPING THE INFORMATION PROVIDED IN THE APPLICATION WILL RESULT IN THE PAYMENT AND APPLICATION BEING RETURNED TO YOU TO BE FILLED OUT CORRECTLY. THIS WILL CAUSE A DELAY IN THE PROCESS AND MAY RESULT IN A MISSED APPLICATION DEADLINE.**

Section 553.79(5)(a), Florida Statutes, requires that a Special Inspector perform structural inspections on threshold buildings pursuant to a special inspection plan (threshold inspection plan) describing specific inspection procedures and schedules such that the building can be adequately inspected for compliance with the permitted documents. Inspections shall include shoring and re-shoring during construction. Further Section 471.015(7) Florida Statutes states that special inspectors shall meet the requirements for qualification established by the Florida Board of Professional Engineers in Rule 61G15-35.003, Florida Administrative Code.

You are hereby advised that professional engineers shall not commit misconduct in the practice of their profession and that such misconduct includes, but is not limited to, performing work when not qualified by training or experience in the field or discipline of professional engineering involved. Further, engineers shall not make any statement or claims which misrepresent pertinent facts concerning their past employment or work with the intent and purpose of enhancing their qualifications.

In accordance with Rule 61G15-35.003, Florida Administrative Code, upon receiving the assignment as Special Inspector for a building, you must file a signed, dated, and sealed certificate with the enforcement authority stating that you are competent to provide inspection of that structure.


All required written reports shall be prepared by you and bear your seal, and shall be submitted to the enforcement agency in accordance with Section 553.79(5)(d), Florida Statutes.

Prior to the issuance of a Certificate of Occupancy, you are required to file a signed and sealed statement of compliance with the enforcement agency in accordance with Section 553.79(7)(a), Florida Statutes.

## QUALIFICATIONS CRITERIA

Please refer to Rule 61G15-35.003(1), F.A.C. for the minimum qualifying criteria necessary for certification as a special inspector of threshold buildings. Please note, as required by this rule,

- a. Experience claimed must be full time;
- b. For design experience to be credited, it must include all components of a threshold building and not be limited to specific components;
- c. For inspection experience to be credited, it must be performed pursuant to a special (threshold) inspection plan;
- d. Experience claimed for projects cannot exceed one hundred percent (100%) of an applicant's total work time during the period of the project. If projects claimed overlap, please ensure the time claimed for each project does not add up to more than 100% of time worked during the period.

		<h2 style="margin: 0;">APPLICATION FOR SPECIAL INSPECTOR CERTIFICATION</h2> <p style="margin: 5px 0 0 0;"><b>Fee: \$230</b> <b>(Made Payable to FBPE)</b></p>			2639 N. Monroe St., Ste. B112 Tallahassee, FL 32303	
<b>NAME</b>		Last:	First:	Middle:		
<b>MAILING ADDRESS</b>		Number and Street:			Apt/Lot No.:	
		City:	State:	Zip Code:	County:	
<b>HOME TELEPHONE NUMBER:</b>		<b>BUSINESS TELEPHONE NUMBER:</b>		<b>FLORIDA PROFESSIONAL ENGINEER NUMBER:</b>		
<b>EMAIL ADDRESS:</b> *Do you wish to receive correspondence via email? Yes No All email addresses are public records pursuant to F.S. Chapter 119.011(12).			<b>*SOCIAL SECURITY NO.:</b> *Social Security numbers are mandatory pursuant to Title 42 United States Code, Sections 653 and 654; and Sections 455.203(9), 455.213(1), 409.2577, and 409.2598, Florida Statutes.			

## QUALIFICATION SECTION OF SPECIAL INSPECTOR APPLICATION

**Please use a separate form for each project**

Please complete the form below. **Use one form for Field Inspection experience and one form for Structural Design experience.** Structural Design experience is only recognized for projects where the designs are all components of complete **threshold buildings and shall not be limited to specific structural components only, such as foundations, prestressed or post-tensioned concrete, etc.** List the type of project and the occupancy. Identify features that qualify the design as a threshold-type building or the scope of the inspection, the number of **months** of experience claimed for this project, and the name and license number of the structural engineer of record for this project. List the experience chronologically, starting with the earliest.

