



Department of Regulatory
& Economic Resources

Private Provider Registration Webinar

September 19, 2025



Housekeeping

Recording Information:

This webinar is being recorded.

This presentation and the webinar recording will be made available at:
<https://www.miamidade.gov/global/economy/board-and-code/private-provider-registration.page>

For Attendees:

Your microphone should be muted during this meeting.

Please submit your questions and comments in the Questions and Answers (Q&A) chat.

Questions and comments will be addressed in the chat and/or during the Questions and Answers session after the presentations.

During the Questions and Answers Session, you may use the Raise Hand feature to request your microphone to be enabled.



Purpose of the New Registration Process

- Centralize the registration of Authorized Representatives and Firms in a seamless digital platform.
- Provide a searchable database with advanced search features.
- Provide a linkable data file for use by municipal permitting programs.



Agenda

- 10:00 – 10:10 AM **Welcome and Introductions**
Jaime D. Gascon, P.E.
- 10:10 – 10:20 AM **Private Provider Statutes and Guidelines**
Jaime D. Gascon, P.E.
- 10:20 – 10:40 AM **Private Provider Representative Registration**
Gareth Pearson
- 10:40 – 11:00 AM **Private Provider Firm Registration**
Gareth Pearson
- 11:00 – 11:20 AM **Ongoing Registration Management**
Gareth Pearson
- 11:20 – 11:30 AM **Private Provider Registration Search Portal**
Gareth Pearson
- 11:30 – 12:00 PM **Question and Answers Session**
Panelists and Presenters



Presenters and Panelists

Presenters:

Jaime D. Gascon, P.E.

Division Director
Board and Code Administration Division

Gareth Pearson

Business Implementation & Education Specialist
Business Architecture & Strategic Initiatives

Board and Code Administration Division Panelists:

Jeanne Lundy Clarke, P.E.

Chief, Senior Code Officer

Wesley Maltby

Senior Code Officer - Flood

Wilfredo Gonzalez

Senior Code Officer - Electrical

Dexter Bleasdel

Senior Code Officer - Building

Business Architecture & Strategic Initiatives Unit Panelists:

Arianne Oliva

Business & Portfolio Chief

Alfredo Alvarez Jr.

Strategic Business Implementation Manager

Larisa E. Aploks

Strategic Business Implementation Manager

Fabiola Rojas-Moreno

Business Specialist



Private Provider Web Resources

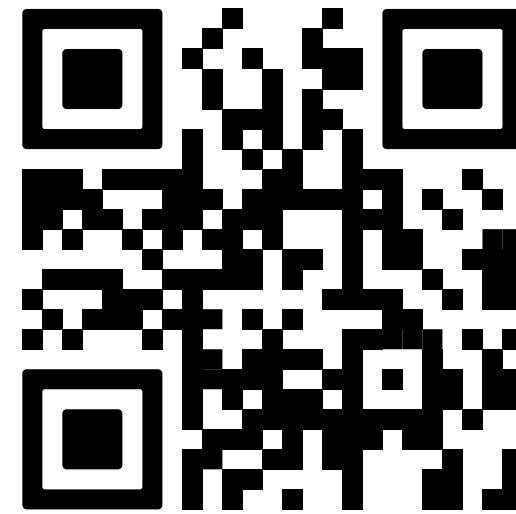
Private Providers and
Duly Authorized
Representatives
Registration Page



Private Provider and
Duly Authorized
Representatives
Registration Portal



Private Provider Firm
Registration Portal



Private Provider
Registration Search
Portal



YouTube Private Provider Playlist: https://www.youtube.com/playlist?list=PLw-g49nWSg-qQAO3Yt_IVdiizYGTRRpr6



Private Provider Registration Process Background

- In 2002, the Florida Legislature passed legislation Section 553.791, F.S. authorizing the use of private providers to conduct plans review and inspections services. With the passage of this legislation, the Alternative Plan Review and Inspection program was implemented October 1, 2002.
- This program allows a "Fee Owner" the option of using a Private Provider to conduct plan review and inspection duties in lieu of the municipal building department personnel.
- Miami-Dade County must register all architects, engineers and individuals certified under Chapter 471, Chapter 481, and part XII of Chapter 468 of the Florida Statutes who apply to participate in the Alternative Plan Review and Inspection Program.



Private Provider Registration Process Key Terms

Board and Code Administration provides the status of a registered firm and duly authorized representatives (DAR) to facilitate the issuance of permits under the alternative plans review and inspection process pursuant to F.S. 553.791. The Board and Code Administration Division maintains a searchable listing of **Private Provider Firms** and **Authorized Representatives**.

