

BAL HARBOUR

- V I L L A G E -

VILLAGE OF BAL HARBOUR FLORIDA CHIEF BUILDING INSPECTOR AND BUILDING PLANS EXAMINER

JOB RESPONSIBILITIES PER FLORIDA STATUTES:

(1) It is the responsibility of the Chief Building Inspector and Plan Examiner to perform the permitting and inspection of construction, alteration, repair, remodeling, or demolition of structures and the installation of building systems within the boundaries of their governmental jurisdiction, when permitting is required, to ensure compliance with the Florida Building Code and any applicable local technical amendment to the Florida Building Code. The building code administrator or building official shall faithfully perform these responsibilities without interference from any person. These responsibilities include:

(a) The review of construction plans to ensure compliance with all applicable sections of the code. The construction plans must be reviewed before the issuance of any building, system installation, or other construction permit. The review of construction plans must be done by the Chief Building Inspector and Plans Examiner having the appropriate plans examiner license issued under FS 468.604.

(b) The inspection of each phase of construction where a building or other construction permit has been issued. The Chief Building Inspector and Plans Examiner shall inspect the construction or installation to ensure that the work is performed in accordance with applicable sections of the code.

(2) It is the responsibility of the Chief Building Inspector and Plans Examiner to conduct inspections of construction, alteration, repair, remodeling, or demolition of structures and the installation of building systems, when permitting is required, to ensure compliance with the Florida Building Code and any applicable local technical amendment to the Florida Building Code. Each building code inspector must be licensed in the appropriate category as defined in s. [468.603](#). The building code inspector's responsibilities must be performed under the direction of the building code administrator or building official without interference from any unlicensed person.

(3) It is the responsibility of the Chief Building Inspector and Plans Examiner to conduct review of construction plans submitted in the permit application to assure compliance with the Florida Building Code and any applicable local technical amendment to the Florida Building Code. The review of construction plans must be done by a person licensed in the appropriate plans examiner category as defined in s. [468.603](#). The plans examiner's responsibilities must be performed under the supervision and authority of the building code administrator or building official without interference from any unlicensed person.

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VILLAGE ESSENTIAL DUTIES:

Essential duties may include, but are not limited to:

- (1) Meets with Architects, Engineers, Contractors, Village Residents and the Public to interpret / clarify FBC, Village Ordinance, and permitting requirements as it pertains to building construction in the field and office
- (2) Inspects building projects to insure compliance with approved building permit, FBC and Village Ordinance.
- (3) Reviews and Inspects plans and construction projects for compliance with Floodplain Management. Flood Plain Manager's certification is required within one year of employment.
- (4) Obtains Building Official Certification within one year of employment.
- (5) Understand and follow oral and written instructions.
- (6) Communicate clearly and concisely, both orally and in writing.
- (7) Work in a standard office setting and outdoor field environment with some travel from site to site.
- (8) Work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.
- (9) Sufficient physical ability to work in an office setting and operate office equipment; sit, stand, walk, climb, (i.e.: ladders, scaffolds, slopes, roofs, trenches), crawl (in attics or under flooring), and/or kneel for prolonged periods of time; sufficient mobility to work in and around construction projects; requires operating motorized vehicles.
- (10) Learn to input, access and analyze data using a computer.
- (11) Exercises considerable initiative and independent judgment under the supervision/general direction of the Building Official.
- (12) Conduct field inspections of work in progress or completed projects under approved building permits for conformance with the Florida Building Code, and other national and local codes and ordinances.
- (13) In the absence of the Building Official assumes the administrative duties of that position. Work may also involve responding to man-made or natural disasters to assist in recovery efforts. Reports to the Building Official.

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CERTIFICATION REQUIREMENTS OF CHIEF BUILDING INSPECTOR / BUILDING PLANS EXAMINER:

To be eligible for appointment as a Chief Building Inspector or Building Plans Examiner, an individual shall be certified by FS 468 and Miami Dade County Board of Rules and Appeals and shall be one of the following:

(1) A Florida Registered Professional Engineer having practiced within the area of jurisdiction of this Chapter for at least five years.

(2) A Florida Registered Architect having practiced within the area of jurisdiction of this Chapter for at least 5 years.

(3) A licensed General Contractor with five years of experience, all of which shall have been within the jurisdiction of this Chapter.

(4) A currently certified Building Official (BU), Building Plans Examiner (PX) or Building Inspector (BN) having five years of experience in such position(s), three years of which shall have been within the jurisdiction of this Chapter.

(5) A currently certified Building Inspector having an Associate of Science Degree in a course of education accepted by the Board of Rules and Appeals and having five years of experience as a licensed General Contractor, two years of which shall have been within the jurisdiction of this Chapter; or three years of experience as a Building Official, Plans Examiner or Inspector, all of which shall have been within the jurisdiction of this Chapter.

(6) This criterion shall apply only to individuals holding one of the following: (aa) A General Contractor's license issued by the Florida Construction Industry Licensing Board, provided the license number is less than #7837 or, (bb) A General Contractor's license issued by Miami-Dade County Construction Trades Qualifying Board; or (cc) A General Contractor's license issued by the Florida Construction Industry Licensing Board with license number #7837 or greater and holding a Certification as roofing contractor or inspector issued by the Florida Construction Industry Licensing Board or Miami-Dade County Construction Trades Qualifying Board. (dd) Any General Contractor's license issued subsequent to a proctored examination graded by an independent testing agency approved by the Board of Rules and Appeals.