

## Private Provider Procedure

“Private Provider” means a person licensed as an engineer under chapter 471 or as an architect under chapter 781. For purposes of performing inspections under this section for additions and alterations that are limited to 1,000 square feet or less to residential buildings, the term “private provider” also includes a person who holds a standard certificate under part XII of chapter 468. (Section 553.791 (1)(g))

Section 553.791(2) definition “Notwithstanding any other provision of law or local government ordinance or local policy, the fee owner of a building or structure, or the fee owner’s contractor upon written authorization from the fee owner, may choose to use a private provider to provide building code inspection services with regards to such building or structure and may make payment directly to the private provider for the provision of such services. All such services shall be the subject of a written contract between the private provider, or the private’s firm, and the fee owner. The fee owner may elect to use a private provider to provide plans review or required building inspections, or both. However, if the fee owner of the fee owner’s contractor uses a private provider to provide plans review, the local building official, in his or her discretion and pursuant to duly adopted policies of the local enforcement agency, may require the fee owner or the fees owner’s contractor to use a private provider to also provide required building inspections.”

For any contractor wanting to use a PP for N/C and submits request at time of submittal the following procedure needs to take place:

### **I. At Submittal**

- a) Date stamp the “Notice to Official of Use of Private Provider”
- b) Verify that the permit number is on the upper right hand corner.
- c) Place the PP package behind the application.
- d) On checklist check off and highlight in pink “Notice to Building Official of Use of Private Provider”
- e) Underneath the highlighted area write who the PP is (this info is found on the 1<sup>st</sup> page of the packet).
- f) Verify that the qualifier or authorized person has signed the affidavit.
- g) If person is unauthorized, highlight in yellow “printed name”
- h) In Miscellaneous Info add comment “Received Private Provider Request from (Bureau Veritas (aka Peico)), (Weintraub), (Capri) see PP affidavit for this info.
- i) **If commercial only-** add private provider inspection as a (10) in the required inspection screen. (This inspection will be signed-off by the plans examiner at time of review)
- j) **Submittal process complete.**

## II. Permit Tracking

h) When starting the routing the trackers will check to see if Private Provider has been highlighted on checklist, if area is highlighted after their procedure is complete these types of permits will be taken over to the particular plans examiner assigned to review the Private Providers request.

## III. Plans Examiner PP Review

i) Plans Examiner assigned will review the private provider packet for the following:

\*Signature- If highlighted on 2<sup>nd</sup> page of affidavit, he/she is not authorized.

\*Verify ownership- If the owner of the property is the same as the contractor no separate letter is required-If the owner of property is not the contractors, then a separate notarized letter would be required (Letter needs to include that they have entered into a contract with \_\_\_\_\_ and that they hold the city harmless)

\*Verify insurance-**\$1,000,000** per occurrence and **2,000,000** aggregate for a **construction cost of \$5 million or less** and **\$2 million** per occurrence along with **\$4 million** in aggregate for **construction cost of over \$5 million.**

\*Verify required licenses of those performing the inspections.

j) Once review is complete, plans examiner will approve it in plan tracking under private provider agency with a standard comment (ex. PP (Pieco/Capri or Weintraup approved) and place an X in the print box or reject it with a comment as to why.

k) **If commercial-Inspection must be sign-off**

k) File will then be filed in with the others to be plan reviewed.

**l) Plans Examiners review process complete.**

**m) Plan Review Complete Return To Trackers**

n) If rejected, trackers will follow their rejected procedure in place

o) If approved, residential trackers will include the following in their releasing process:

\*When changing the application status in the General Screen tab down to the **Tenant Line**. On this line you will type **PP and the name of the private provider**

\*This information will be found on the application check-list under “Notice to Building Official of Use Private Provider” which will be checked and highlighted

p) **If commercial-** Verify if private provider inspection has been approved

q) **Tracking process complete**

#### **IV. Issuing N/C permit**

- r) Verify as your issuing out that the PP comment has been added on the tenant line.
- s) If its caught after it's issued that the comment is missing, added in. (reprinting not needed)
- t) **Issuing process complete.**

#### **V. Inspections**

- a) Contractors schedule their inspections through the PP.
- b) PP's notify the inspectors' office the day before of what inspections are being performed by them for the next day.
- c) Once inspections are performed, the PP will e-mail the assigned person in the inspectors' office (currently Dave Nelson) the list of resulted inspections.
- d) The CSR assigned will input those results into the system.
- e) This process will continue up to c/o

#### **VI. Scheduling C/O**

- f) C/O requests will be done both through their PP and the C/O request form already in place.
- g) Once inspections have been performed, the private provider will be required to turn in **all the Original Report Cards** (SFR/pool/irrigation...etc...) that pertain to that job.
- h) Inspections will then be resulted and the C/O process can be completed

