



City of Longwood

Private Provider Inspection/ Plans Review Notice

Pursuant to Florida Statute section 553.791, we are providing the necessary forms and information for you to review and complete in order to utilize the services of a private provider to perform the required inspections/ plans review that will be associated with your project.

Project Address: _____

Scope of Work: _____

Services to be provided by Private Provider (Check all that are applicable)

_____ **Plans Review**

_____ **Building Inspections**

Please provide the following information: (This information will need to be provided for each private provider that will be performing such services as noted above)

(Name of Licensed Firm or Individual)

(Address of Licensed Firm or Individual)

(Telephone #)

(Facsimile #)

You will need to also provide the following information to confirm compliance with section 4(b), of F.S. section 553.791.

- His/ Her professional license and/ or certifications pursuant to the requirements of chapter 468, chapter 471 or chapter 481 of the Florida Statute's.
- Qualification statement or resume from stated individual or firm.
- A certificate of insurance demonstrating that professional liability insurance coverage is in place for the private providers firm, the private provider, and any duly authorized representative in the amounts required in sub- section 16 of F.S. section 553.791.



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The following is an acknowledgement form the fee owner of below stated property, must sign in regards to your request to use private provider services.

(Property Address)

I 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 certified personnel and the level of their insurance and am satisfied that my interests are 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 use 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.

(Fee Owner's Printed Name)

(Fee Owner's Signature)

(Date)

A copy of the stated Florida Statute is available at www.leg.state.fl.us. It is highly recommend that you review the applicable regulations as outlined in this statute. Below is list of items that must be remembered.

1. Notification for use of a private provider for plans review must be submitted to the city prior to issuance of permit application.
2. Notification for use of a private provider for building inspections must be submitted to the city no later than 2:00pm, 2 business days prior to first/ next scheduled inspection.
3. Request for the use of private provider for building inspections, after construction has commenced will be required to include reasoning, in writing for such request. As outlined in section (5) of F.S. section 553.791, " After construction has commenced and if the local building official is unable to provide inspection services in a timely manner, the fee owner or fee owner's contractor may elect to use a private provider...."
4. All inspection requests, to stated private provider must be submitted to the City of Longwood building division no later than 2:00pm the prior business day. Any violation of



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this time requirement will constitute a violation of stated state statute and inspection will be automatically scheduled for the following business day. Inspection request information must include what inspection is being request, estimated time, permit number, project address and contact name and number.

5. All applicable inspection's will also be performed by the building official, or duly authorized representative.
6. All inspection results and deficiencies must be posted on job site and made available for review by the building official.
7. Any deficiency notices, left by the building official must be corrected and re-inspected by the private provider or representative before being concealed. NO rejection fees will be accrued from any deficiency notices posted by the building official, if the building officials audit inspection is completed prior to the stated private provider's inspection.
8. All inspection results, from stated private provider must be submitted to the building official within 2 business days of each inspection. If results are not submitted in stated time, a stop work order may be posted on the project until all applicable inspection results have been submitted and all required inspections, for applicable project stage are accounted for.
9. Once all required inspections have been completed, the stated private provider must provide, in writing a signed copy of the following oath to the building official:

To the best of my knowledge and belief, the building components and site improvements outlined herein and inspected under my authority have been completed in conformance with the approved plans and the applicable codes.

10. Upon receiving the above signed oath, and after all required inspections have been verified a final site inspection will be performed by the building official to confirm compliance with all local, state and building code requirements. In no more than 2 business days, after receiving above mentioned signed oath, a certificate of occupancy/ completion will be provided if all the above stated items are completed and compliant with the approved plans, and all local, state and applicable building codes.

The following is an outline of how the permit fee structure will be adjusted if you opt to use a private provider for either plans review, building inspections or both.

RESIDENTIAL:

1. **Plans Review:** A total of 50% of the applicable plans review fee (as outlined in current city ordinance dictating fees) will be remitted from total charge on permit application. The remainder will be retained for applicable administrative fees. If plans review has already been completed, for above stated project, no part of fee will be remitted to fee owner and all applicable revision will be submitted to the building division for review.



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- 2. **Building Inspections:** A total of 50% of the applicable permit fee (as outlined in current city ordinance dictating fees) will be remitted from total charge on permit application. The remainder will be retained for applicable administrative fees.

COMMERCIAL:

- 1. All applicable fees will be evaluated on each project. A summary of applicable administrative charges will be provide and outlined at time of notification of intent to utilize the services of a private provider. The total reduction of fees will be provided within 7 working days after notification of intent.

NOTE: Any all city or state ordinances, enforced building code requirements and local administrative changes to the Florida Building Code will be enforced, and must be followed by declared private provider. Any deviation from the approved plans will require a revision to be submitted to the building official and applicable private provider for review. No action of stated private provider may, at any time violate any local ordinance or outlined requirement in Florida Statute section 553.791 or the applicable Florida Building Code. As outlined in section 110.3, of the Florida Building Code, the local building official shall outline all elements to be inspected and in what sequence each inspection shall occur. Any use of a private provider does not allow any changes to the local enforcement sequence or requirements as outlined by the City of Longwood’s building official.

By signing below, I acknowledge that I have read the above items above, and understand as outlined in Florida Statute section 553.791 my obligations and requirements thereunder.

(Fee Owners Signature)

(Fee Owners Printed Name)

(Date)

STATE OF FLORIDA COUNTY OF _____
Sworn and subscribed to before me this day of: _____, 20____

By _____ Notary Public, State of Florida _____ (Print, type or stamp name)

Commission No.: _____

Personally known _____ or
Produced Identification _____ Type of Identification Produced: _____