



DEPARTMENT OF REGULATORY AND ECONOMIC RESOURCES
BOARD AND CODE ADMINISTRATION DIVISION
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www.miamidade.gov/global/economy/board-and-code

MEMO

TO: ALL BUILDING OFFICIALS IN MIAMI-DADE COUNTY

**FROM: Secretary of the Board
Board of Rules and Appeals (BORA)**

A handwritten signature in blue ink, appearing to read "Jaime Gascon", is placed to the right of the "FROM:" line.

DATE: June 24, 2026

**SUBJECT: BORA QUALITY ASSURANCE MINIMUM
GUIDELINES – PRIVATE PROVIDERS**

At their meeting of June 18th, 2026, the Miami-Dade County Board of Rules and Appeals (BORA) approved the revised version of the Quality Assurance Minimum Guidelines – Private Providers. This action was due to legislative changes made to F.S. 553.791 through House Bill HB803.

This guideline establishes the minimum requirements for private providers conducting alternative plan reviews and inspections in Miami-Dade County to ensure compliance with statutory requirements, building code standards, and public safety. While certified private providers may perform plan reviews and inspections under Section 553.791, Florida Statutes, the Building Official retains final authority over code interpretation, enforcement, permit issuance, certificates of occupancy, and the overall protection of public health, safety, and welfare.

A copy of these guidelines is attached.

If you have any questions, please contact Jaime D. Gascon, Board and Code Administration Division Director at (786) 315-2508, or Jeanne (Lundy) Clarke, Chief Code Officer at (786) 315- 2057.

QUALITY ASSURANCE MINIMUM GUIDELINES - PRIVATE PROVIDERS

SCOPE

This guideline establishes the minimum requirements for private providers performing alternative plan reviews and inspections in Miami-Dade County. The purpose of these guidelines is to ensure compliance with statutory requirements, building code standards and maintain public safety.

These guidelines are not intended to be, nor do they operate as, a substitute for applicable law, including but not limited to section 553.791 F.S. and the Florida Building Code. Under the law, certified private personnel are authorized to perform the primary functions of plan review and inspection. However, the local enforcement agency's Building Official retains authority over code interpretation and enforcement. While private providers are responsible for the technical application of building codes during plan reviews and field inspections, they do not manage the permitting process or maintain official records. The Building Official remains the final authority on permit issuance, safety, and compliance, and granting of certificates of occupancy, ensuring the continued safety and welfare of the community.

1.0 DEFINITIONS

AUDIT - means the process to confirm that the building code inspection services have been performed by the private provider, including ensuring that the required affidavit for the plan review has been properly completed and submitted with the permit documents and that the minimum mandatory inspections required under the building code have been performed and properly recorded. The local building official may not replicate the plan review or inspection being performed by the private provider, unless expressly authorized by statute.

DELIVER, DELIVERY – means any method of delivery used in conventional business or commercial practice, including delivery by electronic transmissions such as email or submission through electronic fill-in form available on the building department's website or through a third-party submission management software.

DULY AUTHORIZED REPRESENTATIVE (DAR) - An agent of the *private provider* identified in the *permit application* who reviews plans or performs inspections as provided under F.S. 553.791 and who is licensed as an engineer under F.S. chapter 471 or as an architect under F.S. chapter 481 or who holds a standard or provisional certificate under part XII of F.S. chapter 468. A duly authorized representative who only holds a provisional certificate under part XII of F. S. chapter 468 must be under the direct supervision of a person licensed as a building code administrator under part

XII of F. S. chapter 468. The duly authorized representative must be an employee of the *private provider* entitled to receive reemployment assistance benefits under F.S. Chapter 443.

IMMEDIATE THREAT TO PUBLIC SAFETY AND WELFARE - A building code violation that, if allowed to persist, constitutes an immediate hazard that could result in death, serious bodily injury, or significant property damage. This paragraph does not limit the authority of the local building official to issue a Notice of Corrective Action at any time during the construction of a building project or any portion of such project if the official determines that a condition of the building or portion thereof may constitute a hazard when the building is put into use following completion as long as the condition cited is shown to be in violation of the building code or approved plans.

