CITY OF GREENACRES
PLANNING AND ENGINEERING DEPARTMENT
POLICY AND PROCEDURES

POLICY#	**PDO-007**
ISSUED:	**08/03/11**
EFFECTIVE:	**08/03/11**

SUBJECT: Plan Review and Inspection Procedures for Civil Engineering Plans and Permits

CROSS REFERENCE: Chapter 11, Article 11, Division 2, Section 11-47
Subdivision Code, Section 12-2
Chapter 16, Article I, Section 16-2
Chapter 16, Article II, Division 9
NPDES Permit for Greenacres' MS4, Part III.A.2

PURPOSE: To establish procedures for the processing of reviews of civil engineering plans for site plan approval and construction permits and to establish inspection procedures for engineering permits.

POLICY: The review of proposed civil engineering work and the inspection of civil engineering construction shall be conducted so as to ensure that City Code requirements are met and that the life, safety, health, and welfare of the public are protected. The work shall be organized in a manner to provide efficient and effective use of City resources, including the resources of the Planning and Engineering Department and the Building Department. For the purposes of this policy, "civil engineering" shall be considered to include striping, sidewalks, paving, grading, stormwater drainage, potable water and sanitary sewer systems, and construction within a road right-of-way.

For private development projects with a private engineer of record, water and sewer utility installation shall be inspected by the engineer of record and the Palm Beach County Water Utilities Department. Since the City will not need to perform inspections of these components, their cost should be excluded from the "cost of work" used to calculate permit fees.

PROCEDURE: 1. **Site Plan conceptual engineering reviews** shall be conducted by the Department's assigned project manager and the City's consulting engineer, with a list of written comments generated.

a. Submittal requirements are shown in the site plan application.
b. The Zoning Administrator shall coordinate distribution of the plans for review, with the work divided between the City's consultants on an alternating basis. Firms with a relationship to the project (such as the subject branch or another branch office of the firm having prepared the plans, etc.) shall not be used and the review shall be done by the City's other consultant.
c. The project manager shall ensure that the review comments are distributed to the applicant as part of the Land Development Staff comment package and shall ensure that the comments have been adequately addressed prior to the

proposal being heard by the Planning Commission. Depending on the nature and complexity of the comments, the proposal may or may not need further review by the consulting engineer to determine satisfaction of the comments. This shall be determined by the Zoning Administrator and Planning & Engineering Director.

2. The project manager shall include a condition of approval within the staff report to address drainage permitting through the South Florida Water Management District, the Lake Worth Drainage District, and any other jurisdiction receiving stormwater discharge from the project (Florida Department of Transportation, Palm Beach County, or the City of Greenacres). The project manager shall also include a condition of approval to address National Pollution Discharge Elimination System (NPDES) permitting requirements. Examples:

a. Other Drainage Permits Required:
   "Permits from the South Florida Water Management District, Lake Worth Drainage District, and Palm Beach County Land Development (or Florida Department of Transportation or Greenacres as appropriate depending on if the adjacent roadway system is being used for outfall and who owns the road), as required, for the stormwater management system must be obtained prior to the issuance of building permits."
b. NPDES for properties with less than 1 acre of land to be disturbed by development:
   "In accord with the requirements of the National Pollution Discharge Elimination System (NPDES), best management practices shall be used to control runoff from construction activities."
c. NPDES for properties with 1 acre or greater of land to be disturbed by development:
   "In accord with the requirements of the National Pollution Discharge Elimination System (NPDES), a Storm Water Pollution Prevention Plan, Owner/Operator Certification, and Notice of Intent shall be submitted and accepted by the City prior to the issuance of building permits."

3. **Engineering Permit plan reviews and inspections** are a separate and distinct process from site plan approval and building permit review and shall be conducted in accord with the enclosed matrix (Attachment A) based on the type of project or proposal. Such review shall ensure that City Code requirements are met and that all necessary outside agency permits (SFWMD, LWDD, PBC Land Development, FDOT, PBCWUD, NPDES as appropriate) have been incorporated into the plans prior to the issuance of the City permit.

a. All submittals shall include a completed permit application using standard Building Department forms, with the work valued based on the scope of work and Note 2 on Attachment "A", and submitted to the Building Department. Do not include civil engineering work value or plans as part of the application for permit to construct any associated buildings.
b. Type A and B projects (see Attachment "A" for classification) shall have 3 sets of plans and 1 copy of outside agency permits submitted. Type C projects shall have 4 sets of plans and 2 copies of outside agency permits submitted. Type D projects shall have 2 sets of plans submitted.

