



Private Provider Procedures

- **File a notice to Building Official as required by F.S. 553.791 (4)**
- **Email notification of inspections must be sent to the local building official one day prior to Private Provider inspection: F.S. 553.791 (5)**

(9) A private provider performing required inspections under this section shall provide notice to the local building official of the date and approximate time of any such inspection no later than the prior business day by 2 p.m. local time or by any later time permitted by the local building official in that jurisdiction.
- **A Log of Private Provider inspections must be kept on site for periodic inspection by the Building Division: F.S. 553.791**

(8) The local building official may visit the building site as often as necessary to verify that the private provider is performing all required inspections.

(12) Upon completing the required inspections at each applicable phase of construction, the private provider shall record such inspections on a form acceptable to the local building official. The form must be signed by the provider or the provider's duly authorized representative. These inspection records shall reflect those inspections required by the applicable codes of each phase of construction for which permitting by a local enforcement agency is required.
- **A copy of all Private Provider inspection reports must be submitted with the final Certificate of Compliance for issuance of CO: F.S. 553.791 (13)**

The private provider, before leaving the project site, shall post each completed inspection record, indicating pass or fail, at the site and provide the record to the local building official within 2 business days. The local building official may waive the requirement to provide a record of each inspection within 2 business days if the record is posted at the project site and all such inspection records are submitted with the certificate of compliance. Records of all required and completed inspections shall be maintained at the building site at all times and made available for review by the local building official. The private provider shall report to the local enforcement agency any condition that poses an immediate threat to public safety and welfare.

The Building Division will conduct final site visits for Building, Electrical, Mechanical, Plumbing and Zoning prior to issuance of any Temporary or final Certificate of Occupancy.