- **Private Provider Firm**: A business organization, including a corporation, partnership, business trust, or other legal entity, which offers services under this chapter to the public through licensees who are acting as agents, employees, officers, or partners of the firm. A person who is licensed as a building code administrator under Part XII of Chapter 468, an engineer under Chapter 471, or an architect under Chapter 481 may act as a private provider agent, employee, or officer of the private provider firm.
- **Private Provider**: “A person licensed as a building code administrator under Part XII of Chapter 468, as an engineer under Chapter 471, or as an architect under Chapter 481. 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.”
- **Authorized Representative**: An employee of the private provider firm identified in the permit application who reviews plans or performs inspections and who is licensed as an engineer under Chapter 471 or as an architect under Chapter 481 or who holds a standard or provisional certificate under Part XII of Chapter 468.

Private Provider Registration Key Provisions

- **Private Providers**: Owners/contractors may hire licensed engineers, architects, or certified inspectors for plan review and required inspections.
- **Scope**: Covers building plans, site plans, single-trade inspections (e.g., roofing, plumbing, electrical).
- **Notice Requirement**: Owner/contractor must notify local building official upon permit application or two (2) business days before first inspection.
- **Inspections**: May be done in person or virtually. Inspection comments will be posted for re-inspection by private provider.
- **Certificates**: Private providers issue affidavits and certificates of compliance. Local official must issue permits/certificates of occupancy within set deadlines (5–20 days depending on project).



Rules & Limits

Local Building Official:

- Cannot replicate reviews/inspections but may audit and issue stop-work orders if a safety threat exists.
- Must provide equal access to permitting documents to owners, contractors, and private providers.

Audits:

- Agencies may adopt standard audit procedures but cannot delay work pending audit results.

Insurance:

- Private providers must carry professional liability insurance (\$1M/\$2M or higher depending on project cost).

Discipline:

- Subject to professional boards (engineering, architecture, or inspector licensing).

Applicability:

- May also be used for public projects by counties, municipalities, school districts, and special districts.



Private Provider Registration Portal Advantages

Efficiency

- One standardized, unified system for both Private Provider Firm and Representative processes.
- Streamlined registration process allowing firms to manage their representatives from a centralized database.
- All corrections are handled through the same record within the Portal.

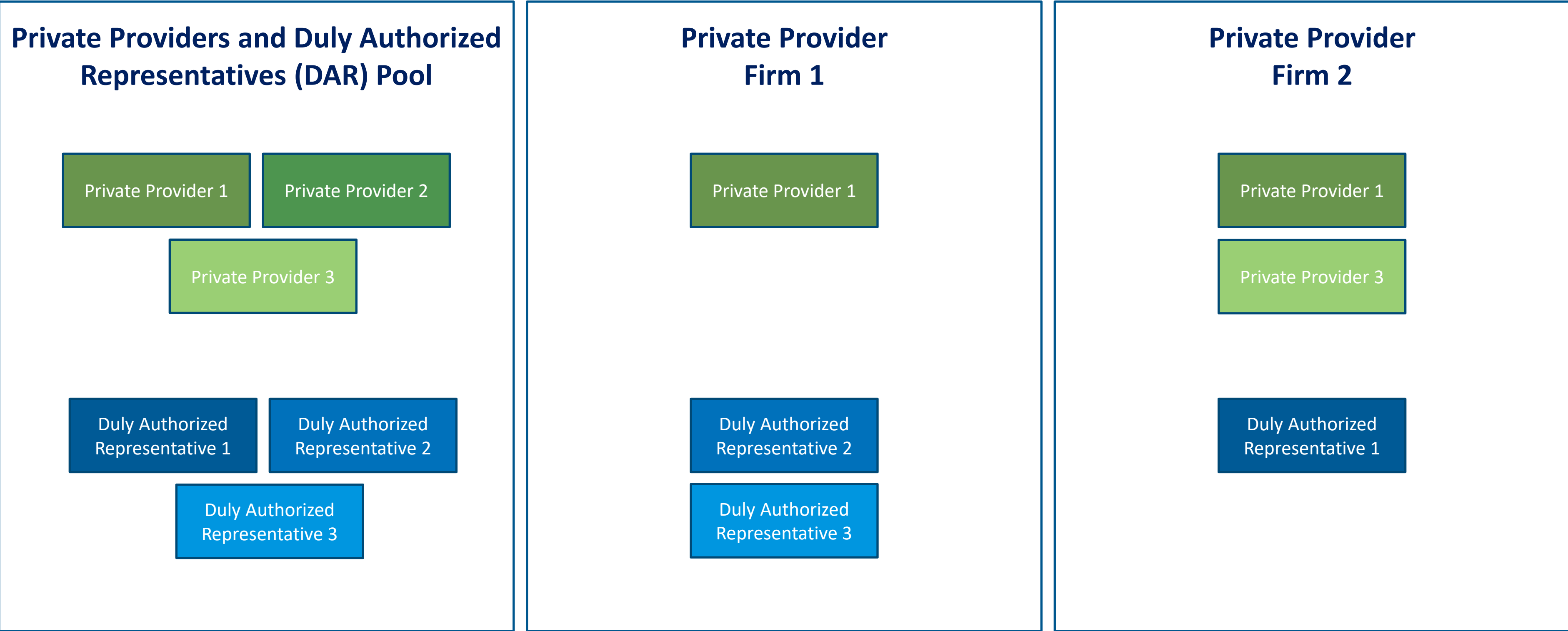
Accessibility

- On demand access to the status of applications at any time.
- Immediate access to reviewer feedback and correction requirements.
- Direct access to update license and firm insurance information.