PERMIT APPLICATION - means a properly completed and submitted application for the requested building or construction permit, including:

1. The plans reviewed by the private provider, or in the case of a single-trade plans review where a private provider uses an automated or software-based plans review system, the information reviewed by the automated or software-based plans review system to determine compliance with one or more applicable codes.
2. The affidavit from the private provider
3. Any applicable fees.
4. Any documents required by the local building official to determine that the fee owner has secured all other government approvals required by law.

PRIVATE PROVIDER - A person licensed as a building code administrator under part XII of F.S. chapter 468, as an engineer under F.S. chapter 471, or as an architect under F.S. 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 F.S. chapter 468.

PRIVATE PROVIDER FIRM - A business organization, including a corporation, partnership, business trust, or other legal entity, which offers services under F.S. 553.791 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 F.S. chapter 468, an engineer under F.S. chapter 471, or an architect under F.S. chapter

481 may act as a *private provider* for an agent, employee, or officer of the *private provider firm*.

REGISTRATION - means the roster of authorized *private provider* firms held by each local enforcement agency.

REQUEST FOR CERTIFICATE OF OCCUPANCY OR CERTIFICATE OF COMPLETION

- means a properly completed and executed application for:

1. A certificate of occupancy or certificate of completion.
2. A certificate of compliance from the *private provider*
3. Any applicable fees.
4. Any documents required by the local building official to determine that the fee-owner has secured all other government approvals required by law – F.S. 553.791(16).

2.0 REGISTRATION

2.1 Miami-Dade County Board and Code Administration Division (BCAD) may register all *private provider firms*, *private providers* and *duly authorized representatives* performing alternative plan review and inspections throughout all jurisdictions in Miami-Dade County. A municipality intending to use the RER – Board and Code Administration Division’s Private Provider Registration System agrees to use it as its primary source to verify private providers for permitting purposes. The list of *private providers* and *duly authorized representatives* will serve as the qualified list of personnel that may perform plan reviews and inspections on any project within Miami-Dade County.

2.2 Documents required for *registration*:

1. *Private provider firm* - Certificate of Insurance (COI) verifying professional liability covering all services performed as a *private provider* in the type and amounts required by State law, F.S. 553.791 (20) and *registration* for at least one *private provider*.
2. *Private provider* - A copy of engineer, architect or building code administrator license and resume of qualifications for one or more *private providers* who will qualify the firm.

3. To the extent applicable, a *Duly Authorized Representative* Employment Affidavit form listing all *DARs*, license or certificate numbers and trade discipline.

3.0 PERMIT SUBMITTAL

- 3.1 The fee owner of a building or structure, or the fee owner's contractor upon explicit written authorization from the fee owner, may choose at any time to use a *private provider* to provide plans review or building code inspection. All such services shall be the subject of a contract between the private provider, or the private provider's firm, and the fee owner or the fee owner's contractor, upon explicit written authorization of the fee owner. A copy of such written authorization must be submitted to the local building official pursuant to FS 553.791 (2)(a). The local enforcement agency may not require the contract to be provided as part of the *permit application* or as a condition for issuing the permit.
- 3.2 When providing plan review services, the permit submittal documents shall include the Notice to Building Official, Plan Compliance Affidavit, the *private provider* approved plans and all other required construction documents applicable to the proposed scope of work.
- 3.3 A fee owner or the fee owner's contractor using a *private provider* to provide building code inspection services shall notify the local building official in writing at the time of permit application, or by 2 p.m. local time, 2 business days before the first scheduled inspection by the local building official or building code enforcement agency that a *private provider* has been contracted to perform the required inspections of construction under this section, including single-trade inspections, on a form to be adopted by the commission. The local enforcement agency may not alter the form pursuant to FS 553.791 (5).
- 3.4 *The Private Provider Plan Compliance Affidavit* form is used by the *private provider* to attest to the Building Official that the plans submitted by the *private provider* were reviewed for and follow the Florida Building Code and all local amendments to the Florida Building Code. The affidavit must include the name and license number(s) of the plan examiner(s) and a list of all plan sheets approved by the *private provider* or *DAR*. The affidavit must include a statement indicating that the *private provider* has verified the validity of design professionals' signatures. The affidavit must be concatenated with all approved sheets and shall be submitted as a single concatenated document, digitally signed by the *private provider*.

