SEMINOLE COUNTY FLORIDA - PRIVATE PROVIDER PROGRAM

General Information
The use of Private Providers is authorized by Florida Statute 553.791, Alternative Plans Review and Inspection.

Seminole County requires that only the forms in this packet be used for any Private Provider documentation submitted to the County, except for inspection reports or similar. An Owner may elect to use a Private Provider at any time. However, the Private Provider is recognized only after the Seminole County reviews and accepts the “Notice to Building Official”.

Private Provider services may include inspections only, or plans review and inspections. Seminole County will not allow plans review only. The Private Provider’s role may be modified at any time by submitting a revised “Notice”, subject to the restrictions set forth below.

Private Provider plans review: Private Providers may review the following disciplines only: Building, Roofing, Structural, Electrical, Mechanical and Plumbing. All other disciplines (Zoning, Fire, Public Works, etc.) will be reviewed by the County.

Changing the Private Provider during Plans Review: If the Private Provider is terminated, 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.

Changing the Private Provider during Inspections: If the Private Provider is terminated, or otherwise fails to complete the inspections and issue the final compliance documents, the Owner must secure another Private Provider to take over the inspection duties until the completion of the project. The County of Seminole County will not take over inspection duties.

Private Providers must be registered with Seminole County. See below for more information.

Fee adjustments for building permits: A reduction in building permit fees may apply, as follows: For plans review and inspections, the building department fees will be reduced by forty percent (40%). For inspections only (or if the County began to review the plans before the Private Provider election was finalized), the Building permit fees will be reduced by twenty five (25%). For questions on the Seminole County’s Private Provider program, or about the registration process, contact Bob Pike, Seminole County Building Official at jpike@seminolecountyfl.gov or by calling 407-665-7050.
PRIVATE PROVIDER DOCUMENTS
Guide to Using the Official Forms
To be submitted for Registration with the Seminole County Building Department:

Private Provider Registration 553.791(15)(b)

The following supplemental information is also required:

1. Business:
   • Certificate from FL Dept. of State for the business entity (Corporation, LLP, etc.)
   • DBPR Certificate of Authorization for the firm.
   • Occupational (Business) license for the firm's principal place of business.

2. Insurance:
   • Certificate of professional liability insurance as required by FS 553.791(16). The certificate must
     include the County of Seminole County as the certificate holder, and must be sent to the County
     directly by the insurance company.

3. Personnel:
   • Resumes and copies of professional licenses for all Private Providers and all Duly Authorized
     Representatives regulated by F.S. Chapter 481 (Architects), Chapter 471 (Engineers) and
     Chapter 468 (Building Code Administrators and Inspectors).
   • Copy of driver licenses for all personnel listed above.

Employment affidavit for all Duly Authorized Representatives 553.791(8)

The following supplemental information is also required:

1. Licenses for all personnel regulated by F.S. Chapter 481 (Architects), Chapter 471 (Engineers)
   and Chapter 468, Part XII (Building Code Administrators and Inspectors). To be submitted at the
   time of Private Provider election:

Notice to Building Official 553.791(4)

The Notice to Building Official is executed by the fee owner of the building project, and officially
recognizes the use of a Private Provider. It specifies the scope of services to be performed— either plans
review and inspections, or inspections only. A separate Notice is required for each master permit or
stand-alone permit, but not for sub-permits which are associated with the master permit.

Personnel Identification & Job Site Directory 553.791(4)

This document identifies all Private Providers and Duly Authorized Personnel to be used on the project.
NOTE: A second copy is to be posted at the job site during construction.
Private Provider plans review:

Plan Compliance Affidavit 553.791(6)
This is required if the plans are reviewed and stamped by the Private Provider, and certifies that the plans are in compliance with the building code. Each affidavit may represent only one review discipline.

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

List of Approved Drawings
This form records all of the individual approved drawings, including the latest dates.

Plan Changes
If plans change or pages are added due to other County review agency comments, plans will need a PP Stamp, or new affidavit for updated or added pages.

Private Provider inspections:

Personnel Identification & Job Site Directory 553.791(4)

Inspection Report(s) (Using the Private Provider's letterhead) 553.791(10) To be maintained at the job site, available at all times for verification by the Building Official. NOTE: See the sample form for minimum required information to be included.

Inspection Summary (Using the Private Provider's letterhead) 553.791(10) To be used when closing out each inspection trade, and submitted to each trade chief prior to the project closeout.