Email Reminders

- Firms receive email reminders 21 and 7 days before insurance expiration.
- Representatives receive email reminders 21 days before license expiration.
- Representatives receive email notifications when they are added to a firm.

How Firms Select Representatives



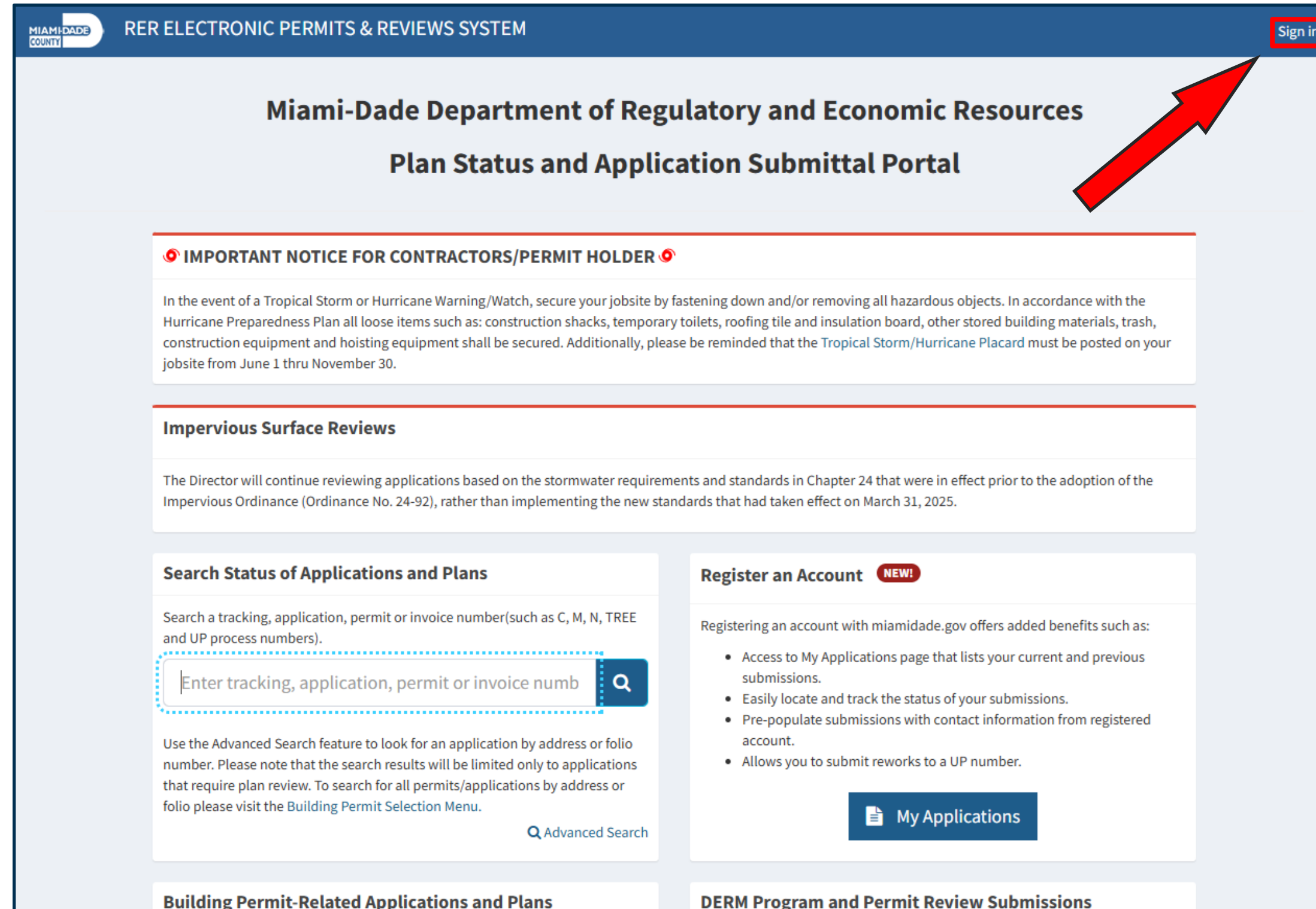
Private Provider Live Demonstrations - Introduction

- **Private Provider Representative Registration**
- **Private Provider Firm Registration**
- **Ongoing Registration Management**
- **Private Provider Registration Records Search**



RER Electronic Permit & Reviews System Sign Up - 1 of 7

Once you have arrived at the RER Electronic Permits & Reviews System portal, click the “**Sign In**” option at the top right of the screen.



