



Private Provider Process

SEMINOLE COUNTY
DEVELOPMENT SERVICES DEPARTMENT
BUILDING DIVISION

Private Provider Process for Seminole County per F.S. 553.791

General Information

The use of Private Providers is authorized by the current Florida Statute Section 553.791, Alternative Plans Review and Inspection. Seminole County allows plan review and inspections OR inspections only. Seminole County permits by structure, address, and/or parcel. Trade sub-permits, depending on the scope of work, will be included on the master permit for the structure. **The forms in this packet must be used unless otherwise stated on the form.**

Additional building permits will be required for various items such as site lighting, construction trailers, mock-ups, pools, fence/wall, shell, duplex, all access control (internal & external), security, fire protection, fuel tanks, signs, fountains, canopies, awnings not attached to a structure, generators, EV charging stations, solar systems, any accessory structures, and others. Optional, separate permits for walk-in coolers and commercial exhaust hoods will depend on the contract. Walk-in coolers and exhaust hoods may be submitted under the main permit if contracted by the general contractor. If contracted by the owner, a separate permit will be required.

Notification is required if a grease inceptor is part of your scope of work. You will need approval through Environmental Services c/o Roy Mericle, Email: IndustrialPretreatment@seminolecountyfl.gov. The approval letter will need to be submitted with your project prior to permit issuance.

One complete Private Provider packet will be required for each application or permit. Seminole County recommends scheduling a pre-submittal meeting on large projects for assistance with your complete scope of work. At a minimum, contact us prior to submission to ensure all requirements are being met and any required separate permits are submitted. If the project will be phased, contact us as additional permits may be required.

When an Owner elects to use a Private Provider per F.S. 553.791, Seminole County requires that only the forms in this packet be used for any Private Provider submission to the County, any exceptions are noted on the form.

Seminole County requires a Private Provider packet at the time of application for plan review and inspection permits, to proceed in the review and issuing process. Email the packet to Privateprovider@seminolecountyfl.gov and upload it to your ePlan project. Inspection-only permits may submit the Private Provider packet prior to fee assessment to receive the discount. If the packet is received after fee assessment, no discount will be given.

It is the contractor's responsibility to track and maintain all permits and requirements for their project. [Building Permits Online](#) is a great resource. They are also responsible for all fees being paid and ensuring their Private Provider provides all required documentation throughout the process.

ANY revisions made to the original approved plans after permit issuance, including field revisions, must be submitted as they occur to Seminole County. Request a revision by emailing PrivateProvider@seminolecountyfl.gov with your permit number to receive an Upload and Submit task in our ePlan system. You may track information from our [Building Permits Online](#) found under Building Permits on www.seminolecountyfl.gov. Refer to pages 3 or 4 of this packet for requirements depending on the private provider services being utilized.

Private Providers may review the following disciplines only: Building/ Structural, Roofing, Electrical, Mechanical, and Plumbing. Plan review and inspection projects will still require review from the following County agencies prior to issuance depending on the scope of work:

- Addressing
- Fire
- Impact Fees
- Arbor
- P & D Site Plan / Zoning Review
- P & D Extended Review
- Drainage
- Flood- Residential**

** Development of and on Single Family Residential properties located in a regulated (SFHA) Special Flood Hazard Area shall be determined, reviewed for, and inspected by the Seminole County Building Division.

Signing and Sealing

Any documents requiring a signature and seal must contain a digitally, wet, or embossed seal. Digital signatures must comply with the Florida Administrative Code to be submitted electronically. Wet or embossed sealed documents must be submitted to our office, in person, or by mail delivery. Seminole County Attn: Building Division 1101 1st St. Sanford, FL 32771.

Submit any questions, packets, or Private Provider information to the following email:

Privateprovider@seminolecountyfl.gov

To register an Engineering firm or Architectural company with Seminole County Building Division- Required for any project

1. Identification page
2. Certificate from the Florida Division of Corporations for the business entity (Corporation, LLP, LLC, etc.)
3. DBPR Certificate of Authorization for the firm and license(s) for the qualifier
4. Certificate of insurance (COI) for Professional Liability and Worker's Compensation listing Seminole County as the certificate holder. ***This must be submitted directly from the insurance agency.***
5. Occupational (Business) license for the firm's principal place of business

To register a person licensed as a building code administrator under part XII of chapter 468 with Seminole County Building Division as a private provider- Required for any project

1. Identification page
2. Certificate from the Florida Division of Corporations for the business entity (Corporation, LLP, LLC, etc.)
3. DBPR Building code Administrator license for the qualifier
4. Certificate of insurance (COI) for Professional Liability and Worker's Compensation listing Seminole County as the certificate holder. ***This must be submitted directly from the insurance agency.***
5. Occupational (Business) license for the company's principal place of business

Seminole County will keep items #2-5 above information on file until expiration.

The Private Provider is responsible for updating all licenses, COIs, and contact information to prevent any possible delays in the issuance of a permit, certificate of completion, or occupancy.

Inspection only projects

Use our Forms unless otherwise notated on the form in this packet

It is required to submit the NTBO packet by 2 pm local time, 2 business days prior to the first scheduled inspection:

Notice to Building Official (NTBO) packet requirements

1. Identification page
2. Employment Affidavit- listing the project address, all employee names, current license numbers, email addresses, and phone numbers for all that will be inspecting on the permit
3. Notice to Building Official (NTBO)
4. Point of Contact- listing a contact for the contractor, private provider, and owner. These will be entered into our online permitting system, ePlan, for view-only access to all
5. Resume(s), and current professional license(s)
***All emailed packets to privateprovider@seminolecountyfl.gov will receive a confirmation of approval and acceptance prior to completing the Upload and Submit task*