Project closeout (Statements of Inspection):

Certificate of Compliance (CO/CC) 553.791(11) This document certifies that the project has been fully completed, all inspections have been approved, and that all required plan revisions and/or additional plans have been submitted to the County of Seminole County and approved. This document is a formal request for the Building Official to issue the Certificate of Occupancy (or Completion).

Certificate of Compliance (TCO/TCC) 553.791(11) This document is used for partially completed work, or for other situations where a standard CO/CC is not warranted. It must include a detailed explanation of any proposed exclusions or conditions in qualifying the building for certification. All is subject to evaluation by the Building Official prior to approval.
PRIVATE PROVIDER REGISTRATION Florida Statutes §553.791(15)(b)

Identification Page

PRIVATE PROVIDER FIRM

Name of Firm: _______________________________ FL Certificate of Authorization no.: ____________

Business Address: _________________________________ Federal Employer ID # (FEIN): ____________

Type of business entity:

□ Corporation □ Partnership □ LLC □ LLP □ Other

Telephone: __________________ Fax: __________________ Email: ___________________________

QUALIFIER

Name of Qualifier: ______________________________ Signature: _______________________________

□ Architect, FL Reg. no: ________________ □ Professional Engineer, FL License no: ____________

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

Address ____________________________________________ Email: __________________________

Telephone: _________________________ Alternate Telephone: _____________________________

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 person acknowledging), who is [ ] personally known to me; or [ ] has produced ____________________
_________________________ as identification., and who being fully sworn and cautioned, states that the
foregoing is true and correct to the best of his/her knowledge and belief.

Signature of Notary Public ________________________________

My Commission Expires: __________

(NOTARY SEAL)
EMPLOYMENT AFFIDAVIT

For Private Provider Duly Authorized Representatives F S §553.791(8)

Florida Statute 553.791(8) requires that all Duly Authorized Representatives are employees of the Private Provider who are entitled to receive unemployment benefits under Chapter 443 of the Florida Statutes.

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

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

I, ______________________________________, the Private Provider who is qualifying my firm, 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.

Include Seal/Signature/Date HERE:

Florida License No. ___________________

STATE OF ____________)  
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 person acknowledging), who is [ ] personally known to me; or [ ] has produced __________________________ as identification, and who being fully sworn and cautioned, states that the foregoing is true and correct to the best of his/her knowledge and belief.

Signature of Notary Public: ______________________________

My Commission Expires: __________

(Notary Seal)
NOTICE TO BUILDING OFFICIAL

For the use of Private Provider Florida Statutes §553.791(4)

Project Name: ___________________________________________ Address: ___________________________________________

Plan number: ___________________________ Folio no.: ___________________________ Phased Permit? □ Yes □ No

Services to be provided (select one): □ Inspections only □ Plans Review and Inspections*

*Pursuant to §553.791(2), F.S.: Seminole County does not allow the use of Private Providers for plans 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 Firm: ___________________________ FL Cert. of Authorization # ______________

Address: ___________________________________________ Tel: __________________ Fax: __________________

Contact person: ___________________________ Email: ___________________________

Private Provider (Qualifier for the Firm): ___________________________ Florida License # ______________

(1) I have elected to use one or more Private Providers to provide building code plans review and/or inspection services for the building or structure that is the subject of the enclosed permit application, as authorized by Section 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.

(2) 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.

(3) I understand that 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 Section 553.791, Florida Statutes. If I make any changes to the listed Private Providers, I shall, within one business day after any change, update this Notice to reflect such changes. The building plans review and/or inspection services provided by the Private Provider are limited to compliance with the Florida Building Code and do not include review for compliance with fire safety, land use, environmental or other codes.

(4) The following attachments are on file with the County of Seminole County, pursuant to §553.791, Florida Statutes: a) Qualification statements and/or resumes of the Private Provider and all duly authorized representatives. b) Proof of insurance for professional and comprehensive liability in the amount 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, relating to all services performed as a private provider. Said insurance includes tail coverage (Extended Reporting Period) for a minimum of 5 years subsequent to the performance of building code inspection services. For detailed, current requirements refer to § 553.791(16), F.S.