The screenshot shows the RER Electronic Permits & Reviews System portal. At the top right, there is a "Sign In" button highlighted with a red box and a red arrow pointing to it. The page header includes the Miami-Dade County logo and the text "RER ELECTRONIC PERMITS & REVIEWS SYSTEM". The main heading is "Miami-Dade Department of Regulatory and Economic Resources Plan Status and Application Submittal Portal". Below this, there is an "IMPORTANT NOTICE FOR CONTRACTORS/PERMIT HOLDER" section. The next section is "Impervious Surface Reviews". The bottom section is divided into two columns: "Search Status of Applications and Plans" and "Register an Account". The "Search Status of Applications and Plans" section includes a search bar with the placeholder text "Enter tracking, application, permit or invoice numb" and a search icon. The "Register an Account" section includes a list of benefits and a "My Applications" button. At the bottom, there are two tabs: "Building Permit-Related Applications and Plans" and "DERM Program and Permit Review Submissions".

MIAMI-DADE COUNTY RER ELECTRONIC PERMITS & REVIEWS SYSTEM

Sign In

Miami-Dade Department of Regulatory and Economic Resources
Plan Status and Application Submittal Portal

IMPORTANT NOTICE FOR CONTRACTORS/PERMIT HOLDER

In the event of a Tropical Storm or Hurricane Warning/Watch, secure your jobsite by fastening down and/or removing all hazardous objects. In accordance with the Hurricane Preparedness Plan all loose items such as: construction shacks, temporary toilets, roofing tile and insulation board, other stored building materials, trash, construction equipment and hoisting equipment shall be secured. Additionally, please be reminded that the [Tropical Storm/Hurricane Placard](#) must be posted on your jobsite from June 1 thru November 30.

Impervious Surface Reviews

The Director will continue reviewing applications based on the stormwater requirements and standards in Chapter 24 that were in effect prior to the adoption of the Impervious Ordinance (Ordinance No. 24-92), rather than implementing the new standards that had taken effect on March 31, 2025.

Search Status of Applications and Plans

Search a tracking, application, permit or invoice number(such as C, M, N, TREE and UP process numbers).

Enter tracking, application, permit or invoice numb

Use the Advanced Search feature to look for an application by address or folio number. Please note that the search results will be limited only to applications that require plan review. To search for all permits/applications by address or folio please visit the [Building Permit Selection Menu](#).

Advanced Search

Register an Account **NEW!**

Registering an account with miamidade.gov offers added benefits such as:

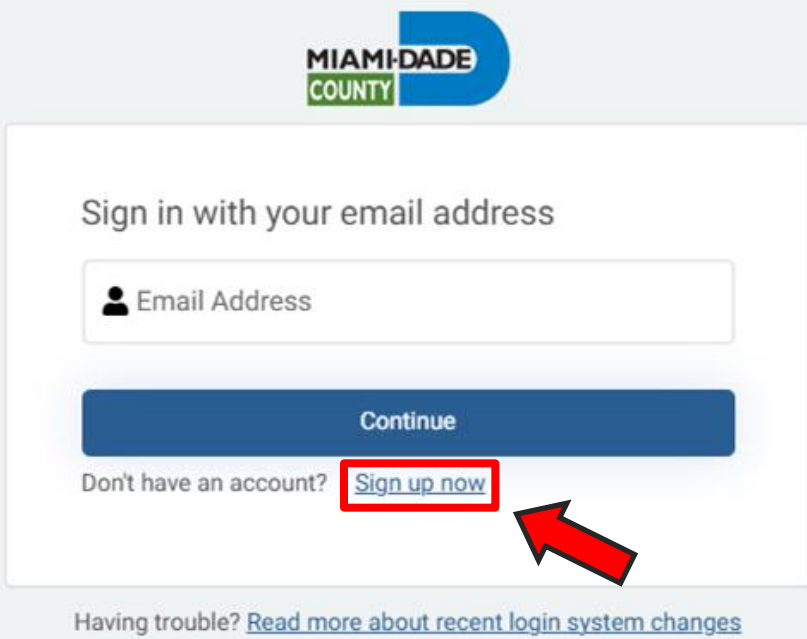
- Access to My Applications page that lists your current and previous submissions.
- Easily locate and track the status of your submissions.
- Pre-populate submissions with contact information from registered account.
- Allows you to submit reworks to a UP number.

My Applications

Building Permit-Related Applications and Plans **DERM Program and Permit Review Submissions**

RER Electronic Permit & Reviews System Sign Up - 2 of 7

- You will be redirected to the “Sign In” page.
- Click the “Sign up now” option.