After Issuance

6. Inspection Scheduling Notification- Found on our website under [Forms and Applications](#), submitted to privateprovider@seminolecountyfl.gov email address the business day prior to the scheduled inspection. *****NOTIFY ALL CONTRACTORS AND SUBCONTRACTORS TO SCHEDULE THROUGH THE PRIVATE PROVIDER AND NOT WITH SEMINOLE COUNTY ONLINE OR BY PHONE*****
7. Revisions are required to be submitted as needed after issuance. This includes the Seminole County Revision form found on our website under Forms and Applications.
8. Inspection Reports- Submit inspection reports via email to privateprovider@seminolecountyfl.gov, within 2 business days of inspection

Certificate of Compliance (COC) packet- Inspection-only projects are required to submit the following forms in a packet to close a permit

9. All inspection reports and field documents (final termite treatments, blower door test (residential), final state elevator certificates, final insulation certificates, the test and balance report, compaction reports (if required by the inspector), thresh hold reports, field letters from the EOR if requested by the inspector, Seminole County re-roof dry-in affidavits, Seminole County in progress soffit affidavits, Health Department septic approval, commercial pool operating permit, etc.) Seminole County forms may be found on our website under Forms and Applications
10. Inspection Summary- per issued trade/ sub-permit on that specific permit number
11. Certificate of Compliance- is required to close the permit and issue a certificate of completion or occupancy

Plan Review and Inspection Projects

Use our Forms unless otherwise notated on the form in this packet

It is required to submit the NTBO packet at the time of application submittal

Notice to Building Official (NTBO) packet requirements

1. Identification page
2. Employment Affidavit- listing the project address, all employee names, current license numbers, email addresses, and phone numbers for all that will be inspecting on the permit
3. Notice to Building Official (NTBO)
4. Point of Contact- listing a contact for the contractor, private provider, and owner. These will be entered into our online permitting system, ePlan, for view-only access to all
5. Resume(s) and current professional license(s) for the private provider
6. Plan Compliance form –per trade for commercial
7. List of Approved Drawings- any file with a private provider approval stamp is required to be listed
8. Project Information form- **** only if applicable to your scope of work*
9. Required Inspections- using Seminole County codes inspection and names provided in this packet
10. A complete set of approved plans stamped by your private provider. The plans should meet all current Codes including Seminole County Amended Chapter 1- Administrative Code. They are required to be uploaded as individual PDF files according to the plan index. Approval stamps must be legible if the sheet is printed and **not** removable from the file. Digital Signature verification from the design professional is required for all plans requiring Fire Plan Review.
11. Private Provider (with Structural Peer Reviewer) -only if applicable to the project
***All emailed packets to privateprovider@seminolecountyfl.gov will receive a confirmation of approval and acceptance.*

Plan Review and Inspection projects are required to submit the following forms after the permit issuance

12. Any revisions, as they occur during inspections, from the original approved plans on file with Seminole County by requesting a revision as they occur in the field. A new Plans Compliance, List of Approved Drawings, and Required Inspections (a complete set of Required Inspections is needed if adding to the scope of work or another trade not previously permitted) along with the Seminole County Revision Form found on our website under Forms and Applications.
13. Inspection Scheduling Notification- Found on our website under Forms and Applications, submitted to privateprovider@seminolecountyfl.gov the business day prior to the scheduled inspection.
*****NOTIFY ALL CONTRACTORS AND SUBCONTRACTORS TO SCHEDULE THROUGH THE PRIVATE PROVIDER AND NOT WITH SEMINOLE COUNTY ONLINE OR BY PHONE*****
14. Inspection Reports- Submit inspection reports via email to the same email address listed on the Private Provider Inspection Scheduling Notification form and listed above within 2 business days of the inspection

Certificate of Compliance (COC) packet- Plan Review and Inspection only projects are required to submit the following forms in a packet to close a permit

15. All inspection reports and field documents (final termite treatments, blower door test (residential), final state elevator certificates, final insulation certificates, the test and balance report, compaction reports (if required by inspector), thresh hold reports, field letters from the EOR if requested by the inspector, Seminole County re-roof dry-in affidavits, Seminole County in progress soffit affidavits, Health Department septic approval, commercial pool operating permit, etc.) Seminole County forms may be found on our website under Forms and Applications
16. Inspection Summary- per issued trade/ sub-permit on that specific permit number
17. Certificate of Compliance- to close the permit and issue a certificate of completion or occupancy

Stocking and Training (S&T) Permit Process with prior approval from Seminole County (Commercial)

1. Submit the signed Stocking and Training application to Privateprovider@seminolecountyfl.gov- found on our website under [Forms and Applications](#)
2. If approved, the fee will be placed on the permit for payment online or in the office
3. All separate life safety permits are approved, or you are in communication with your inspectors regarding your need for Stocking and Training (fire protection, site lighting, access control, etc.)
4. Schedule S&T inspections, per issued trade, found in this packet, with your private provider and any County inspections (Engineering and Fire if applicable) per each issued trade on the permit
5. Submit all signed S&T inspection reports- include approvals per issued trade on the permit
6. Stocking and Training form- from the private provider in this packet

TCO/ TCC Process with prior approval from Seminole County (Commercial)

1. Request a TCO by submitting an email to privateprovider@seminolecountyfl.gov, including the permit number and project address. This should be from the contractor or someone with power of attorney for their license.
2. If approved, the fee will be placed on the permit for payment online or in the office
3. All separate life safety permits are approved and closed (fire protection, site lighting, access control, etc.)
4. Schedule TCO inspections, found in this packet, with your private provider and County inspectors (Engineering and Fire if applicable)
5. Submit all signed TCO inspection reports- per issued trade
6. All field documents as outlined on page 3&4 for the COC packet. Temporary elevator certificates will be accepted for a TCO if **the only** outstanding item is obtaining the permanent certificate from the State.
7. Certificate of Compliance Request for TCO/ TCC- with details of the outstanding items preventing the request for a certificate of occupancy (CO) or a certificate of completion (CC)

Please contact Seminole County if you are trying for a Stocking and Training permit or a Temporary Certificate of Occupancy so we may assist you with the process.