4. **Inspections** shall be scheduled through the Building Department. Private development projects with an Engineer of Record shall follow these steps:

a. The contractor shall request inspections 48 hours in advance by calling the Permit/Licensing Tech II at the Building Department. The Engineer of Record's representative shall be present for all inspections. Inspection requests made directly to the City's consulting engineer will not be honored.
b. The request will be forwarded by the Building Department to the City's consulting engineer assigned to that project, with a copy to the Zoning Administrator.
c. The Zoning Administrator may determine that the consulting engineer does not need to attend the inspection and will inform the Permit/Licensing Tech II and consulting engineer accordingly. In that case, the Permit/Licensing Tech II will inform the contractor that the inspection may proceed with only the Engineer of Record's representative. The Building Inspector may also be scheduled for the inspection at the discretion of the Building Department.
d. The consulting engineer shall provide their availability for the inspection, with preference given to the contractor's requested time if possible, and this shall be communicated back to the contractor by the Permit/Licensing Tech II with a copy to the Zoning Administrator.
e. Inspection results shall be provided in the form of a report sent to the Permit/Licensing Tech II, Zoning Administrator, and Planning & Engineering Department Administrative Secretary. The Permit/Licensing Tech II shall log the results into the permit software (Logos).
f. In the event of a failed inspection, a re-inspection shall be scheduled and passed before work may continue.

REVISED: March 31, 2016

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Planning and Engineering Director

ENGINEERING PERMITS AND INSPECTIONS (Attachment "A" to Policy PDO-007) **March 31, 2016**

Type	Coordinator	Plan Review	Permit Intake and Issuance	Inspections	Record Drawings & Certification	Post-Completion Filing	Notes
A. City Project with Project Engineer hired by City	Capital Projects Coordinator	Capital Projects Coordinator	Building Dept.	Project Engineer	Project Engineer	Capital Projects Coordinator	1, 7
B. City Projects without Project Engineer	Capital Projects Coordinator	Capital Projects Coordinator	Building Dept.	Building Dept.	N/A	Capital Projects Coordinator	1, 7
C. Private Development with Private Project Engineer (Paving, Grading, Drainage, Water & Sewer)	Zoning Administrator or Associate Planner (whoever's case it was at Site Plan approval)	City Consulting Engineer who did review at Site Plan Approval and Platting	Building Dept.	City Consulting Engineer who did plan review	Private Project Engineer, checked by City Consulting Engineer	Administrative Secretary	2, 3, 5, 6, 7,8
D. Private Development without Private Project Engineer (Repaving, Sealcoat, Restriping, Driveways)	Zoning Administrator	Zoning Administrator or Associate Planner	Building Dept.	Building Dept.	N/A	Building Dept.	4, 7

Notes:

1. Organization of filing by Capital Projects Coordinator and transfer to Records Clerk for scanning into City property area of LaserFiche. Scanning of building permit file by Building Department.

2. No City inspections of Water and Sewer systems (PBCWUD will inspect). Exclude value of Water and Sewer work from value calculation for City permit.

3. Organization of filing by Administrative Secretary and transfer to Records Clerk for scanning into Developments and PDWS areas of Laserfiche. Scanning of building permit file by Building Department.

4. No separate Planning & Engineering file to be created. Scanning of building permit file by Building Department.

5. Contract monitoring (ins., rates) by Admin Secretary. Initial invoice approval by Coordinator with final by P&E Director.

6. The private project engineer of record must conduct periodic inspections of the work as necessary to certify that all of the paving, grading, drainage, water and sewer work has been completed in accord with the approved plans.

7. The Building Department will perform plan review for ADA and NPDES compliance as required.

8. All outside agency permits (SFWMD, LWDD, PBC Land Development, FDOT, PBCWUD, etc. as appropriate) shall be issued and copies submitted to Greenacres prior to commencement of review by consultants.