

Permit Number: _____

Private Provider Request Form

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

Project Address: _____

Scope of Work: _____

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

_____ **Plans Review**

_____ **Building Inspections**

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

(Name of Licensed Private Provider Firm or Individual)

(Address of Licensed Private Provider Firm or Individual)

(Telephone #)

(Email Address)

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

- His/her professional license and/or certifications pursuant to the requirements of Chapter 468, Chapter 471 or Chapter 481 of the Florida Statutes.
- Qualification statement or resume from stated individual or firm.
- A certificate of insurance demonstrating that professional liability insurance coverage is in place for the private providers firm, the private provider, and any duly authorized representative in the amounts required in Sub-Section 18 of F.S. Section 553.791.

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

(Property Address)

I have elected to use one or more private providers to provide building code plans review and/or inspection services on the building or structure that is the subject of the enclosed permit application, as authorized by S. 553.791, Florida Statutes. I understand that the local building official may not review the plans submitted or perform the required building inspections to determine compliance with the applicable codes, except to the extent specified in said law. Instead, plans review and/or required building inspections will be performed by licensed or certified personnel identified in the application. The law requires minimum insurance requirements for such personnel, but I understand that I may require more insurance to protect my interests. By executing this form, I acknowledge that I have made inquiry regarding the competence of the licensed or certified personnel and the level of their insurance and am satisfied that my interests are adequately protected. I agree to indemnify, defend, and hold harmless the local government, the local building official, and their building code enforcement personnel from any and all claims arising from my use of these licensed or certified personnel to perform building code inspection services with respect to the building or structure that is the subject of the enclosed permit application.

(Fee Owner's Signature)

(Fee Owner's Printed Name)

(Date)

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

1. Notification for use of a private provider for plans review must be submitted to the County prior to, or at issuance of permit package.

2. Notification for use of a private provider for building inspections must be submitted to the County no later than 2:00 pm, 2 business days prior to first/next scheduled inspection.
3. Request for the use of private provider for building inspections, after construction has commenced will be required to include reasoning, in writing for such request. As outlined in Section (5) of F.S. Section 553.791, "After construction has commenced and if the local building official is unable to provide inspection services in a timely manner, the fee owner or fee owner's contractor may elect to use a private provider...."
4. All inspection requests, to stated private provider must be submitted to the Seminole County Building Division. Inspection request information must include what inspection is being request, estimated time, permit number, project address and contact name and number.
5. All applicable inspection's may also be performed by the County, as deemed necessary by the Building Official. These inspections will be completed at no charge to the applicant.
6. All inspection results and deficiencies must be posted on job site and made available for review by the Building Official.
7. Any deficiency notices, left by the building official must be corrected and re-inspected by the private provider or representative before being concealed. NO rejection fees will be accrued from any deficiency notices posted by the Building Official, if the building officials audit inspection is completed prior to the stated private provider's inspection.
8. All inspection results, from stated private provider must be submitted to the building official, by sending them to PrivateProvider@SeminoleCountyFL.gov within 2 business days of each inspection. If results are not submitted in stated time, a stop work order may be posted on the project until all applicable inspection results have been submitted and all required inspections, for applicable project stage are accounted for.
9. Once all required inspections have been completed, the stated private provider must provide, in writing a signed copy of the following oath to the building official:

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

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

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

RESIDENTIAL:

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

COMMERCIAL:

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

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

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

(Fee Owners Signature)

(Fee Owners Printed Name)

(Date)

STATE OF FLORIDA)
COUNTY OF _____)

The foregoing instrument was acknowledged 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 in and for the County and
State Aforementioned
My commission expires: _____

Election for Use of Private Provider Inspection Services

Date: _____

Pursuant to Florida Statute 553.791(2) (a), I _____,
the fee owner of the property located at _____
dually authorize my contractor _____ to
utilize the services of state licensed private inspection company, licensed under Florida Statute
468, 471 or 481 for the following project:

Outline Project Information: _____

My contractor listed above has explained to me the applicable Florida Statute regarding the
use of a private provider for inspection/plans review services, and by signing below I
understand the Florida Statute as read.

(Fee Owners Signature)

(Fee Owners Printed Name)

You will need to provide a copy of the legal document, from the Seminole County Property
Appraisers stating that you are the actual fee owner of stated property.

STATE OF FLORIDA)
COUNTY OF SEMINOLE)

The foregoing instrument was acknowledged 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 in and for the County and
State Aforementioned
My commission expires: _____

Private Provider Requirements

This outlines what is required if you choose to utilize a Private Provider for your inspections, or plans review services. Please note, the Seminole County Building Official will still issue your permit and maintain the inspection and permit records as required by Florida Statute. As this is a bullet-point outline of the County requirements, the specific verbiage on the use of Private Provider can be found in Florida Statute 553.791.

If you choose to utilize a Private Provider, for either inspections, plans review or both you will need to submit a completed copy of our Private Provider Election Notification, and Private Provider Request Form. Both documents can be found on our website.

Registration:

- With each permit package submitted, you will need to submit the following:
 - o Completed Private Provider Election Notification
 - o Completed Private Provider Request form
 - o His/Her professional license and/ or certifications pursuant to the requirements of Chapter 468, Chapter 471 or Chapter 481 of the Florida Statute's.
 - o Qualification statement or resume from stated individual or firm.
 - o A certificate of insurance demonstrating that professional liability insurance coverage is in place for the private providers firm, the private provider, and any duly authorized representative in the amounts required in Sub-Section 18 of F.S. Section 553.791
- NOTE: The legal, deed/fee owner of the property must sign the Private Provider Election Notification form, at minimum.

Fee Reduction:

- Depending on the type of project (Residential/ Commercial), and whether you will utilize the Private Provider for inspection, plans review of both, there will be a reduction in the applicable permit fees. Please refer to the Private Provider Request form for more details.

Plans Review:

- If you elect to utilize a Private Provider for plans review, a set of reviewed, stamped documents/ plans must be submitted along with your permit package to the Building Official for review.
- NOTE: If we have not received a complete registration package, at permit package submission we will assume we are completing the necessary review process, and will move forward with such process.

Inspections:

- All inspections scheduled with your Private Provider must also be scheduled with Seminole County Building Division by sending in request to PrivateProvider@SeminoleCountyFl.gov.

- As it is not required by law, we do respectfully request that you submit your inspection request no later than the business day prior to your requested date. This is to insure we maintain accurate, and up to date records on your permit.
- Each scheduled inspection is to be sent to PrivateProvider@SeminoleCountyFl.gov and will be updated in the permit.

Required Inspection Types:

- As each project can be different, it is difficult to provide a “blanket set of inspections”. Once the permit is issued, the permit will outline the required inspections for that applicable project.

Notification, Inspection Results, Certificate of Completion:

All notifications, inspection requests/results and the final request for Certificate of Completion/ Occupancy are to be sent to the following email,
PrivateProvider@SeminoleCountyFl.gov

- Any temporary/pre-power required are also to be sent to the following email address.