PrePower process:

1. PRIOR TO SCHEDULING THE INSPECTION WITH YOUR PRIVATE PROVIDER- a Request for PrePower Agreement, found on our website under [Forms and Applications](#), containing all signatures must be received and approved per permit by Seminole County.
2. PRIOR TO SCHEDULING THE INSPECTION WITH YOUR PRIVATE PROVIDER- Seminole County PrePower fee and all other outstanding fees (including impact fees) must be paid prior to scheduling a PrePower inspection with the Private Provider. Fees may be verified through [Building Permits Online](#) found under Building Permits on www.seminolecountyfl.gov.
3. Private Provider emails the Notification of Scheduling form to privateprovider@seminolecountyfl.gov
4. Affidavit for Power- submit this form and specify the type of power to be released by the Private Provider from this packet. Commercial projects will be required to list the meter/ load center name(s) as listed on the approved electrical plans and listed on the Project Information Form. If not energizing all panels state that the lock and tag out procedure would apply by panel name.
5. An approved PrePower inspection report from the Private Provider. Commercial permits must list the meter/ load center name(s) as listed on the plans that you are requesting to be energized. **If not** energizing all panels state that the lock and tag out procedure would apply by panel name.

ALL FEES MUST BE PAID PRIOR TO PREPOWER OR FINAL ELECTRIC INSPECTION

TUG with PrePower process:

1. PRIOR TO SCHEDULING THE INSPECTION WITH YOUR PRIVATE PROVIDER- a Request for TUG with PrePower Agreement, found on our website under [Forms and Applications](#), containing both signatures must be received and approved per permit by Seminole County.
2. PRIOR TO SCHEDULING THE INSPECTION WITH YOUR PRIVATE PROVIDER- Seminole County TUG with PrePower fee. Fees may be verified through [Building Permits Online](#) found under Building Permits on www.seminolecountyfl.gov.
3. Private Provider emails the Notification of Scheduling form to privateprovider@seminolecountyfl.gov
4. Affidavit for Power- submit this form and specify the type of power to be released by the Private Provider from this packet.
5. An approved signed TUG inspection report from the Private Provider. PrePower is mandatory with Tug.

T-Pole or Change of Service Power Release:

1. Private Provider emails the Notification of Scheduling form to privateprovider@seminolecountyfl.gov
2. Affidavit for Power- specify the type of power to be released.
3. An approved T-Pole or Change of Service inspection report from the Private Provider.

Fee Adjustments for Building Permits:

If an owner elects to use a Private Provider, a reduction in building permit fees per our Fee Schedule will apply as follows:

Project Size	Inspections Only (Residential)	Plans Review & Inspections* (Residential)	Inspections Only (Commercial)	Plans Review & Inspections* (Commercial)
0 - 139,000 square feet	45%**	60%**	45%**	60%**
140,000 square feet or greater	NA	NA	65%**	75%**

- If the applicant chooses to use a Private Provider for plan review, the applicant must also use a Private Provider for inspections. If an applicant elects to use a Private Provider for plan review, the Plan Review Fee will not be assessed.
- This discount is only for the cost of the permits, specifically building, electrical, mechanical, plumbing, roof, gas, hood, refrigeration, and irrigation. It would not affect any other fees associated with a building permit such as impact fees, flood, fire permit fees, technology fees, or development fees.
- A complete Notice to Building Official (NTBO) packet must be received and accepted, prior to fees being assessed to receive the discount. Discounts will not be given to fees previously assessed or paid on a submittal.
- The local Building Official has the authority to visit and/ or audit the project site per F.S. 553.791.

Private Providers must be registered with Seminole County and have an approved packet on file to receive a discount.

Identification page- this form is used for initially registering a Private Provider company. It must also be submitted with each NTBO packet per permit.

Employment Affidavit- listing all Duly Authorized Representatives with current licenses, email addresses, and phone numbers for those involved with the project. License(s) and resumes and/ or qualification statements are required for the private provider regulated by F.S. Chapter 481 (Architects), Chapter 471 (Engineers), and Chapter 468, Part XII (Building Code Administrators and Inspectors). This is to be submitted by permit, at the time of the Private Provider Selection. This is required for all NTBO packets. If provisional licenses are listed, either indicate on the form or provide a letter from the Building Official of your company who will be directly supervising those holding provisional licenses.

Notice to Building Official (NTBO) - 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 pm. local time, 2 business days before the first scheduled inspection. This packet is required at the time of application submittal if using a Private Provider for plan review and inspections. A separate NTBO packet is required for each master permit or stand-alone permit number, however, not for sub-permits that are associated with a master permit number. Contact us if you have questions.

Project Information- This is for plan review and inspection permits only. The Private Provider is required to provide the information from the plan review for the structure unless it is a minor repair or single trade permit. We use this information to verify with the ICC tables and print the correct information on a certificate of occupancy or completion. Contact us if you have any questions.

Point of Contact with Seminole County- This provides an individual from the contractor, owner, and Private Provider to whom we will enter our ProjectDox ePlan system as "view only" with access to the records we have on file. We may also, contact these individuals regarding the project or supply another individual related to the project with this information. E.g. owners, design professionals, and subcontractors. This is required to be updated should any of the information change. If an owner's email is not provided, select the box stating that the contractor and/or private provider will be providing the information in our system to the owner.

Plan Compliance Affidavit- This form is required for a plan review and inspections-only submittal. This form states the plans were reviewed stamped approved by the selected Private Provider. They are certifying that the stamped plans comply with the current building codes, including Seminole County Amended Chapter 1 - Administrative Code. For commercial, each affidavit may represent only one review discipline. Building, structural, electrical, mechanical, and plumbing. This form is required to be submitted for each review cycle prior to issuance and for revisions after issuance.