- 3.5 When the fee owner's contractor elects to use the services of a *private provider*, the permit submittal must include a copy of the written authorization required by 553.791(2)(a) F.S. See TAB G for an optional sample.
- 3.6 A local government or local building official may not require additional forms beyond those required at *registration* and the notice to Building Official of the use of a private provider.

4.0 PLAN REVIEW

- 4.1 The local building official may not review plans, construction drawings or any other related documents determined by a *private provider* to be compliant with applicable codes, except to the extent necessary to determine compliance with local ordinances, floodplain management regulations, site review requirements, and any other administrative or life-safety review unrelated to building code compliance pursuant to FS 553.791 (8)(a).

Notwithstanding the forgoing 553.791 F.S. continues to state that if the *private provider* is a person licensed as an engineer under chapter 471 or an architect under chapter 481 and affixes his or her professional seal to the affidavit required under subsection (7) of F.S.553.791, the local building official must issue the requested permit or provide a written notice to the permit applicant identifying the specific plan features that do not comply with the applicable codes, as well as the specific code chapters and sections, within 10 business days after receipt of the *permit application* and affidavit. In such written notice, the local building official must provide specificity with the plan's deficiencies, the reasons the *permit application* failed, and the applicable codes being violated. If the local building official does not provide specific written notice to the permit applicant within the prescribed 10-day period, the *permit application* is deemed approved as a matter of law, and the local building official must issue the permit on the next business day.

- 4.2 The Building Official may verify the plan reviewer's *registration* on the RER BCAD online information system.
- 4.3 No work shall be performed prior to issuance of the permit.

5.0 DEFERRED SUBMITTALS (SHOP DRAWINGS) AND SUBSIDIARY PERMITS

- 5.1 Work by subcontractors shall not be inspected by the *private provider* until the required trade sub-permit is obtained.

- 5.2 Installation of products, equipment and other items not fully detailed in the approved construction drawings shall not be inspected by the *private provider* until the deferred submittal (shop drawing) is submitted and approved by the Building Official, and a separate permit is issued, if required.

6.0 INSPECTIONS

- 6.1 The Building Official may require a preconstruction meeting prior to permit issuance or commencement of construction. The Building Official may require any or all the following to attend: *private provider*, contractor of record, the property owner or property owner's representative.
- 6.2 A *private provider* firm performing required inspections under F.S. 553.791 shall inspect each phase of construction as required by the applicable codes. No inspections shall be performed prior to the issuance of the permit.
- 6.3 The *private provider* may have a *duly authorized representative* perform the required inspections, provided the *DAR* is registered with BCAD for the *private provider firm* and all required reports are prepared by and bear the digital signature of the *private provider* or the private provider's *duly authorized representative*, whichever individual performs the inspection.
- 6.4 All inspections shall be scheduled by the permit holder or *private provider* through the Building Department inspection scheduling system in the same manner as required for all permits issued by the local building department to avoid permit expiration.
- 6.5 A local building code enforcement agency may not *audit* the performance of building code inspection services by private providers operating within the local jurisdiction until the agency has created standard operating *private provider audit* procedures for the agency's internal inspection and review staff. The agency's *audit* processes must adhere to the agency's posted standard operating *audit* procedures. The same *private provider* or *private provider firm* may not be audited more than four times a year unless the local building official determines a condition of a building constitutes an immediate threat to public safety and welfare, which must be communicated in writing to the *private provider* or *private provider firm*. The *private provider* or *private provider firm* must be given notice of each *audit* to be performed at least 5 business days before the *audit*. Work on a building or structure may proceed after inspection and approval.

- 6.6 Notwithstanding the forgoing, 553.791 F.S., the local building official may visit the building site as often as necessary to verify that the inspections reflect the actual scope and progress of the work.
- 6.7 The *private provider* shall report to the local enforcement agency any condition that poses an immediate threat to public safety and welfare.
- 6.8 When deficiencies are found involving a noncomplying item related to the building code or permitted documents, a notice must be posted by the Building Official or the *private provider*. Such notice may be physically posted at the job site or electronically posted. After corrections are made, the item must be reinspected by the *private provider* or *duly authorized representative* before being concealed.
- 6.9 Florida Statutes do not limit the authority of the local building official to issue a stop work order for a building project or any portion of the project, as provided by law, if the official determines that a condition on the building site constitutes an *immediate threat to public safety and welfare*, subject to the requirements of F.S. 553.791 (19).