MIAMI-DADE
COUNTY

Sign in with your email address

Email Address

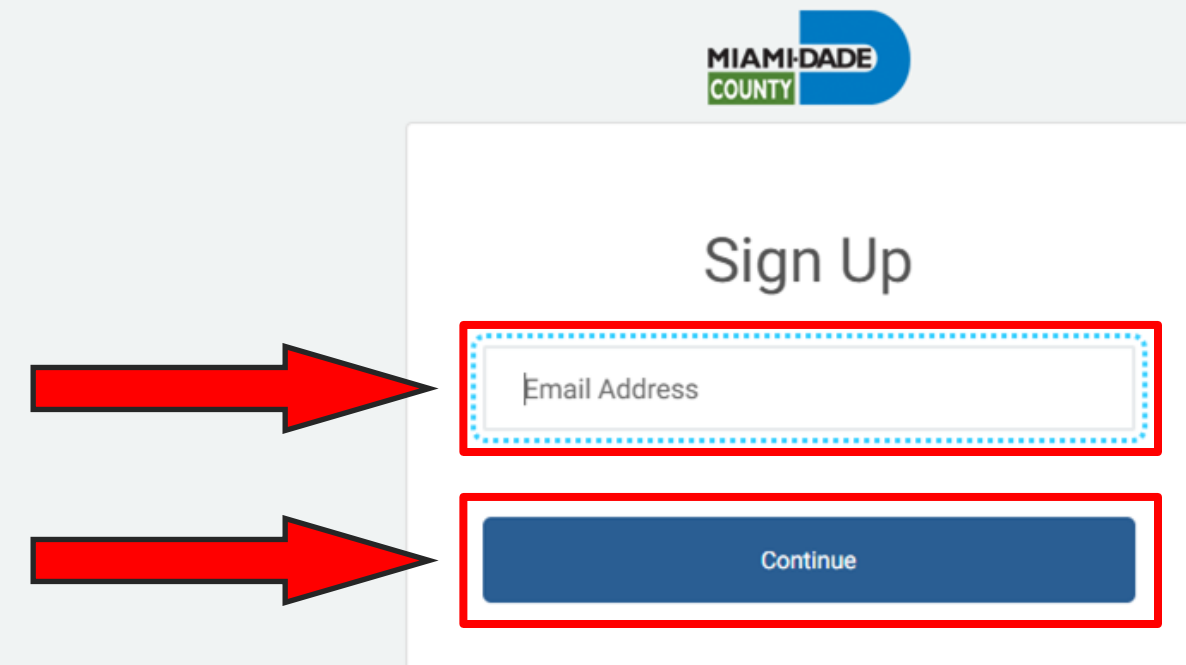
Continue

Don't have an account? [Sign up now](#)

Having trouble? [Read more about recent login system changes](#)

RER Electronic Permit & Reviews System Sign Up - 3 of 7

- On the “**Sign Up**” page, enter the email address you would like to use to create your account.
- Then click the “**Continue**” button.