Submitted for: Structural Design Experience: # \_\_\_\_\_

1. Project identification and location (street address, city, and state)			
2. Occupancy type(s).			
3. Identify features that will qualify the design as being a threshold type building.  (See definition contained in the General Information included with this application.)	Total Area: _____ SF		
	No. of stories: _____		
	Height: _____ ft		
	Assembly area: _____ (SF) if applicable		
	Occupant content: _____ (Persons) if app.		
4. Description of structural systems designed by applicant.			
5. Was the structural inspection plan part of the permit package?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
6. Number of months experience claimed for this project.	Start Mo/Year	End Mo/Year	Total Months
7. Name, license number, and state of issuance of structural engineer of record for the project.			

I am a professional engineer currently licensed in the State of Florida and my principal practice is in structural engineering or structural field inspections. I hereby certify that the above statements are true and correct and that I have the technical competency to perform structural inspection on threshold type buildings as required by Section 553.79(5)(a), Florida Statutes.

\_\_\_\_\_  
Applicant Signature, PE Number, date, and seal here

## QUALIFICATION SECTION OF SPECIAL INSPECTOR APPLICATION

**Please use a separate form for each project**

Please complete the form below. **Use one form for Field Inspection experience and one form for Structural Design experience.** Field inspection experience is only recognized for projects where the field inspections are of complete **threshold buildings and shall not be limited to specific structural components only, such as foundations, prestressed or post-tensioned concrete, etc.** List the type of project and the occupancy. Identify features that qualify the design as a threshold-type building, the scope of the inspection, the number of **months** of experience claimed for this project, and the name and license number of the special inspector of record for this project. List the experience chronologically, starting with the earliest.

Submitted for: Field Inspection Experience # \_\_\_\_\_

1. Project identification (street address, city, and state)			
2. Occupancy type(s).			
3. Identify features that will qualify the design as being a threshold type building.  (See definition contained in the General Information included with this application.)	Total Area: _____ SF		
	No. of stories: _____		
	Height: _____ ft		
	Assembly area: _____ (SF) if applicable		
	Occupant content: _____ (Persons) if app.		
4. Scope of field inspection or description of structural systems designed by applicant.			
5. Was the inspection performed pursuant to the permitted structural inspection plan?	___ Yes    ___ No		
6. Number of months experience claimed for this project.	Start Month/Year	End Month/Year	Total Months
7. Name, license number and state of issuance of special inspector for the project.			

I am a professional engineer currently licensed in the State of Florida and my principal practice is in structural engineering or structural field inspections. I hereby certify that the above statements are true and correct and that I have the technical competency to perform structural inspection on threshold type buildings as required by Section 553.79(5)(a), Florida Statutes.

\_\_\_\_\_  
Applicant Signature, PE Number, date, and seal here

**FLORIDA BOARD OF PROFESSIONAL ENGINEERS**

**ATTENTION: Special Inspector Application Desk**

**2639 N. MONROE STREET, SUITE B-112**

**TALLAHASSEE, FLORIDA 32303**

**(850) 521-0500**

**LETTER OF RECOMMENDATION FOR SPECIAL INSPECTOR CERTIFICATION**

\_\_\_\_\_  
Name of Applicant PE #

\_\_\_\_\_  
Name of Person Completing Form PE #

SI # \_\_\_\_\_

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone No.

Indicate date form was forwarded to reference: \_\_\_\_\_

I am submitting an application for certification as a Special Inspector. I am listing your name for a Letter of Recommendation. Would you please complete this form and mail it to the Board of Professional Engineers.

1. I have known applicant from \_\_\_\_\_ to \_\_\_\_\_.
2. During this time, I know that this applicant has worked as a structural engineer or performed structural field inspections and has gained experience in the area of inspection of Threshold Buildings.
3. Please comment on the applicant's engineering work as it relates to threshold type buildings.

A. Experience: \_\_\_\_\_

B. Ability: \_\_\_\_\_

C. Competency: \_\_\_\_\_

(SEAL)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed