

September 20, 1999

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MEMORANDUM

BULLETIN G-20-99

TO: All Permit Applicants

FROM: Thomas H. Goldsbury, P.E., Chief
Building Inspection Division

SUBJECT: **POLICY AND PROCEDURES TO CLOSE OUT A PERMIT WHEN AN INSPECTION CANNOT BE MADE DUE TO OWNER'S REFUSAL TO MAKE PROPERTY ACCESSABLE TO CITY INSPECTOR.**

In order to close out a permit, there must be certain inspections completed prior to issuance of a Certificate of Occupancy (C/O) or a Certificate of Completion (C/C). On occasion, a homeowner will not cooperate and make the property accessible to the City inspector for the purpose of making an inspection. When this occurs, the contractor may initiate the attached procedures.

THG/lw

POLICY AND PROCEDURES TO CLOSE OUT A PERMIT WHEN AN INSPECTION CANNOT BE MADE DUE TO OWNER'S REFUSAL TO MAKE PROPERTY ACCESSABLE TO CITY INSPECTOR.

In order to close out a permit, there must be a certain inspections completed prior to issuance of a Certificate of Occupancy (C/O) or a Certificate of Completion (C/C). On occasion, a homeowner will not cooperate and make the property accessible to the City inspector for the purpose of making an inspection. When this occurs, the contractor may initiate the following procedures:

- The contractor shall make at least three (3) attempts to contact the homeowner and schedule the inspection. The date contacted and the contractor's employee's name that made the attempted contact must be noted for future reference. Attempted contacts may be by telephone, letter, fax, in person, or other appropriate means of contact.
- After the contractor has made three contacts, and the inspection still has not been completed due to owner's refusal to cooperate, the contractor shall reproduce the attached document on the contractor's letterhead.
- The contractor shall send the completed document (Section 1) to the owner via regular mail and CERTIFIED MAIL-RETURN RECEIPT REQUESTED. Retain a copy for your records.
- If the inspection still cannot be completed due to the owner's continued refusal to provide access for the City inspector, then the contractor shall complete Section 2 of the document.
- The contractor shall forward the completed document along with a legible copy of the Certified Mail Return Receipt to the City's Building Inspection Division, 214 N. Hogan Street, Jacksonville FL, 32202, Attention: To the appropriate supervisor (Building, Electrical, Plumbing, or Mechanical Inspections Supervisor).
- The appropriate supervisor or designated permitting clerk will enter a Property Lockdown violation on the address. In addition, a comment must be added similar to "must finalize permit XYZ/B/99 before any additional permits issued-THG" (Use initials of discipline supervisor.) This action registers that a violation has been entered for that address and that no future permits will be allowed until the violation is satisfied and cleared.
- The appropriate supervisor will review each case with the Building Inspection Manager. If he is in agreement, the bottom portion of the document will be completed by the appropriate trades supervisor and signed by the Division Chief.
- The completed document will be sent to the Owner by regular mail and CERTIFIED MAIL-RETURN RECEIPT REQUESTED, with a copy to the contractor.
- Once sent, the referenced permit should be expired with the note "HOMEOWNER DENIED ACCESS, VIOLATION ENTERED."
- A copy of the completed document and the return receipt will be scanned into the file by permit number.

Letter to Homeowner from Contractor

CERTIFIED MAIL—RETURN RECEIPT REQUESTED Section 1

Reference Permit No.: _____

Inspection Type: _____

Dear Homeowner:

Address: _____

Local and State laws require that all permitted work be inspected. It is your responsibility to provide access for this inspection. You were contacted on the dates listed below, but have refused to make access available to City inspectors. Please contact us by _____ in order to schedule this inspection. Failure to do so may result in loss of permitting privileges for this address.

Date Contacted:

By: (Print Employee's Name)

Section 2

I, _____, certify that I have made the attempts to schedule the inspection noted above and I am requesting that the City take further action.

(License Holder's Signature)

Date

(Notary Public)

Date

(Note to Contractor: Receipt for Certified Mail must accompany this request)

Section 3

Date: _____

Supervisor's Approval _____ Date _____

Division Manager's Approval _____ Date _____

Dear Homeowner:

Your contractor has notified us that you failed to allow access for the above referenced inspection. Inspection of permitted work is required under the City's Ordinance Code. Although with or without inspections the City does not have liability or responsibility for the quality of your contractor's work, we have found such inspections to be a valuable tool in advancing the public health, safety and welfare concerns upon which the City's requirements are based. Therefore, this correspondence is to notify you that a violation has been entered at the referenced address, and that no future permits will be allowed until this violation is cleared. This correspondence and the violation are public records under Florida law.

Sincerely,



Thomas H. Goldsbury, P.E., C.B.O., LEED AP
Chief, Building Inspection Division