7.0 CHANGE OF PRIVATE PROVIDER FIRM OR PRIVATE PROVIDER

- 7.1 A change of *private provider* on a project at any phase, either plan review or inspections, requires a new Notice to Building Official for the new *private provider*.
- 7.2 A change of *private provider firm* in the plan review phase to either the municipality or another *private provider firm* shall require a new Notice to Building Official. *Registration* with BCAD of the successor *private provider firm*, *private provider* and all *DAR's* if applicable as well as all documents is required per section 2.2 of these guidelines.
- 7.3 A change of *private provider firm* in the inspection phase to either the municipality or another *private provider firm* shall require a new Notice to Building Official, and a copy of all inspection reports completed by the previous *private provider firm*.

8.0 PERMIT CLOSE OUT, CERTIFICATE OF COMPLETION OR CERTIFICATE OF OCCUPANCY REQUESTS

- 8.1 Upon completing the required inspections at each applicable phase of construction, the *private provider* shall record such inspections on a form adopted by the Florida Building Commission for this purpose. The form must bear the written or electronic signature of the *private provider* or the private provider's *duly authorized representative*.

- 8.2 Upon completion of all required inspections, the *private provider firm* shall prepare a *certificate of compliance*, on a form provided by the commission, summarizing the inspections performed and including a written representation, under oath, that the stated inspections have been performed and that, to the best of the private provider's knowledge and belief, the building construction inspected complies with the approved plans and applicable codes. The certificate of compliance may be signed by any qualified licensed individual employed full-time by the *private provider firm* under whose authority the inspection was completed.
- 8.3 Unless electronically delivered, 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.
- 8.4 No more than 10 business days, or if the permit is related to single-family or two-family dwellings then no more than 2 business days, after receipt of a *request for a certificate of occupancy or certificate of completion* and the applicant's presentation of a *certificate of compliance* and approval of all other government approvals required by law, including the payment of all outstanding fees, the local building official shall issue the certificate of occupancy or certificate of completion or provide notice to the applicant of any incomplete forms or documents.

9.0 DISPUTE RESOLUTION

- 9.1 Pursuant to F.S. 553.791(17)(b) - If the local building official and *private provider* are unable to resolve a dispute, the matter shall be referred to the Miami-Dade County Board of Rules and Appeals, which shall consider the matter at its next scheduled meeting or sooner. Any decisions by the Miami-Dade County Board of Rules and Appeals may be appealed to the Florida Building Commission, in accordance with applicable law.
- 9.2 Pursuant to F.S. 553.791(17)(c) - Any decisions regarding the issuance of a building permit, certificate of occupancy, or certificate of completion may be reviewed by the Miami-Dade County Board of Rules and Appeals. Any such decision by the Miami-Dade County Board of Rules and Appeals may be appealed to the Florida Building Commission, which shall consider the matter at a scheduled meeting in accordance with applicable law.



APPENDIX

TAB A	Sample Duly Authorized Representative Employment Affidavit
TAB B	Sample Certificate of Liability Insurance
TAB C	Standardized Notice to Building Official
TAB D	Standardized Private Provider Plan Compliance Affidavit
TAB E	Sample Private Provider Inspection Report Form (FBC to provide a New form)
TAB F	Sample Private Provider Certificate of Compliance (FBC to provide a New form)
TAB G	Sample Fee Owner's Authorization for Use of Private Provider Form

TAB A

Duly Authorized Representative Employment Affidavit

This affidavit is required pursuant to the
Miami-Dade County Alternative Plan Review and Inspection Registration Program.

I _____ the Private Provider do hereby affirm that
the Duly Authorized Representatives, listed below, are my employees, as required by
F.S. 553.791 and are entitled to receive unemployment compensation benefits under F.S.
Chapter 443.

DULY AUTHORIZED REPRESENTATIVES:

(List individually; use a second form if necessary)

Print Name	License Number(s)	Trade Category	Signature

Submit resumes of each Duly Authorized Representative and copies of their licenses.