MIAMI-DADE COUNTY

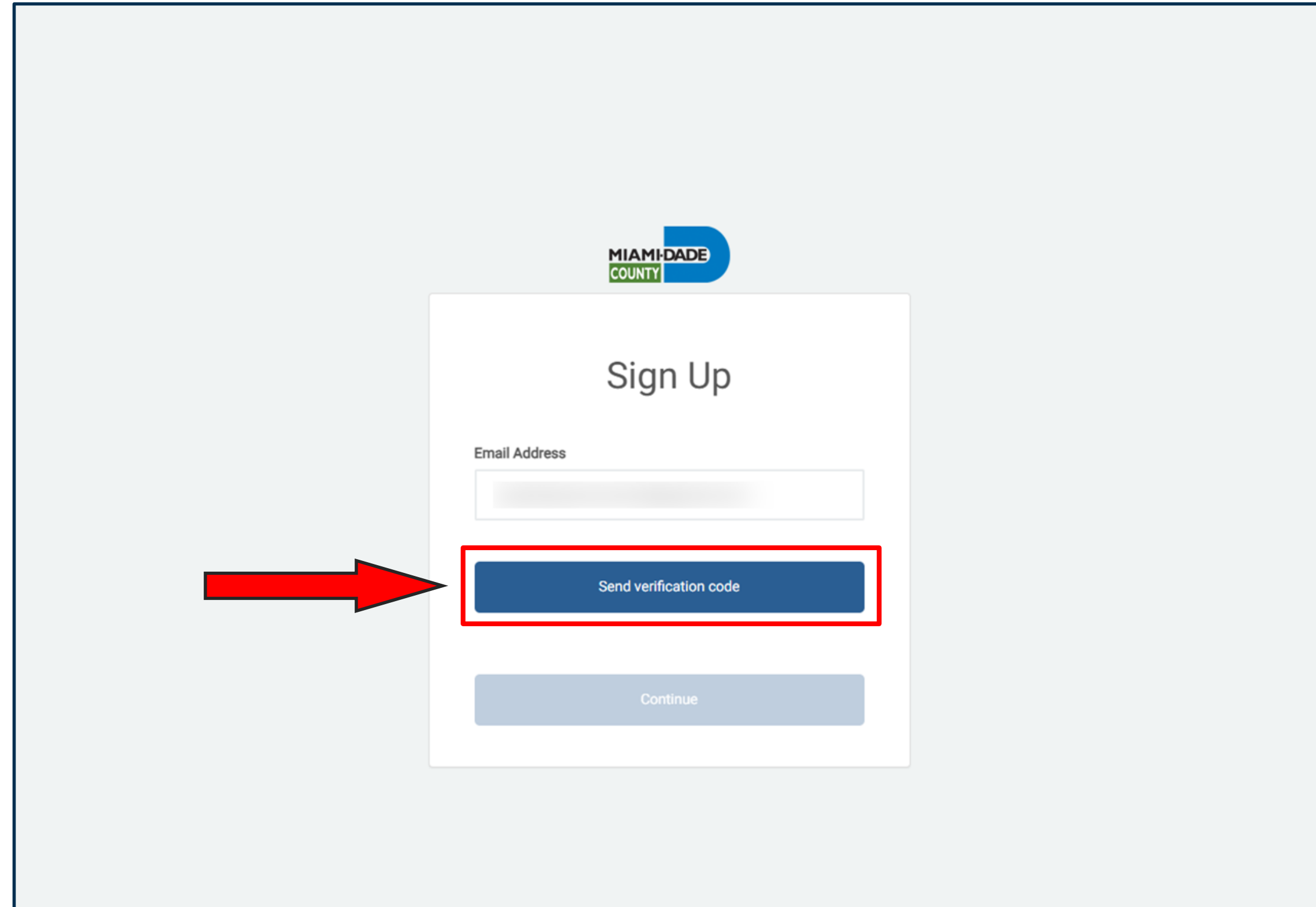
Sign Up

Email Address

Continue

RER Electronic Permit & Reviews System Sign Up - 4 of 7

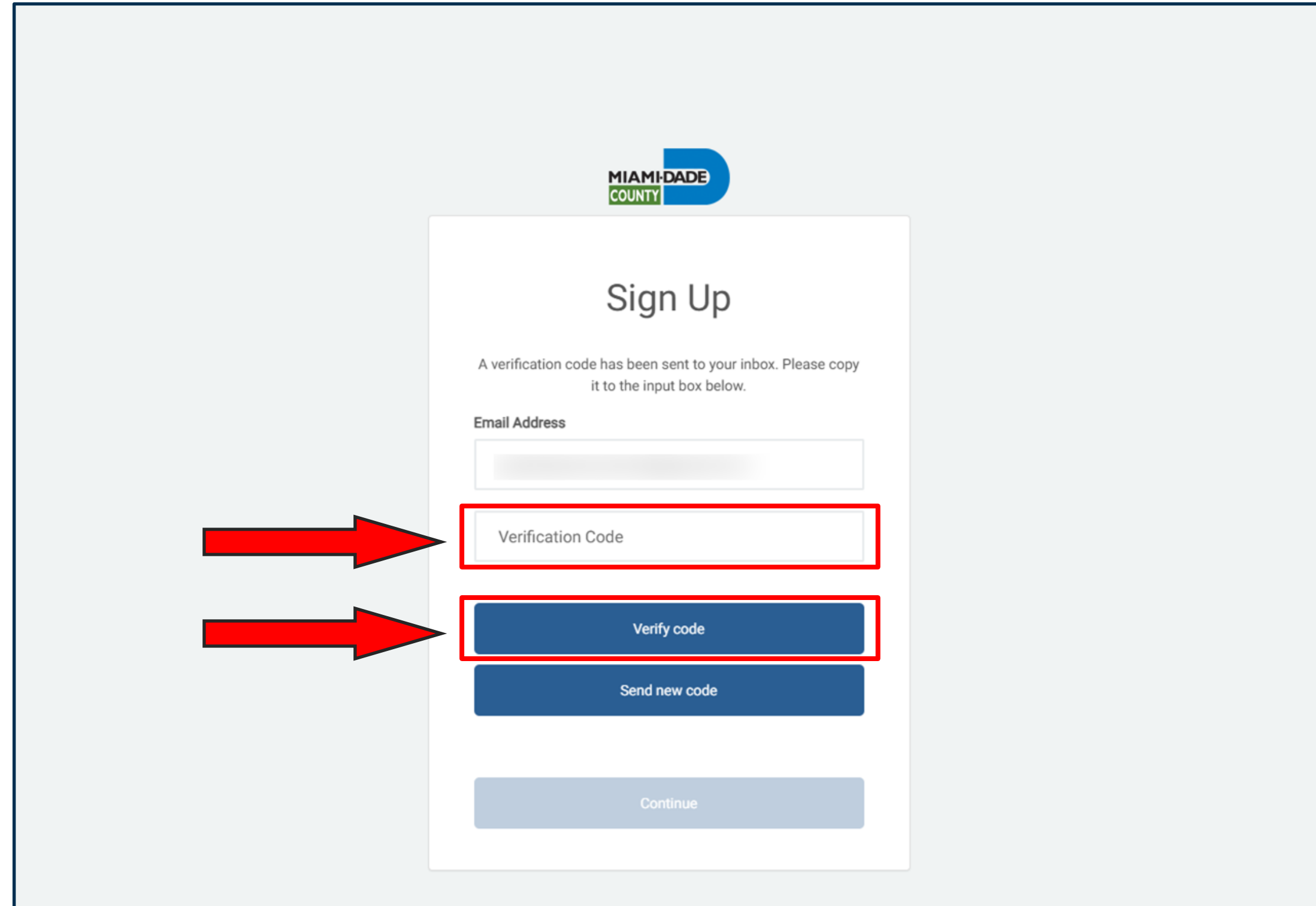
- You will be prompted to send a verification code to your email address.
- Click the **“Send verification code”** button.