List of Approved Drawings- This form records all the individual stamped approved drawings, listing all applicable files according to the scope of work being reviewed and approved for plan compliance. These should include all individual plan pages, with the exception of a multi-page document that contains an approval stamp by your company. The approval stamp on each file from the private provider must be embedded and not removable from the plans. This may include but is not limited to all files listed on a plan index, manufacturer specifications (multi-page file), details sheets, narratives, truss engineering (multi-page file), energy calculations (multi-page file), etc. The files should be named according to the plan index and uploaded to our system with the 3-digit prefix and the same file name. E.G. 001 A1 Cover page, 002 A2 Site Plan, 003 A3 Architectural Floor Plan, and so on until all files have been uploaded.

Plan Compliance Affidavit (for use with a separate Structural Peer Reviewer) – This is a specific version that is used for the structural discipline if a third party performs a Structural Peer Review for the building project.

Required Inspections from Plan Review- Private Providers must submit a list of inspections, per discipline, using Seminole County's inspection names and/ or codes, found in this packet. These are to be listed according to the plan review performed by the Private Provider. This is how Seminole County is notified of what licenses to have attached and the type of permits to create under the master permit number.

Inspection Report- Must be received within 2 business days of the inspection date from the Private Provider. These may be submitted electronically to Privateprovider@seminolecountyfl.gov

Plan Changes- If plans change, including revisions after issuance, or pages are uploaded due to other County review agency comments, the plans will need to be stamped and approved by the private provider. Fire Plan Review requires digitally signed and sealed plans according to the Florida Administrative Code. A new Plan Compliance and List of Approved Drawings forms from the Private Provider will be required reflecting the latest revised plans. A complete list of Required Inspections will only be required for additional scopes of work or trades being added to the permit.

Affidavit for Power- Specifying the type of power to be released, name of load or meter center as shown on the approved electrical plans and submitted with the approved inspection report from the Private Provider. If you are not releasing all panels, please specify which panels will be locked and tagged out to prevent releasing incorrect panels.

Changing the Private Provider- Acknowledgment from the fee owner to Seminole County if the fee owner or the fee owner's contractor makes any changes to the listed private providers or the services to be provided by those private providers, the fee owner or the fee owner's contractor shall, within 1 business day after any change or within 2 business days before the next scheduled inspection, update the notice submitted to Seminole County to reflect such changes.

In addition, the fee owner or the fee owner's contractor shall post at the project site, before the commencement of construction and update within 1 business day after any change, on a form to be adopted by the commission, the name, firm, address, telephone number, and email address of each private provider who is performing or will perform building code inspection services, the type of service being performed, and similar information for the primary contact of the private provider on the project.

If the Private Provider is terminated during the Plan Review or otherwise fails to complete the plan reviews and issue the appropriate affidavits, the Owner may find another Private Provider to finish the reviews and assume all responsibility. Alternatively, the County may take over the plan reviews but will conduct a full re-review.

Inspection Summary- This form is required per issued trade and should accompany the Certificate of Compliance (COC) form along with all inspection reports in the COC packet.

Certificate of Compliance- This form is required to be signed and sealed per the Florida Administrative Code for Engineers and Architects. It will be submitted when closing a permit. It will be accompanied by the Inspection Summary form for all permitted disciplines and all inspection reports. There is one for requesting a temporary certificate of occupancy (with prior approval) and a permanent certificate of occupancy or completion. Select the correct form according to your request.

Expiration of a permit- If your scope of work is not complete within 180 days of permit issuance, submit the latest approved inspection report to Privateprovider@seminolecountyfl.gov. This will allow us to extend the permit 180 days from the last approved inspection. If it is past expiration, submit a Renewal /Extension of Permit Request form found on our website under Forms and Applications.

Please contact the Building Division with any questions or concerns regarding Seminole County's Private Provider Process at 407.665.7050 or Privateprovider@seminolecountyfl.gov

Identification Page

For the use of Private Provider Florida Statutes 553.791

Private Provider Company

Type of Business Entity (select one)

Corporation Partnership LLP LLC Other

Company Name: _____

Business Address: _____

Federal Employed ID # (FEIN): _____

Email: _____

Phone: _____

Alternate Telephone: _____

Qualifier

Name of Qualifier: _____

Email: _____

Phone: _____

Architect, FL Reg. No: _____

Professional Engineer, FL License No: _____

For Engineers, state your area(s) of competency: _____

Building Code Administrator FL License, No: _____

(Only for private providers licensed as a building code administrator under part XII of chapter 468)

The Private Provider is responsible for maintaining all record of their submittals to Seminole County. Those listed on the Point of Contact form will be entered into our online system for access to the Notice to Building Official and Certificate of Compliance packets on each permit per 553.791 2(c)

Under penalties of perjury, I declare that I have read the foregoing Identification Page and that the facts stated in it are true to the best of my knowledge and belief.

Signature of Qualifier: _____ Date: _____

[Signature of Qualifier]

Employment Affidavit

Private provider letterhead is acceptable and must include our minimum language below

Submit one copy with the Notice to Building Official packet and post one copy at the job site.

Project Name & Address: _____

Private Provider Company: _____

Contact: _____ Phone: _____

Service(s): ___ Plan Review & Inspections or ___ Inspections only Permit No: BP _____

DULY AUTHORIZED REPRESENTATIVES: (Use additional pages as necessary.)

Name	License Number(s)	Discipline(s)	Email Address	Phone

Submit resumes and copies of their professional license(s) for the Qualifier and each Duly Authorized Representative with each permit submittal.

I, _____, the Private Provider who is qualifying my business, do hereby affirm that the Duly Authorized Representatives listed above are my employees, or employees of my firm, as required by Florida Statute 553.791 and are entitled to receive unemployment compensation benefits under Chapter 443 of the Florida Statutes.

Affirmation for provisional licenses for qualifiers licensed as an Engineer under Chapter 471 or an Architect under 481

_____, Building Code Administrator license _____ is our Building Official. They are supervising _____, those who hold one or more provisional licenses listed above.

