

**Palm Beach County Engineering & Public Works Department,**

**Traffic Division**

**Inspection Requests**

Inspections for recently completed work as part of a County, State, Municipal or permit project affecting a traffic signal, street light or ITS device owned and or maintained by Palm Beach County may be requested by emailing your request to:

[ENG-Traff-Inspection@pbcgov.org](mailto:ENG-Traff-Inspection@pbcgov.org)

Below is the list of required information you will need to submit when requesting an inspection to the Traffic Division. The Traffic Division will not schedule an inspection until all required information is submitted.

1. Name of the Project.
2. Project Description.
3. Contractor Name.
4. Point of contact information for the inspection: Name, title, phone number, and email address.
5. Describe what is to be inspected.
6. Requested date of inspection.
7. **Please confirm the requested signalization, street lighting, and/or ITS system work to be inspected has been completed. Inspections will not be scheduled for incomplete work.**
8. Provide the as-built plans. If you have any questions, please feel free to contact: (561) 233-3900.