□ Individual Print Name: ___________________________ Signature: ___________________________

□ Corporation or □ Partnership Name of Business Entity: ___________________________________________

By: ___________________________ (signature) Print name & title: ___________________________

Address: ___________________________________________ Telephone: ___________________________

STATE OF __________ COUNTY OF ___________

Before me, this ______ day of ______, 20_____, personally appeared ___________________________, individually (or on behalf of the stated corporation/partnership), who executed the foregoing instrument, and acknowledged before me that same was executed for the purposes therein expressed. Personally known □ or Produced Identification □ Type of ID produced: ___________________________

Signature of Notary: ___________________________ My Commission Expires: ____________ (NOTARY PUBLIC SEAL)
PERSONNEL IDENTIFICATION & JOB SITE DIRECTORY F.S. § 553.791(4)

Use multiple pages if necessary.

Submit one copy with Form A.1 “Notice to Building Official”, and post one copy at job site.

Project Name & Address: ____________________________________________________________

Private Provider Company: ___________________________ Telephone: ____________________

Contact name: ____ Services: □ Plans review □ Inspections

Plan Process no: _____________________ Permit no: _________________________________

Name: ________________________________ □ Private Provider □ Duly Authorized Rep.
FL License(s): ________________________________ Telephone: ________________________

Service performed: □ Plans Review □ Inspections Discipline(s): ____________________

Name: ________________________________ □ Private Provider □ Duly Authorized Rep.
FL License(s): ________________________________ Telephone: ________________________

Service performed: □ Plans Review □ Inspections Discipline(s): ____________________

Name: ________________________________ □ Private Provider □ Duly Authorized Rep.
FL License(s): ________________________________ Telephone: ________________________

Service performed: □ Plans Review □ Inspections Discipline(s): ____________________
LIST OF APPROVED DRAWINGS Florida Statutes §553.791(6)

Project Information:
Permit Application #: _________________________________

Drawing pages approved (Page __ of __ ) Include a separate list of drawings by Item# Sheet# Rev/Delta Date

Name / Address:
________________________________________________________________________________________

This Submittal:
Scope of Work: _______________________________________
Calculations*: __yes __no # of pages ______
NOA’s*: __yes __no *Listed after drawing sheets attached.

Private Provider Information:
Company name: ________________________________
Duly Authorized Representative plans reviewer:
(Note: If utilized for the Plan Review, notarize below.)
Name: ________________________________ License # __________
Signature: ________________________________ Date: ______________

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 person acknowledging), who is [ ] personally known to me; or [ ] has produced ________________________ as identification.

Notary Signature: ________________________________
My commission expires: ______________

(NOTARY PUBLIC SEAL)
PLAN COMPLIANCE AFFIDAVIT Florida Statutes §553.791(6)

Project Information:
Permit Application Number: _________________________
Project Name: __________________________ Address: __________________________________
Folio no.: __________________________________ Notes: _________________

Check all that apply:
□ Stand Alone Plan  □ Revision  □ Additional Plan/Shop Drawing  □ Phased permit

Private Provider Information:
Name of Firm: _____________________________________ Email: ___________________________
Address: ________________________________________ Tel: ___________________ Fax: ______________

I HEREBY 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, the Florida Building Code(s) and all local amendments thereto, either by myself or by my Duly Authorized Representative* identified below, who is authorized to perform plans review pursuant to Section 553.791, Florida Statutes, and holds the appropriate license or certificate:

Private Provider: _____________________________ Discipline: ______________
Name & FL License No.: ___________________________

Use one Affidavit for each Review Discipline. Individually list all plan sheets reviewed, with dates. The submitted drawings must agree with this exactly. Attach additional pages of as needed, signed and sealed.

Duly Authorized Representative: *if utilized for the Plan Review, notarize this form below. Name & FL License No. of person reviewing the plans:
Signature of reviewer: _______________________________ Date: ______________

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 person acknowledging), who is [ ] personally known to me; or [ ] has produced _______________________________ as identification.

Notary Public Signature: _______________________________
My commission expires: ____________________________
Private Provider (with separate Structural Peer Reviewer)

PLAN COMPLIANCE AFFIDAVIT Florida Statutes §553.791(6)

Project Information:
Permit Application Number: _________________________
Project Name: _____________________________ Address: ________________________________
Folio no.: __________________________________ Notes: _________________________________
Check all that apply:
□ Stand Alone Plan  □ Revision  □ Additional Plan/Shop Drawing  □ Phased permit

Private Provider Information:
Name of Firm: ______________________________________ Email: ___________________________
Address: ___________________________________Tel: ________ Fax: _______________

I HEREBY 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 County of Seminole County Building Department requirements for Structural Peer Review by a separate Reviewing Engineer:

Name: ___________________________ P.E. No: __________ Firm: _____________________________

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 in advance by the County of Seminole County to perform a Structural Peer Review of 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 County Building Department 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 standards for sealing engineering documents and the information to be included therein.

