

State of Florida
Department of Business and Professional Regulation
Board of Architecture and Interior Design
Application for Threshold Building Inspector Certification
Form # DBPR AR 2

APPLICATION CHECKLIST – IMPORTANT – Submit all items on the checklist below with your application to ensure faster processing.

APPLICATION	APPLICATION REQUIREMENTS
Application for Threshold Building Inspector Certification	<ul style="list-style-type: none"> <input type="checkbox"/> Submit non-refundable fee of \$100. Make check payable to the Florida Department of Business and Professional Regulation. <input type="checkbox"/> Submit three letters of recommendation from architects or engineers whose principal practice is structural engineering in the state of Florida, one of whom must be certified special inspector.

Please mail your completed application, documentation and required fee(s) to:
 Department of Business and Professional Regulation
 2601 Blair Stone Road
 Tallahassee, FL 32399-0783

General Requirements

All applicants must be architects, in good standing, licensed in the state of Florida. In addition, they must:

1. Have had three years experience in performing structural field inspections within the last ten years on at least three threshold type buildings.
2. The beginning dates of projects shall be no older than ten years prior to the date of the application.
3. Submit three letters of recommendation from architects or engineers whose principal practice is structural engineering in the state of Florida, one of whom must be a certified special inspector.

A threshold building is defined in Section 553.71(11), Florida Statutes, as:

1. Any building which is greater than three stories or 50 feet in height, OR
2. An assembly occupancy classification as defined in the Florida Building Code which exceeds 5,000 square feet in area and an occupant content of greater than 500 persons.

General Information

Section 553.79(5), Florida Statutes, require a special inspector to perform structural inspections on a threshold building pursuant to a structural inspection plan prepared by the engineer or architect of record. The structural inspection plan must be submitted to and approved by the enforcing agency prior to the issuance of a building permit for the construction of a threshold building. The purpose of the structural inspection plan is to provide specific inspection procedures and schedules so that the building can be adequately inspected for compliance with the permitted documents. The special inspector may not serve as a surrogate in carrying out the responsibilities of the building official, the architect, or the engineer of record. The contractor's contractual or statutory obligations are not relieved by any action of the special inspector. The special inspector shall determine that a professional engineer who specializes in shoring design has inspected the shoring and re-shoring for conformance with the shoring and re-shoring plans submitted to the enforcing agency. A fee simple title owner of a building, which does not meet the minimum size, height, occupancy, occupancy classification, or number-of-stories criteria which would result in classification as a threshold building under s. 553.71(11), may designate such building as a threshold building, subject to more than the minimum number of inspections required by the Florida Building Code.

In accordance with Rule 61G1-25.003, Florida Administrative Code, upon receiving the assignment as Threshold Building 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.

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.

Application Instructions

a. Section I- Application Type

Check the box, Threshold Building Inspector. Include your Architect License number in the space provided.

b. Section II- Applicant Information

- i. Fill out each section completely.
- ii. In the Full Legal Name section provide your full legal name as it appears on your license. Do not use any nicknames or initials.
- iii. Provide your mailing address. This will be used for sending correspondence regarding your application and license.
- iv. Contact information is often used to quickly resolve questions with applications by telephone call or email. If contact information is not provided, questions regarding applications will be mailed to the applicant's mailing address and may take longer to resolve.

c. Section III- Experience

- i. Provide the project identification and location and check the box if the building is greater than three stories or 50 feet in height or the assembled building occupancy exceeds 5,000 square feet and has occupancy content of greater than 500 persons.
- ii. Provide the name of the Architect or Engineer's name, Florida license number, and the dates for the project validation.
- iii. Provide a detailed description of the structural field inspection.

d. Section IV- Competency Statement

Please read, sign, seal, and date the competency statement section

e. Section V – Affirmation by Written Declaration

- i. Please read, sign, and date the affirmation by written declaration.
- ii. If the applicant fails to sign the affirmation statement, the Department will not process the application.

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If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation, Customer Contact Center, at **850.487.1395**.
For additional information see the Instructions at the beginning of this application.