Under penalties of perjury, I declare that I have read the foregoing Employment Affidavit and that the facts stated in it are true to the best of my knowledge and belief.

Signature of Qualifier: _____ Date: _____

[Signature of Qualifier]

Notice to Building Official For the use of Private Provider Florida Statutes 553.791

Project Name: _____ Address: _____

Project number: BP-_____ Phased Permit? (For Commercial only) ___Yes___ No

Services to be provided (select one) ___Inspections only___ ___Plan Review and Inspections*___

*Pursuant to F.S. 553.791: Seminole County does not allow the use of Private Providers for plan review only.

[Provide name & title] I, _____, the fee owner (or authorized signatory) of the property referenced above, hereby affirm that I have entered into a contract with the Private Provider firm identified below to conduct the services indicated above.

Private Provider Company: _____ FL Cert. of Authorization# _____

Address: _____ Phone: _____

Contact person: _____ Email: _____

Private Provider (Qualifier for the Business): _____ Florida License# _____

- (1) 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 F.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, plan 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
- (2) By executing this form, I acknowledge that I have made inquiries 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.
- (3) If the fee owner or the fee owner’s contractor makes any changes to the listed private providers or the services to be provided by those private providers, the fee owner or the fee owner’s contractor 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. A change of a duly authorized representative named in the permit application does not require a revision of the permit, and the building code enforcement agency shall not charge a fee for making the change.
- (4) The following attachments are on file with the County of Seminole County, pursuant to F.S 553.791, Florida Statutes: a) Qualification statements and/or resumes of the Private Provider. b) Proof of insurance for professional liability Such insurance shall have minimum policy limits of \$1 million per occurrence and \$2 million in the aggregate for any project with a construction cost of \$5 million or less and \$2 million per occurrence and \$4 million in the aggregate for any project with a construction cost of over \$5 million. Nothing in this section limits the ability of a fee owner to require additional insurance or higher policy limits.

___Individual___ ___Corporation___ ___LLC___ ___Other___

Print Name: _____ Authorized Signature: _____

State of Florida, County of _____

Sworn to (or affirmed) and subscribed before me by means of ___ physical presence or ___ online notarization, this ___ day of _____, 20___, by _____.

Name of Notary Public: _____

Signature: _____ (Notary Seal)

Personally, known to me or produced identification (type) _____

My Commission expires: _____

Point of Contact with Seminole County-
For the use of Private Provider Florida Statutes 553.791

Project Information:

Permit Application No: _____

Project Name: _____

Address: _____

Notes: _____

Select One: ___ Plan Review and Inspections ___ Inspection(s) Only

Contractor Company: _____

Individual's name: _____

Title: _____

Phone: _____

Email: _____

Private Provider Company: _____

Individual's name: _____

Title: _____

Phone: _____

Email: _____

Owner's name: _____

Phone: _____

Email: _____

The email address for the owner is not being provided to have electronic view-only access to this project. This will be the responsibility of the contractor and/or private provider to provide the owner with any information regarding their project.

Note: The email addresses provided will be entered into our online ProjectDox ePlan system. This will allow for "View Only" access to all documentation for this specific submittal. You are required to update this information with Seminole County should it change throughout your active project.

These individuals will have their contact information provided to others within the project. e.g. design professionals, subcontractors, another owner, multiple representatives from the contractor, and a private provider company. Delays may be possible if Seminole County does not have the current point of contact for the project to relay any pertinent information.

Plan Compliance Affidavit

For the use of Private Provider Florida Statutes 553.791

Project Information:

Permit Application No: BP _____

Project Name: _____

Address: _____

Notes: _____

Check all that apply:

Stand-alone Plan Revision Additional Plan/ Shop Drawing Phased permit

Private Provider Information:

Name of Company: _____ Email: _____

Address: _____ Phone: _____

I HERBY CERTIFY that to the best of my knowledge and belief, the plans submitted for the above-referenced project were reviewed according to, and are in compliance with, Florida Building Code(s), Seminole County Amended Chapter 1 - Administrative Code and all local amendments thereto, either by myself or my Duly Authorized Representative, identified in this packet, who is authorized to perform plans review pursuant to Section 553.791, Florida Statutes, and holds the appropriate license or certificate.

SEMINOLE COUNTY
FLORIDA'S NATURAL CHOICE

Discipline: _____
(e.g. Building, Electrical, Mechanical, or Plumbing)

Plans Examiners Printed Name: _____

FL License No.: _____

Under penalties of perjury, I declare that I have read the foregoing Plan Compliance Affidavit and that the facts stated in it are true to the best of my knowledge and belief.

Signature of Plans Examiner: _____ Date: _____

[Signature of Plans Examiner]

List of Approved Drawings

Private provider letterhead is acceptable and must include our minimum language below

Project Information:

Permit Application No: BP _____

Project Name: _____

Project Address: _____

Scope of work: _____

Calculations included: ___Yes ___ No of pages ___ No

NOA's: ___ Yes ___ No * if yes, list after approved drawing sheets

List all applicable files according to the scope of work being reviewed and approved for plan compliance. These should include all individual plan pages, apart from a multipage document, that contains an approval stamp by your company. This may include but is not limited to all files listed on a plan index, manufacturer specifications (multipage file), details sheets, narratives, truss engineering (multipage file), energy calculations (multipage file), etc. Additional forms may be attached if needed.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Private Provider Information:

Company name: _____

Duly Authorized Representative: _____

FL License No.: _____

Under penalties of perjury, I declare that I have read the foregoing List of Approved Drawings and that the facts stated in it are true to the best of my knowledge and belief.

Signature of Plans Examiner: _____ Date: _____

[Signature of Plans Examiner]

Project Information

(Required for each private provider plan review and inspection project for new structures, alterations, repairs, additions, change of use, etc.)