The screenshot shows the Miami-Dade County Sign Up interface. At the top is the Miami-Dade County logo. Below it is the title "Sign Up". There is an "Email Address" label above a text input field. Below the input field is a blue button labeled "Send verification code", which is highlighted with a red rectangular border. A large red arrow points from the left towards this button. Below the blue button is a light blue button labeled "Continue".

RER Electronic Permit & Reviews System Sign Up - 5 of 7

- Check your email. You will receive an email from:
“Miami-Dade County Accounts” with your verification code.
- Enter that verification code into the **“Verification Code”** text box.
- Click the **“Verify code”** button.



The screenshot shows the Miami-Dade County Sign Up page. At the top is the Miami-Dade County logo. Below it is the title "Sign Up". A message states: "A verification code has been sent to your inbox. Please copy it to the input box below." There are four input fields: "Email Address", "Verification Code", "Verify code", and "Continue". The "Verification Code" and "Verify code" fields are highlighted with red boxes, and red arrows point to them from the left. The "Continue" button is disabled and greyed out.

MIAMI-DADE COUNTY

Sign Up

A verification code has been sent to your inbox. Please copy it to the input box below.

Email Address

Verification Code

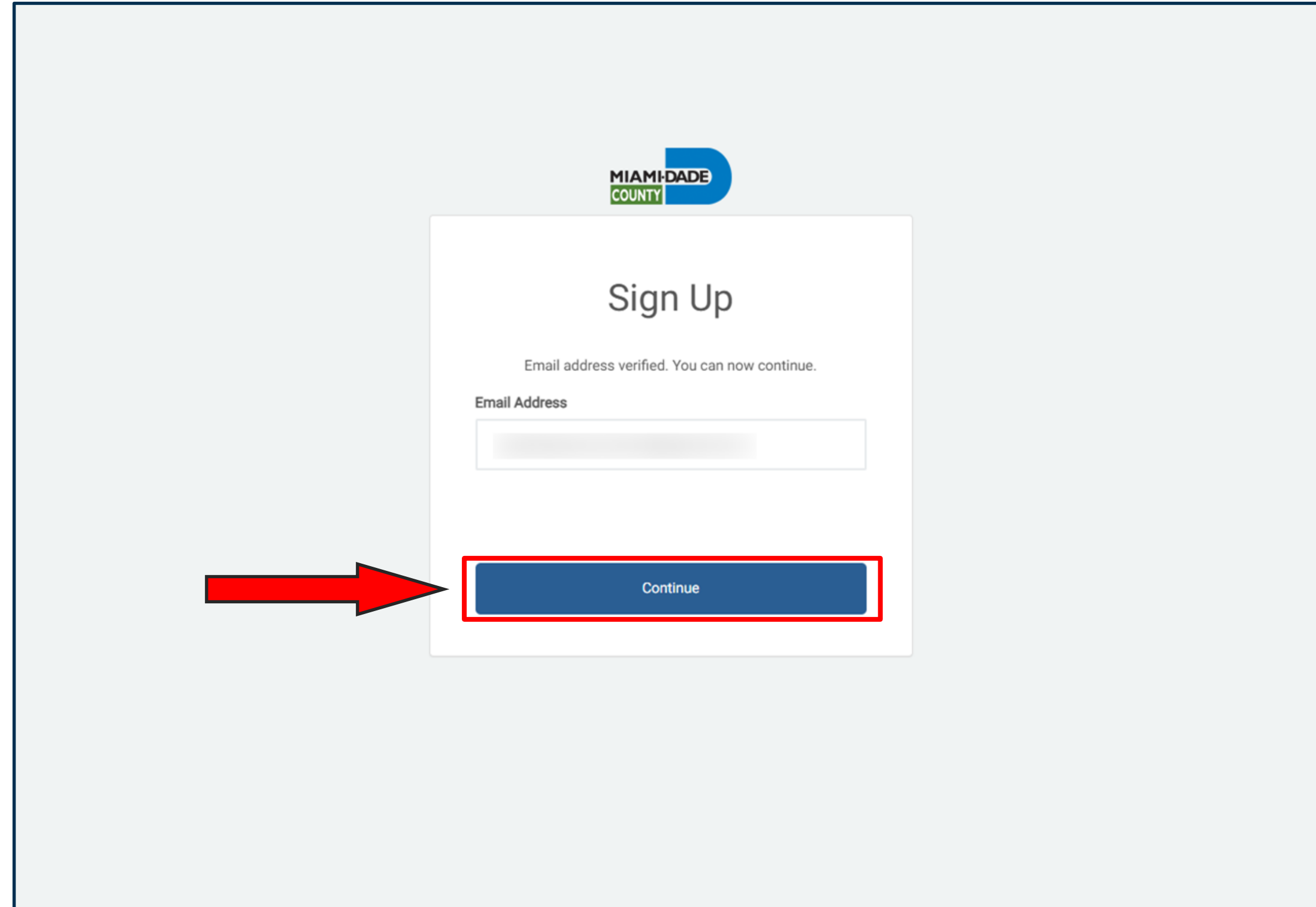
Verify code

Send new code

Continue

RER Electronic Permit & Reviews System Sign Up - 6 of 7

- A confirmation message will display informing you that your email address has been verified.
- Click the “**Continue**” button.



The screenshot displays the 'Sign Up' page of the RER Electronic Permit & Reviews System. At the top, the Miami-Dade County logo is visible. The page title is 'Sign Up'. Below the title, a confirmation message states: 'Email address verified. You can now continue.' Underneath this message is a text input field labeled 'Email Address'. At the bottom of the form, there is a blue button labeled 'Continue'. A red arrow points to the 'Continue' button, and the button itself is outlined with a red border.

RER Electronic Permit & Reviews System Sign Up - 7 of 7

- The “**Sign Up**” page will allow you to enter your account information.
- Enter your desired account password.
- Enter your **First Name** and **Last Name**