Private Provider: Name & FL License No.: ________________________________
Duly Authorized Representative: *if utilized for the Plan Review, notarize this form below. Name & FL License No. of person reviewing the plans: ________________________________

Signature of reviewer: ___________________________ Date: __________________

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, signed and sealed.

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 person acknowledging), who is [   ] personally known to me; or [   ] has produced ___________________________ as identification.

Notary Public Signature: ________________________________
My commission expires: ________________
INSPECTION REPORT (Sample) F.S. §553.791(10)

The sample report below is presented as a guide to the minimum information required. The style and format to be used is left up to the Private Provider. The report must be kept at the jobsite at all times, available for review by the Building Official or his/her representatives.

Permit Application no. ____________________________ Inspection date: ___________
Report no. _____ Project name: ____________________________
Job Address: ____________________________ Contractor: ____________________________
Contractor’s representative: ____________________________ Contractor’s representative: ____________________________
Received this report? ___no ___yes (initial) ____
Was the permitting agency notified of this inspection? ___no ___yes
Trade: ___Structural Type (category) of inspection: ____________________________
____Building Sub-permit no. (if applicable) ____________________________
___Roofing Area(s) inspected: ____________________________
___Electrical ____________________________
___Elect Low Volt ____________________________
___Mechanical ____________________________
___Plumbing ____________________________
Results of this inspection: ___Approved ___Approved partially ___Rejected ___Field check only
___Category finalized? ____
Remarks: ____________________________________________________________
_____________________________________________________________________
________________________________________________________________________
Actions required:
___Call for re-inspection ___Plan revision ___RFI from design professional
Inspector: ____________________________ License no. ____________ Signature: ____________________________
INSPECTION SUMMARY (Sample) F.S. §553.791(10)

Use this document to finalize each inspection trade, i.e.: Building, Electrical, Plumbing, etc.

(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: _________________________________

Inspection trade: _________________________________________

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(10) and is being submitted to the Seminole County Building Department for the purpose of closing out the permit captioned above.

Respectfully submitted,

(Private Provider Name)

(Florida License No.)

[Include Seal/Signature/Date if applicable]
CERTIFICATE OF COMPLIANCE Sample F.S. § 553.791(11)

Request for CO/CC

The sample statement below is presented as a guide to the minimum language expected.

(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: __________________________

Dear Building Official,

I, __________________________, having reviewed and approved inspection reports numbers 1 to ____ (Structural); numbers 1 to ____ (Building); numbers 1 to ____ (Roofing); numbers 1 to ____ (Electrical); numbers 1 to ____ (Mechanical); and numbers 1 to ____ (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, and,

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; and,

All required plan revisions and/or additional plans 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].

Respectfully submitted,

(Private Provider Name)

(Florida License No.)

[Include Seal/Signature/Date if applicable]
CERTIFICATE OF COMPLIANCE (Sample) F.S. § 553.791(11)

Request for TCO/TCC

The sample statement below is presented as a guide to the minimum language expected.

(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: _______________________

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] [Provide a key plan or other graphic as may be necessary or useful to fully describe the approved area(s) of the project.

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 which would preclude the issuance of a Temporary Certificate of [Occupancy or Completion].

Respectfully submitted,

(Private Provider Name)

(Florida License No.)

[Include Seal/Signature/Date if applicable]
AFFIDAVIT FOR PRE-POWER (Sample) F.S. § 553.791(11)

The sample statement below is presented as a guide to the minimum language expected.

(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: _______________________________

Reason for Pre-Power___________________________________________________________________

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 for Electrical Pre-Power.

I hereby request Pre-Power for this subject permit application number. I understand that all fees must be paid before releasing Pre-Power.

Respectfully submitted,

(Private Provider Name)
(Florida License No.)

[Include Seal/Signature/Date if applicable]

STATE OF _______
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 person acknowledging), who is [ ] personally known to me; or [ ] has produced____________________________ as identification, and who being fully sworn and cautioned, states that the foregoing is true and correct to the best of his/her knowledge and belief.

Signature of Notary Public: _________________________________

(Notary Seal)

My Commission Expires: __________