Permit Application No.: BP _____

Project name: _____

Address: _____

Notes: _____

Check all that apply:

Stand-alone Plan Revision after issuance Additional Plan/ Shop Drawing Corrections Phased permit

Private Provider Information:

Name of Company: _____

Address: _____

Email: _____ Phone: _____

Construction Type	
Occupancy Type (Include all that may apply)	
Occupancy Group	
Total Sq. Ft & Conditioned Sq. Ft.	
Fire Protection System (all permits applied for separately)	
Total Occupancy Load	
Number of Stories	
Building Height	
Number of units in structure (if applicable)	

Meter/Load Centers for commercial projects are to be energized as named on the electrical plans

1. _____
2. _____
3. _____
4. _____
5. _____

Per Seminole County Amended Chapter 1 - Administrative Code

Grease Interceptor	Yes	No
Elevator	Yes	No
# of gas outlets shown on the plans		
On septic	Yes	No

Required Inspections from Plan Review

Private Provider's Company Letterhead is acceptable with Seminole County inspection names and/or codes as presented in this packet. Submit the letter with the Project and Private Provider information as well as a list of all applicable inspections required per the plan review shown in the various categories below.

Project Information:

Permit Application No.: BP _____

Project Name: _____

Address: _____

____ Stand-alone Plan ____ Revision after issuance ____ Phased permit

Private Provider Information:

Name of Company: _____

Address: _____

Email: _____ Phone: _____

Building Inspections-

- Individually

Electrical Inspections-

- List

Low Voltage Electrical Inspections-

- The required inspections

Roofing Inspections-

- Per the plan review performed.

Plumbing Inspections-

- The inspection code and name may be

Mechanical Inspections-

- Found in this packet

Gas Inspections-

- Additional pages may be required

Medical Gas Inspections-

- Include private provider and project information as above

Commercial Exhaust Hood Inspections-

- On all additional pages

Refrigeration Inspections-

- Contact us if you have any questions

INSPECTION DESCRIPTION	CODE		
Building		EXT WALL COVERING PROGRESS	B169
FOOTER/SETBACK	B102	SOFFIT IN PROGRESS	B170
SLAB	B103	WINDOW / DOOR BUCK	B159
MONOLITHIC SLAB/SETBACK	B104	DRY IN WALL (DO NOT USE)	B160
LATH	B107	SOFFIT	B161
LINTEL	B108	DRY IN WALL	B162
COLUMN	B109	REROOF DRY IN & SHEATHING NAIL	B163
TIE BEAM	B110	POOL SAFETY	B164
FRAME	B112	S & T BUILDING *	B165
INSULATION	B113		
FIREWALL/FASTENING	B114	Electrical	
DRYWALL NAILING	B115	TEMP POLE	E401
FINAL BUILDING	B116	UNDERGROUND ELECTRICAL	E402
STEEL AND SETBACK	B117	UNDERGROUND SLAB\ELECTRICAL	E403
FINAL MOBILE HOME	B118	ROUGH ELECTRIC	E404
SIGN FOOTER	B121	WALL ROUGH	E405
FINAL SIGN	B122	CEILING ROUGH	E407
SHEATHING WALL	B124	FINAL ELECTRIC	E408
MOBILE HOME PARK & TIE DOWN	B125	CHANGE OF SERVICE	E411
FINAL SCREEN ENCLOSURE	B128	FINAL POOL/SPA	E412
FINAL FENCE/WALL SETBACK	B129	FINAL SIGN ELECTRICAL	E414
JOIST	B131	FINAL MOBILE HOME/ELECTRIC	E415
OPTIONAL STRUCTURAL FRAME	B135	PREPOWER ELECTRIC *	E417
FINAL ROOF	B139	SAFETY	E418
DRIVEWAY/SIDEWALK	B142	TUG SERVICE*	E421
FF ELEV CERT\PRIOR TO SLAB	B144	DECK BOND	E423
FF ELEV CERT\PRIOR TO FINAL BD	B145	FINAL POOL ELECTRIC/SAFETY	E424
DECK	B147	LOW VOLTAGE ROUGH	E425
SHEAR WALL	B152	LOW VOLTAGE FINAL	E427
FOUNDATION WATER PROOFING	B155	FOOTER/GROUND	E429
SHEATHING ROOF	B156	ROUGH ELECTRICAL SOLAR	E431
ROOF DRY IN	B157	PRE-WIRE ELECTRICAL SOLAR	E432
TILE/ METAL UNDERLAY/ FLASH	B158	FINAL ELECTRICAL SOLAR	E433
TCO BUILDING *	B166	FINAL ELV. SURVEY/BEFORE FINAL	E434
ROOF IN PROGRESS COMMERCIAL	B167	TENT ELECTRICAL	E435
ROOF IN PROGRESS RESIDENTIAL	B168	S & T ELECTRICAL *	E436
		TCO ELECTRICAL *	E437

Mechanical		Plumbing	
ROUGH MECHANICAL	M301	ROUGH PLUMBING	P201
UNDERGROUND MECHANICAL	M302	SEWER	P203
FINAL MECHANICAL	M303	SECOND ROUGH PLUMBING	P204
TCO MECHANICAL *	M310	IRRIGATION METER	P208
S&T MECHANICAL *	M311	SOLAR	P211
ROUGH REFRIGERATION	M320	ROOF DRAIN	P213
ROUGH HOOD	M330	IRRIGATION SYSTEM	P244
FINAL HOOD	M331	FINAL PLUMBING	P245
FINAL REFRIGERATION COOLER	M321	POOL UNDERGROUND PLUMBING	P249
Gas		POOL ROUGH PLUMBING	P250
ROUGH GAS	G502	POOL FINAL PLUMBING	P251
FINAL PIPING	G504	S & T PLUMBING *	P252
FINAL GAS	G506	TCO PLUMBING *	P253
MED GAS ROUGH IN	G508	FINAL ELV. SURVEY/PRIOR TO INS	P264
MED GAS FINAL	G509		
TCO GAS *	G511		
S&T GAS *	G513		

*Requires additional fees and paperwork. These inspections should not be listed on the Required Inspections form. These will require prior approval, contact us for details at 407.665.7050.

