

City of Madeira Beach
Building Department
Policy & Procedure Manual

Table of Contents

• Workplace Safety	Page 2
• Day to Day Operations	Page 2
○ Employee Conduct and Responsibilities	Page 2
○ Customer Service	Page 3
○ Cash Handling Policies	Page 2&3
• Medical Emergency	Page 3
• Hurricane/Severe Weather	Page 3
• Department Outline	Page 3&4

Workplace Safety

- All employees must read and follow the City of Madeira Beach Safety guidelines.
- Safety is a top priority. If you feel uncomfortable with any task, please discuss it with the Building Official before continuing.
- Observe and report any public safety concerns to the Building Official
- Always use common sense practices.

Day to Day Operations

Employee Conduct and Responsibilities

- Employees of the City of Madeira Beach are expected to conduct themselves in a friendly and professional manner.
- Employees must follow the policies in the City of Madeira Beach employee handbook.
- Building department employees are expected to show up for their shift on time and ready to perform their duties.
- Employees are expected to follow all tasks and guidelines associated with their duties.

Customer Service

- We pride ourselves on our exceptional customer service. All customers are to be treated with respect and dignity no matter the situation.
- Unruly customers or person(s) should be reported to the Building Official immediately. If the person(s) is a danger to themselves or others, Dial 911.

Cash Handling Policies

- Only the building department and other authorized City Employees are allowed to handle cash paid to the building department.
- All cash should be locked in the safe at the end of the workday.
- All doors should be locked at the end of the day.
- The Building Official, Operations Coordinator, Permit Technician and Permit Clerk are responsible for the reporting and handling of payments.
- In the event of a Holdup/Robbery it is the building departments policy to comply with any demands made by a person attempting to rob this

business or its staff. No attempts are to be made to safeguard property or money if there is any risk of physical harm to anyone; safeguarding life is the primary concern.

Medical Emergency

- In the event of any Medical Emergency remain calm. Dial 911 and follow the 911 operator's instructions. The address for City Hall is **300 Municipal Dr, Madeira Beach 33708**.
- Make sure you or someone else stays with the person in distress so you/they can relay important medical information to the 911 operator.
- Fill out an incident report

Hurricane/Severe Weather

- In the event of a named storm, building department employees will follow the Emergency Operations Plan for the City of Madeira Beach.

Building Department Outline

The Building Department's mission is to administer and enforce the current Florida Building Codes and the International Property Maintenance Codes for new and existing building construction, renovation, remodeling and also fire, zoning and neighborhood integrity codes in an effort to ensure a safe, well-maintained community.

The Building Department goals are accomplished by various inspections all through the construction phase to ensure the facility meets the code; conducting a final inspection before the structure is occupied; coordinating with Community Development for plans review; assisting in FEMA – National Flood Insurance Program compliance and review; adherence to the NPDES Standard Operating Procedures for storm-water management and the Building Department Standard Operating Procedure.

The Building Department also implements review for city codes relating to building; issues business tax receipts, provides rental property inspections; monitors the city for neighborhood integrity, safety and aesthetics; processes violations for code compliance; coordinates with Sheriff's Office for code compliance; and staffs the Special Magistrate Meeting for code compliance.