SIGNATURE OF THE PRIVATE PROVIDER_____

PRIVATE PROVIDER FIRM_____

STATE OF FLORIDA COUNTY OF MIAMI-DADE

Sworn to and subscribed before me by means of ☐ physical presence OR

☐ online notarizations this _____ day of _____, 20_____,

by _____ Signature of Notary Public _____

Print Name _____

Personally known _____

(SEAL)

or Produced Identification _____



TAB B



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Agent name and address	CONTACT NAME:	
	PHONE (A/C No. Ext.):	FAX (A/C. No.):
INSURED Private Provider Firm name and address	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/PO/AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED \$ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	Professional Liability		Policy number			Limits as per F.S. 553.791(18)

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Miami-Dade County
Board and Code Administration Division - Private Provider Registration
11805 SW 26 St
Miami, FL 33175

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Form # 61G20-2.005-2002-01
Notice to Building Official of
Use of Private Provider
Effective January 1, 2025
61G20-2.005, F.A.C.

Project Name: _____

Parcel Tax ID: _____

Services to be provided: ☐ Plans Review ☐ Inspections

Note: If the fee owner elects to use or authorizes the use of a private provider to provide plans review, the local building official may, at his or her discretion and subject to duly adopted local policy, require that a private provider be used to perform inspections as well, pursuant to section 553.791(2)(a), Florida Statutes.

I _____, the

☐ fee owner / ☐ fee owner's contractor, have entered into a contract with the Private Provider indicated below to conduct the services indicated above.

Private Provider Firm: _____

Private Provider: _____

Address: _____

Telephone: _____

Email Address: _____

Florida License, Registration or Certificate #: _____

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.

I understand the Building Official retains authority to review plans, make required inspections, and enforce the applicable codes within his or her charge pursuant to the standards established by s. 553.791, Florida Statutes. If I make any changes to the listed private providers or the services to be provided by those private providers, I shall,

within 1 business day after any change, or within 2 business days before the next scheduled inspection, update this notice to reflect such changes. The building plans review and/or inspection services provided by the private provider is limited to building code compliance and does not include review for fire prevention, firesafety, land use, environmental or other codes.

The following attachments are provided, as required:

1. Qualification statements and/or resumes of the private provider and all duly authorized representatives.
2. A certificate of insurance as required by section 553.791(18), Florida Statutes.

Individual

Corporation

Print name

Print name

Address (line 1)

Representative name

Address (line 2)

Address (line 1)

Telephone Number

Address (line 2)

Email Address

Telephone Number

Email Address

Signature

Date

Signature

Date

Private Provider Firm: _____

Name of Private Provider: _____ Lic. No.: _____

Phone No.: _____ Email: _____

Company Address: _____

Project Name: _____ Site Address: _____

Process No.: _____ (Check one): ☐ Master Permit (or) ☐ Revision/Shop Drawing

Master Permit No.: _____

Select all applicable trades ☐ Building ☐ Electrical ☐ Mechanical ☐ Plumbing ☐ Structural

I hereby certify, under oath, that the following is true and correct to the best of the private provider's knowledge and belief that the plans were reviewed by the affiant, who is duly authorized to perform plans review pursuant to this section and holds the appropriate license or certificate, and the plans comply with the applicable codes.

Private Provider Name: _____ Lic. No.: _____

Signature: _____ Date: _____

(Wet or digital signature & seal for architect or engineer, notary for building code administrator)

STATE OF _____ COUNTY OF _____

Seal/Signature/Date

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by _____

Name of Notary Public: _____ Signature of Notary: _____

Personally known to me or Produced identification (type) _____ (NOTARY SEAL)

Signature of Duly Authorized Representative if used for plan review in addition to the private provider's signature.