Only the minimum required inspections for the scope of work being performed must be listed. Optional* inspections can be requested and submitted without being listed on the initial Required Inspections form.

If Fire and/or Engineering inspections are listed on your permit card, you may schedule these with the County online.

Private Provider Inspection Notification

Inspection Date: _____

Permit number: BP _____

Project: _____

Project Address: _____

Private Provider: _____

Trade: _____

Seminole County Inspection Code/ Name: _____

All inspection requests and reports must be emailed to the following:

Privateprovider@seminolecountyfl.gov

Private Provider (with separate Structural Peer Reviewer)

For the use of Private Provider Florida Statutes 553.791

Project Information:

Permit Application No.: BP _____

Project Name: _____

Address: _____

Notes: _____

Check all that apply:

Stand-alone Plan Revision Additional Plan/ Shop Drawing Phased permit

Private Provider Information:

Name of Firm: _____

Name: _____ FL License No.: _____

Address: _____

Email: _____ Phone: _____

I HERBY CERTIFY that to the best of my knowledge and belief, the plans submitted for the above-referenced project were reviewed and approved in full accordance with the Seminole County Building Division requirements for Structural Peer Review by a separate Reviewing Engineer:

I HAVE VERIFIED that he/she holds a valid license to practice engineering in the State of Florida, and that he/she has been authorized by the County of Seminole to perform a Structural Peer Review for this specific project. **I ALSO CERTIFY** that I have reviewed the Structural Peer Review report prepared by the aforementioned Reviewing Engineer and that it was prepared in full accordance with the County of Seminole Building Division requirements for Structural Peer Review. **I FURTHER CERTIFY** that to the best of my knowledge and belief, I (or my Duly Authorized Representative) have reviewed the plans submitted herewith for conformance with Rule 61G15-23.001 of the Florida Administrative Code, which sets forth the minimum for sealing engineering documents and the information included therein. Provide a list of all plan sheets and documents reviewed with dates, including the Structural Peer Review report. The submitted drawings must agree with this log exactly. **Attach as many pages as needed digitally signed and sealed. Wet or embossed sealed original documents need to be submitted to our office**

Under penalties of perjury, I declare that I have read the foregoing Private Provider with a Separate Structural Peer Review and that the facts stated in it are true to the best of my knowledge and belief.

Print Name: _____ FL License No: _____

Signature of Qualifier: _____ Date: _____

[Signature of Qualifier]

*****Engineers and Architects are required to sign and seal the document. Digitally sealed if transmitted electronically, or the original wet or embossed sealed document must be submitted to the office. *****

Inspection Report (Sample) F.S 553.791

The Private Provider's Company Letterhead is acceptable. The statement below is the minimum language required on your form. The report must always be kept at the job site, available for review by the Building Official or his/her representatives. Approved inspection reports may be required from other inspecting agencies such as the Fire Division. **All inspection results should be submitted to Seminole County through privateprovider@seminolecountyfl.gov within 2 business days after inspection.**

Permit Application No.: BP _____

Inspection Date: _____ Report No: _____

Project Name: _____

Job Address: _____

Contractor: _____ Contractor's Rep.: _____

Was the permitting agency notified of the inspection? ____ Yes ____ No

Trade: _____ Type or name of inspection: _____

Results: Approved Partially Approved Rejected Field Check only

Remarks: _____

Action Required:

Call for reinspection Plan revision RFI from a design professional (submitted to the County)

Inspector: _____ License No.: _____ Signature: _____

** Reminder that all revisions must be submitted to Seminole County. Please contact us if you need assistance.

AFFIDAVIT FOR POWER F.S. 553.791

Private provider letterhead is acceptable and must include our minimum language below

Reminder if you request TUG, PrePower is mandatory.

Select One:

_____ Temporary Pole _____ Change of Service _____ Tug _____ Prepower

(Date)

Mr. Bob Pike, Building Official
Seminole County Building Department
1101 East First Street, Sanford, FL 32771

Project name _____

Project Address: _____

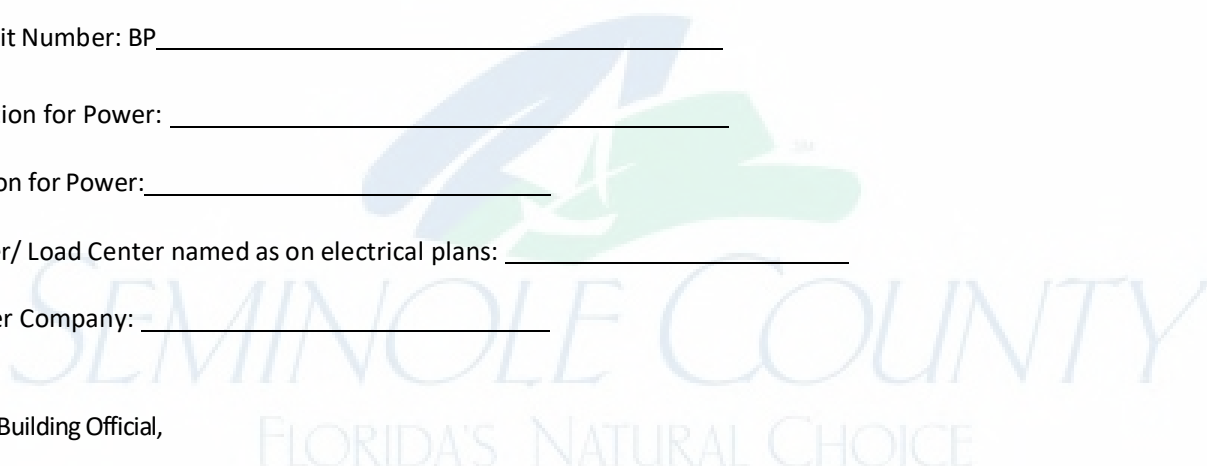
Permit Number: BP _____

Location for Power: _____

Reason for Power: _____

Meter/ Load Center named as on electrical plans: _____

Power Company: _____



Dear Building Official,

I hereby state that fire sprinklers if applicable, have flow in case of fire. I hereby state that all required inspections have been completed _____. I hereby request _____ for the permit number listed above.

