BUILDING RECERTIFICATION READINESS CHECKLIST

For Building Owners, Property Managers & Facility Managers

YOU RECEIVED THE NOTICE. NOW WHAT?

Start with the actual notice issued for your property. Recertification requirements are administered by local jurisdictions and may vary based on the building and location.

1. REVIEW THE NOTICE

- [ ] Identify the issuing jurisdiction
- [ ] Confirm the submission deadline
- [ ] Identify the building(s) covered
- [ ] Confirm the inspection scope required
- [ ] Identify required forms / certifications
- [ ] Determine structural inspection requirements
- [ ] Determine whether electrical inspection is required
- [ ] Locate prior recertification records, if applicable
- [ ] Identify the primary owner / property-management contact

DON'T ASSUME "40-YEAR" MEANS THE SAME THING EVERYWHERE.

Building recertification requirements are jurisdiction-specific. Start with the actual notice and requirements applicable to your property.

2. DOCUMENTS TO GATHER

- [ ] Original structural drawings
- [ ] Architectural drawings
- [ ] Previous recertification reports
- [ ] Previous engineering reports
- [ ] Structural repair drawings
- [ ] Renovation / modification drawings
- [ ] Permit records
- [ ] Concrete restoration records
- [ ] Maintenance records
- [ ] Previous photographs
- [ ] Known-condition documentation
- [ ] Electrical documentation, where applicable

IF RECORDS ARE INCOMPLETE

Gather what is reasonably available. Older buildings may have incomplete records; identify known gaps so the engineer understands what information is and is not available.

3. IDENTIFY IMPORTANT CONTACTS

- [ ] Owner / ownership representative
- [ ] Property manager / facility manager
- [ ] Maintenance representative
- [ ] Board representative, if applicable
- [ ] Access / security contact
- [ ] Electrical professional / coordinator, if applicable

Notes / deadlines:

PREPARE FOR THE INSPECTION

4. HELP YOUR ENGINEER UNDERSTAND THE BUILDING

Identify known or recurring conditions and previous repairs that may provide useful context during the inspection.

- [ ] Concrete cracking or spalling
- [ ] Corrosion / exposed reinforcing steel
- [ ] Structural cracking
- [ ] Structural steel deterioration
- [ ] Settlement or movement
- [ ] Balcony / elevated walkway conditions
- [ ] Parking structure conditions
- [ ] Previous structural repairs
- [ ] Areas currently under repair
- [ ] Known electrical concerns, where applicable

PREMA FIELD PRINCIPLE

WHAT YOU SEE	POSSIBLE MECHANISMS	WHAT TO DOCUMENT	WHAT NOT TO ASSUME
Concrete spalling	Corrosion, moisture exposure, previous damage	Location, extent, photos, repair history	**Cause or structural significance**
Cracking	Movement, loading, shrinkage, deterioration	Pattern, width, location, changes over time	**That every crack is structural**
Rust staining	Corrosion or moisture-related conditions	Location and associated cracking / spalling	**Extent of concealed deterioration**
Previous repairs	Prior deterioration or damage	Repair location, age, drawings / records	**That the underlying condition was fully resolved**

DOCUMENT THE CONDITION - DON'T DIAGNOSE IT.

Visible conditions can have multiple mechanisms and levels of significance. Good photographs, locations, history, and prior repair information help the engineer evaluate what is actually present.

5. ACCESS & INSPECTION COORDINATION

- [ ] Common areas
- [ ] Parking structures
- [ ] Roof / rooftop areas where applicable
- [ ] Balconies / elevated walkways where applicable
- [ ] Mechanical / electrical rooms as required
- [ ] Representative interior areas when necessary
- [ ] Secured / restricted spaces
- [ ] Areas with known structural conditions
- [ ] Areas with previous repairs
- [ ] Access equipment or keys, when needed

6. BEFORE THE INSPECTION DATE

- [ ] Confirm date and site contact
- [ ] Confirm parking / site access
- [ ] Notify occupants / tenants if access may be needed
- [ ] Make available plans and prior reports
- [ ] Identify renovations, additions, or changes in building use.
- [ ] Identify restricted areas in advance
- [ ] List known conditions or areas of concern
- [ ] Provide the engineer with the recertification notice

Areas the engineer should be aware of:

DEFICIENCIES, REPAIRS & RECERTIFICATION

7. IF THE INSPECTION IDENTIFIES A DEFICIENCY

1. **INSPECTION FINDING**
   Document and understand the identified condition.
2. **ADDITIONAL EVALUATION?**
   Targeted investigation, testing, measurements, or analysis may be appropriate depending on the condition.
3. **REPAIR REQUIRED?**
   Define the repair need and appropriate engineering scope.
4. **ENGINEERING DOCUMENTS**
   Prepare repair design and signed / sealed documents when required.
5. **IMPLEMENTATION**
   Coordinate permitting, contractor work, and applicable construction-phase engineering.
6. **FOLLOW-UP**
   Complete required reinspection, engineering documentation, and jurisdictional submission.

8. BEFORE REPAIRS BEGIN

- [ ] Understand what condition needs to be addressed
- [ ] Confirm whether engineering design is required
- [ ] Determine permitting requirements
- [ ] Obtain appropriate repair documents
- [ ] Confirm contractor scope aligns with engineering documents
- [ ] Establish required engineering follow-up during construction
- [ ] Retain repair and closeout documentation

9. MILESTONE, RECERTIFICATION - OR BOTH?

	BUILDING RECERTIFICATION	MILESTONE INSPECTION
Requirement source	Local jurisdiction / program	Florida statute
Building applicability	Jurisdiction-specific	Qualifying condo / co-op buildings
Primary focus	Building safety requirements	Structural condition / safety
Electrical component	May be required	Not part of statutory Milestone scope
Phase One / Phase Two	Varies by jurisdiction/program	If required
Can requirements overlap?	Potentially	Potentially

CONFIRM THE REQUIREMENTS FOR THE SPECIFIC BUILDING.

One inspection requirement should not automatically be assumed to satisfy another. Applicability and coordination should be confirmed based on the building and jurisdiction.

10. QUESTIONS TO ASK YOUR ENGINEER

- [ ] What conditions were identified?
- [ ] Is additional evaluation required?
- [ ] Which items are maintenance versus repair considerations?
- [ ] Is engineering repair design required?
- [ ] Are signed and sealed documents anticipated?
- [ ] Are permits required?
- [ ] Will follow-up inspection be needed?
- [ ] What documentation must be submitted?
- [ ] What records should ownership retain?
- [ ] What are the recommended next steps?

THE INSPECTION IDENTIFIES THE CONDITION. THE NEXT STEP IS DECIDING WHAT TO DO ABOUT IT.

Prema can support the process from building recertification inspection and structural evaluation through repair design, permitting support, and construction-phase engineering when required.

PROPERTY & RECERTIFICATION DETAILS

Building name & Address

Issuing Jurisdiction

Notice Date

Submission Deadline

Inspection Contact

FROM NOTICE TO RECERTIFICATION READINESS

Prema helps building owners and property teams understand recertification requirements, identify documentation gaps, coordinate required inspections, and prepare for the next steps with greater clarity.

DISCUSS YOUR RECERTIFICATION REQUIREMENTS WITH PREMA.

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About Prema Consulting Group

Prema Consulting Group helps property owners, associations, and property teams understand building conditions and move from inspection findings to informed next steps. Our engineering services span building assessments and structural evaluations through repair design, Engineer of Record services, and construction-phase support.