Section I- Application Type

CHECK APPLICATION TYPE	
<input type="checkbox"/> Threshold Building Inspector [0201/3021]	Florida Architect License Number: _____

Section II – Applicant Information

APPLICANT INFORMATION			
FULL LEGAL NAME			
Last/Surname	First	Middle	Suffix
Birth Date (MM/DD/YYYY) / /	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		
MAILING ADDRESS			
Street Address or P.O. Box			
City	State	Zip Code (+4 optional)	
County (if Florida address)		Country	
CONTACT INFORMATION			
Primary Phone Number	Primary E-Mail Address		
ADDITIONAL CONTACT INFORMATION (OPTIONAL)			
Alternate Phone Number		Fax Number	
Alternate E-Mail Address			
CURRENT EMPLOYMENT INFORMATION			
Name of Employer:			
Street Address			
City	State	Zip Code (+4 optional)	



Section III - Experience - A threshold building is defined in Section 553.71(11), Florida Statutes, as:
 1. Any building which is greater than three stories or 50 feet in height, OR
 2. An assembly occupancy classification as defined in the Florida Building Code which exceeds 5,000 square feet in area and an occupant content of greater than 500 persons.

WORK EXPERIENCE		
Project Identification And Location:		
<input type="checkbox"/> Building greater than three stories or 50 ft. in height	<input type="checkbox"/> Occupancy that exceeds 5,000 sq. ft and has an occupancy content of more than 500 persons	
Name of Architect/Engineer for the project:	License number:	Dates Respondent is Verifying (mm/dd/yy) From: To:
Provide a detailed description of the structural field inspection		

WORK EXPERIENCE		
Project Identification And Location:		
<input type="checkbox"/> Building greater than three stories or 50 ft. in height	<input type="checkbox"/> Occupancy that exceeds 5,000 sq. ft and has an occupancy content of more than 500 persons	
Name of Architect/Engineer for the project:	License number:	Dates Respondent is Verifying (mm/dd/yy) From: To:
Provide a detailed description of the structural field inspection		

WORK EXPERIENCE		
Project Identification And Location:		
<input type="checkbox"/> Building greater than three stories or 50 ft. in height	<input type="checkbox"/> Occupancy that exceeds 5,000 sq. ft and has an occupancy content of more than 500 persons	
Name of Architect/Engineer for the project:	License number:	Dates Respondent is Verifying (mm/dd/yy) From: To:
Provide a detailed description of the structural field inspection		

Section IV – Competency Statement

COMPETENCY STATEMENT	
<p>In accordance with Rule 61G1-25.003, F.A.C., I certify that I am competent to perform structural inspections on threshold buildings.</p>	
Seal:	
Signature:	Date:

Section V – Affirmation By Written Declaration

AFFIRMATION BY WRITTEN DECLARATION	
<p>I certify that I am empowered to execute this application as required by Section 559.79, Florida Statutes. I understand that my signature on this written declaration has the same legal effect as an oath or affirmation. Under penalties of perjury, I declare that I have read the foregoing application and the facts stated in it are true. I understand that falsification of any material information on this application may result in criminal penalty or administrative action, including a fine, suspension or revocation of the license.</p>	
Signature:	Date:
Print Name:	

Architect - Threshold Building Inspector Certification

Letter of Recommendation - Submit **three** letters of recommendation from architects or engineers whose principal practice is structural engineering in the state of Florida, one of whom must be a certified special inspector. Copy this form as necessary.

TO BE COMPLETED BY APPLICANT		
Applicant Name		License Number:
Applicant Phone Number:		Applicant Email:
Project Identification and Location:		
<input type="checkbox"/> Building greater than three stories or 50 ft. in height		<input type="checkbox"/> Occupancy that exceeds 5,000 sq. ft and has an occupancy content of more than 500 persons
INFORMATION ON PERSON MAKING RECOMMENADATION		
Name:		
Street Address or P.O. Box		
City	State	Zip

LETTER OF RECOMMENDATION
I am an: <input type="checkbox"/> Architect <input type="checkbox"/> Engineer
State of Florida License Number: _____
I have known the applicant from: _____ to : _____
During this time I have direct knowledge that the applicant has worked as an architect and has gained experience in the area of structural field inspections of threshold type buildings and I recommend this applicant for licensure as a Threshold Building Inspector.
Any additional statement to further explain or describe the applicant's experience, ability and competency:
Signature of person verifying experience: _____
Name and Title (print): _____ Date _____
<p>Please return this form to: Department of Business and Professional Regulation 1940 North Monroe Street Tallahassee, FL 32399-0783</p>