**\*\*Note\*\* Per the statue C/O's are required to be issued within 2 business days of the request, [553.791(11)] provided the C/O CSR receives all the required documents.**

## Private Provider Packets Submitted After N/C Has Been Submitted Or Issued

When packets are submitted while permit is in review the following steps need to be followed:

### I. CSR's

1. Verify permit # is on the upper right hand corner
2. Skim through packet to ensure that affidavits/liability/licenses and letter if owner is not the contractor is all included
3. Verify there no inspections other than an NOC has taken place (requests for PP will not be excepted if inspections have been performed)
4. Verify signature on affidavit for authorization
5. Date stamp and initial above it
6. Place comment in Misc. screen "Request for Private Provider received"
7. Verify if permit has been issued or still in review
8. If permit is **not issued**, verify location through the tracking screen
9. If permit has been released, pull the file from TI draw
10. Place PP packet on top of application
11. Permit is to be placed in the designated SFR resubmit area
12. If permit is **still in review** follow steps 1-3 and placed packet in a folder labeled "Private Provider" that is located on the pods desk next to the First Time Master basket (top shelf)
13. Kathy Fahrner will check the folder twice a day and forward it to the plans examiner for review.

### II. CSR's steps for issued permits

14. Customer is to sit with assigned CSR to review PP packet
15. That CSR will verify packet for required documents, signatures & inspections
16. If packet is complete steps #1-6 and #8 for placement will be followed
17. If **commercial**, follow steps #1-6, and #8 for placement

### III. Plans Examiner

18. If permit is not issued, follow the same steps listed on **page 2**
19. If permit is **issued** and request for PP is **approved**, tracking will be signed-off and comment will be added on the tenant line in the General screen to read "PP \_\_\_\_\_"
20. Packet will then be forward to Kathy Fahrner to take over to file world to be filed with permit.
21. If permit is **issued** and request for PP is **rejected**, packet will be rejected in tracking then forwarded to Kathy Fahrner
22. Kathy will print rejection
23. In the tracking screen Kathy will place a comment in permit tracking stating PP request (name) has been rejected/ faxed to blder and PP(date, initial)
24. Faxed confirmation will be attached to front of packet
25. Packet will then be sent to file world

## Private Provider Request For Misc. Permits

If a request for private provider is submitted with a Misc. permit (EX. Screen Enclosure) the following steps need to be followed:

1. Process permit as norm
2. Include in the Misc. screen "Request for Private Provider received"
3. Date stamp permit and packet
4. Apply permit # to PP packet
5. Place PP packet on top of application
6. Place folder behind application and paper clip it
7. Forward to Jim Litterello
8. Jim will forward to Building Official for review
9. If approved, BO will initial the packet and return it
10. Jim will then approve it in the tracking with an added standard comment "PP (?) approved", & add the comment on the tenant line
11. File will then go to the pod for review
12. If PP packet is **returned rejected**, Jim will reject it in the tracking screen
13. The bottom of application will be marked rejected
14. File will then be forwarded to the Pod
15. If Pod approves plans, but sees that PP has been rejected, it needs to follow the regular rejection procedure.
16. If Pod approves and PP is approved, Pod will change status in the General screen **and** add comment on the tenant line that reads "PP \_\_\_\_\_" (ex. Pieco/Capri/Weintraup....)

Private Provider Owner Acceptance Affidavit

I \_\_\_\_\_ (fee owner) have elected to use one or more private providers to provide building code plans review and/or inspection services on the building or structure that is the subject of the enclosed permit application, as authorized by S. 553.791, Florida Statutes. I understand that the local building official may not review the plans submitted or perform the required building inspections to determine compliance with the applicable codes, except to the extent specified in said law. Instead, plans review and /or required building inspections will be performed by licensed or certified personnel identified in the application. The law requires minimum insurance requirements for such personnel, but I understand that I may require more insurance to protect my interests. By executing this form, I acknowledge that I have made inquiry regarding the competence of the licensed or adequately protected. I agree to indemnify, defend, and hold harmless the local government, the local building official, and their building code enforcement personnel from any and all claims arising from my uses of these licensed or certified personnel to perform building code inspection services with respect to the building or structure that is the subject of the enclosed permit application.

Site Address: \_\_\_\_\_

Permit Number \_\_\_\_\_

I hereby acknowledge that I have read and understand the above affidavit on the

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Name (Please Type or Print)

\_\_\_\_\_  
Signature

(SIGNATURE MUST BE NOTARIZED)

State of \_\_\_\_\_ County of \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ who is personally known or produced \_\_\_\_\_ as Identification. Exp. Date \_\_\_\_\_ Commission Number \_\_\_\_\_

Signature of Notary Public \_\_\_\_\_

Printed Name of Notary Public \_\_\_\_\_

NOTARY STAMP