(Enter Temporary Pole, Change of Service, Tug, or PrePower in the blanks above)

Under penalties of perjury, I declare that I have read the foregoing Affidavit for Power and that the facts stated in it are true to the best of my knowledge and belief.

Print Name: _____ FL License No: _____

Signature of Qualifier: _____ Date: _____

[Signature of Qualifier]

INSPECTION SUMMARY F.S. 553.791

Private provider letterhead is acceptable and must include our minimum language below

(Date)

Mr. Bob Pike, Building Official
Seminole County Building Department
1101 East First Street, Sanford, FL 32771

Project name: _____

Project address: _____

Permit application number: BP _____

Inspection trade: _____

(Building, Electrical, Mechanical, Plumbing, or Gas, etc.)

Dear Building Official,

I, _____, hereby certify that all required inspections under the inspection trade captioned above have been completed and approved, as evidenced by the accompanying final reports of each inspection category within that trade. This document has been prepared in accordance with F.S. 553.791 and is being submitted to the Seminole County Building Department for the purpose of closing out the permit captioned above.

Under penalties of perjury, I declare that I have read the foregoing Inspection Trade Summary and that the facts stated in it are true to the best of my knowledge and belief.

Print Name: _____ FL License No: _____

Signature of Qualifier: _____ Date: _____

[Signature of Qualifier]

Request for Stocking and Training permit with prior approval from Seminole County

Private provider letterhead is acceptable and must include our minimum language below

(Date)

Mr. Bob Pike, Building Official
Seminole County Building Department
1101 East First Street, Sanford, FL 32771

Project name _____

Project address: _____

Permit application number: BP _____

Dear Building Official,

To the best of my knowledge, belief, and professional judgment, all required inspections have been completed in conformance with the approved plans and applicable codes, except that a portion (or portions) of the scope of work authorized under the aforementioned permit has not been fully completed, and/or conditions exist which have not yet been satisfied, as follows:

EXPLAIN IN DETAIL the areas remaining completed prior to requesting a temporary or permanent certificate of occupancy.

I HEREBY ATTEST that to the best of my knowledge, belief, and professional judgment, there are no known issues relating to life safety, ADA/FHA, or structural conditions that would preclude the issuance of a Stocking and Training permit.

Under penalties of perjury, I declare that I have read the foregoing Stocking and Training Request and that the facts stated in it are true to the best of my knowledge and belief.

Print Name: _____ FL License No: _____

Signature of Qualifier: _____ Date: _____

[Signature of Qualifier]

TEMPORARY CERTIFICATE OF COMPLIANCE F.S. 553.791

Private provider letterhead is acceptable and must include our minimum language below

Request for TCO/TCC with prior approval from Seminole County

(Date)

Mr. Bob Pike, Building Official
Seminole County Building Department
1101 East First Street, Sanford, FL 32771

RE: Project name _____
Project address: _____
Permit application number: BP _____

Dear Building Official,

To the best of my knowledge, belief, and professional judgment, all required inspections have been completed in conformance with the approved plans and applicable codes, except that a portion (or portions) of the scope of work authorized under the aforementioned permit has not been fully completed, and/or conditions exist which have not yet been satisfied, as follows:

EXPLAIN IN DETAIL the remaining completed prior to requesting a permanent certificate of completion or occupancy.

I HEREBY ATTEST that to the best of my knowledge, belief, and professional judgment, there are no known issues relating to life safety, ADA/FHA, or structural conditions that would preclude the issuance of a Temporary Certificate of [Occupancy or Completion].

Under penalties of perjury, I declare that I have read the foregoing Temporary Certificate of Compliance and that the facts stated in it are true to the best of my knowledge and belief.

Print Name: _____ FL License No: _____

Signature of Qualifier: _____ Date: _____

[Signature of Qualifier]

*****Engineers and Architects are required to sign and seal the document. Digitally sealed if transmitted electronically, or the original wet or embossed sealed document must be submitted to the office. *****

CERTIFICATE OF COMPLIANCE F.S. 553.791

Private provider letterhead is acceptable and must include our minimum language below

Request for CO/CC

(Date)

Mr. Bob Pike, Building Official
Seminole County Building Department
1101 East First Street, Sanford, FL 32771

RE: Project name _____

Project address: _____

Permit application number: BP _____

Dear Building Official,

I, _____, having reviewed and supplied all inspection reports including the approved, that apply to the permitted scope of work for any Building/ Structural, Roofing, Electrical, Mechanical, Gas, Medical Gas, or Plumbing, as evidenced in the accompanying log of completed inspections, and HEREBY CERTIFY that all building components and site improvements for the project captioned above have been inspected under my authority. 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.

All required plan revisions and/or additional plans along with all field documents have been submitted to the County of Seminole County and have been approved; and,

The scope of work authorized under the aforementioned permit has been fully completed; therefore, I have no objection to the issuance of a Certificate of [Occupancy or Completion].



Under penalties of perjury, I declare that I have read the foregoing Certificate of Compliance and that the facts stated in it are true to the best of my knowledge and belief.

Print Name: _____ FL License No: _____

Signature of Qualifier: _____ Date: _____

[Signature of Qualifier]

*****Engineers and Architects are required to sign and seal the document. Digitally sealed if transmitted electronically, or the original wet or embossed sealed document must be submitted to the office. *****