Planning Inspections and Responding to a Missed Inspection

Plan inspection and observation dates before construction reaches a point where work will be covered. If a check was missed, gather the record and ask the reviewing authority what they need to see next.

Identify the inspections and responsible parties

Use the issued permit, approved drawings, and project specifications to make a list of checks. Record who performs each one and who schedules it. A permit inspection and an engineer's contracted site observation serve different roles. Ask which checks the authority requires, what the engineer is engaged to observe, and where the written results should be kept. Denver building inspections

Coordinate before work is concealed

Discuss the list with the contractor and identify when each item will be accessible. Set a schedule reminder ahead of that point and confirm who records the result or release to proceed. Keep the approved plans and permit information available at the site when required. Miami-Dade County's published inspection guidance describes checking work before concealment. Confirm the sequence and documentation for your own permit. Miami-Dade County inspections



Figure 1. Fictional inspection sequence. Use the required check and release for your permit and project. RES illustration.

Assemble the record if an inspection was missed

Identify the permit, work location, missed check, date, and work that has since been covered. Gather the approved drawings, inspection history, dated photos taken before concealment, any field notes, and the written notice or request. State what is still visible and what can be accessed. Ask the contractor and permit coordinator to confirm what work should pause while the authority gives direction.

Confirm the follow-up with the authority

Ask which office will decide what evidence or access is acceptable, who must provide it, and how to record the outcome. The authority may request additional information, access to concealed work, or another inspection. If an engineer is asked for an assessment, share the written request and agree on what can be observed or supported from the available record.

Permit and inspection log

Check, permit, and date	Reviewer and record available	Next action and responsible person

What to do next

Have a written request you need to organize? Use How to Respond to a Permit Comment Asking for Engineering.

Need to confirm whether a letter or visit fits? Read Site Visits, Letters, Reports and Drawings.