Plans Examiner Name: _____ Lic. No.: _____

Signature: _____ Date: _____

(Wet or digital signature & seal for architect or engineer, notary for BCAIB certified plans examiner)

STATE OF _____ COUNTY OF _____

Seal/Signature/Date

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by _____

Name of Notary Public: _____ Signature of Notary: _____

Personally known to me or Produced identification (type) _____ (NOTARY SEAL)

STANDARDIZED PRIVATE PROVIDER INSPECTION REPORT

Private Provider Firm: _____

Name of Private Provider: _____ Lic. No.: _____

Phone No.: _____ Email: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Contractor Company Name: _____ Owner Builder: ☐

Qualifier Name: _____ Qualifier Phone No.: _____

Project Name/Description: _____

Site Address: _____

Master Permit No.: _____ Subsidiary Permit No.: _____

Trade: ☐ Building ☐ Electrical ☐ Mechanical ☐ Plumbing ☐ Roofing

Inspection Date: _____ Time: _____ Inspection Report No.: _____

Inspection Category & Type: () _____ Disposition: _____

Comments:

Additional Actions Required: ☐ Re-inspection Required ☐ Elevation Certificate Required
☐ Plan Revision Required ☐ Shop Drawing Required
☐ Subsidiary Permit Required ☐ Special Insp. Report Required
☐ Other: _____

I hereby certify that the above inspection is true and correct and has been inspected in accordance with the applicable Florida Building Code, reference standards, and approved permit documents.

Duly Authorized Rep. Name: _____ License No.: _____

Signature: _____

STANDARDIZED PRIVATE PROVIDER CERTIFICATE OF COMPLIANCE

Instructions: Submit one certificate of compliance separately for each permit.

Date Issued: _____

Private Provider Firm: _____

Name of Private Provider: _____ Lic. No.: _____

Phone No.: _____ Email: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Contractor Company Name: _____ Owner Builder: ☐

Qualifier Name: _____ Qualifier Phone No.: _____

Project Name/Description: _____

Site Address: _____

Master Permit No.: _____ Subsidiary Permit No.: _____

Attestation statement:

As the private provider of record having performed and approved the required inspections, as indicated in the attached approved inspection log, I hereby attest that to the best of my knowledge, belief and professional judgment,

Select all applicable trades: ☐ Building ☐ Electrical ☐ Mechanical ☐ Plumbing ☐ Roofing

covered by the above referenced permit has been approved in accordance with the approved plans and the provisions of all applicable laws and technical codes. I also attest that all construction deviations from the original permit application, plans, and all necessary shop drawings have been filed with the building department in the form of permit revisions and in compliance with all the provisions of the law. This document is being prepared in accordance with F.S. 553.791 (1 3) and is being submitted to the Miami-Dade County Building Department at the time of the final inspection for the above referenced permit.

Private Provider's Name: _____ License No.: _____

Signature: _____

(Wet or digital signature and seal for architect or engineer, notary for building code administrator)

TAB G

Fee Owner's Authorization to Building Official for Use of Private Provider Form

(Based on written authorization requirement of 553.791(2)(a) F.S.)

(This form may be used when fee owner's contractor is signing the Notice to Building Official of Use of Private Provider Form)

Project Name: _____

Folio No.: _____

Services authorized to be provided by private provider: ☐ Plan Reviews ☐ Inspections

Note: If the notice applies to either private plan review or private inspection services the Building Official may require, at his or her discretion and subject to duly adopted local policy, the private provider be used for both services pursuant to Section 553.791(2)(a) Florida Statute.

I _____, the fee owner, affirm I have authorized my contractor to use the Private Provider indicated below to conduct the above-indicated services for the above-indicated project at the above-indicated property.

Private Provider Firm: _____

Private Provider: _____

Address: _____

Telephone: _____ Fax: _____

Email Address (Optional): _____

Florida License, Registration or Certificate #: _____

Furthermore, I affirm that I have authorized the contractor to use one or more private providers to provide building code plans review and/or inspection services on the building that is the subject of the enclosed permit application, as authorized by s. 553.791, Florida Statutes. I understand that, if my contractor chooses to use a private provider, 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 contractor's use of these licensed or certified personnel to perform building code inspection services with respect to the building that is the subject of the enclosed permit application.

I understand the Building Official retains authority to review plans, make required inspections, and enforce the applicable codes within his or her charge pursuant to the standards established by s. 553.791, Florida Statutes. If my contractor makes any changes to the listed private providers or the services to be provided by those private providers, he/she shall, within 1 business day after any change or within 2 business days before the next scheduled inspection, update the notice to reflect such changes, and that I will update this authorization accordingly within the same timeframes. The building plans review and/or inspection services provided by the private provider is limited to building code compliance and does not include review for fire prevention, fire safety, land use, environmental or other codes.

(Please sign:)

Property Owner Signature

Date