- Enter optional further information.
- Click the “**Create**” button.

The screenshot displays the 'Sign Up' page for the Miami-Dade County RER Electronic Permit & Reviews System. The page features a header with the Miami-Dade County logo. The main form is titled 'Sign Up' and contains several input fields. Red boxes and arrows highlight the required fields: 'New Password (at least 12 characters)', 'Confirm New Password', 'First Name', and 'Last Name'. Below these are optional fields for 'Phone Number', 'Secondary Phone Number', 'Address', and 'Apt #, Unit, Suite'. To the right of the main form, there is a separate section with fields for 'City', 'State' (a dropdown menu showing 'Florida'), and 'ZIP Code'. A red box and arrow highlight the 'Create' button at the bottom of this section.

Private Provider Live Demonstrations

- **Private Provider Representative Registration**
- **Private Provider Firm Registration**
- **Ongoing Registration Management**
- **Private Provider Registration Records Search**



Questions and Answers Session

Moderated by Alfredo Alvarez Jr.

Presenters and Panelists will answer questions submitted in the Zoom Q&A chat box.

To use your microphone to ask a question, please use the Raise Hand feature. The moderator will enable one person at a time to speak after announcing the user's name.

Private Provider Web Resources:

- Private Providers and Duly Authorized Representatives Page: miamidade.gov/global/economy/board-and-code/private-provider-registration.page
- Private Provider & Duly Authorized Representatives Registration Portal: <https://www.miamidade.gov/Apps/RER/EPSPortal/PlanReview/REPApplications/Landing>
- Private Provider Firm Registration Portal: <https://www.miamidade.gov/Apps/RER/EPSPortal/PlanReview/PFApplications/Landing>
- Private Provider Registration Search Portal: <https://www.miamidade.gov/Apps/RER/carbr/Home/PRSearch>
- Private Provider YouTube Playlist: https://www.youtube.com/playlist?list=PLw-g49nWSg-qQAO3Yt_IVdiizYGTRRpr6

Department Contact:

- Private Provider Registration Group - Email Address: RER-PPG@miamidade.gov - Phone Number (786) 315-2509



Thank You for Attending! We highly value your feedback.

Please fill out our survey at the end of this Webinar.

Presented by: Board and Code Administration Division and Business Architecture & Strategic Initiatives Unit