

## Monroe County Building Department

Middle Keys Office: 2798 Overseas Highway, Marathon, FL, 33050, (305) 289-2501 ❖ Lower Keys Office: 5503 College Road, Key West, 33040, (305) 295-3990  
Upper Keys Office: 102050 Overseas Highway, Key Largo, FL, 33037, (305) 453-8800 ❖ Ocean Reef Office: 11601 CR 905, Key Largo, FL 33037, (305) 453-8765  
Website: <http://fl-monroecounty.civicplus.com/149/Building-and-Permitting>

### **PRIVATE PROVIDER PERMITTING INFORMATION/REQUIREMENTS AND FORMS PACKET Notice to Building Official for Use of Private Provider and Affidavit, Inspection Report, and Certificate of Inspection Completeness**

#### **Permit Application Submission Procedures where Private Provider Services Employed**

- Private Provider must be registered with Contractor Licensing in the Building Department
- Building Permit Application Requirements:
  - a. Building Permit Application, noting Private Provider services (Plan Review and/or Inspections)
  - b. Required Monroe County form “Notice to Building Official of Use of Private Provider”
  - c. Provide “Plan Review Executed Affidavit” by Private Provider (if plan review services performed)
  - d. Two (2) sets of plans with all required outside agency approvals.  
The following outside approvals may be required:
    - i. U.S. Fish & Wildlife
    - ii. Florida Keys Electric Co-op
    - iii. Florida Keys Aqueduct Authority (for Commercial only; not applicable for Residential)
    - iv. Health Department (HRS) or wastewater treatment provider
    - v. Department of Environmental Protection
    - vi. Army Corps of Engineers
  - e. Building Permit fee due at application, according to Building Fee Schedule
- If all items listed above are complete and verified the application will be assign a building permit number.
- Plan Review must be performed by the following Monroe County Departments as required: Planning and Environmental Resources, Fire Marshal, County Engineer, and Floodplain Management (FEMA).
- A “private provider” performing plans review shall
  - a. Review construction plans to determine compliance with the applicable codes.
  - b. Upon determining that the plans reviewed comply with these codes, the “private provider” shall provide a Plan Review Executed Affidavit attached to each plan set.
- If Private Provider is performing plan review and all approvals have been issued by the appropriate departments listed above, the building department will review for permit fee determination specific to the job. When Private Provider is performing only inspection services, the Building department will perform plan review and determine permit fees accordingly. (FS 553.791(7)(a) and MC Building Fee Resolution)
- The contractor’s contractual or legal obligations are not relieved by any action of the “private provider”.

Note: The Building Official may require, at his or her discretion, the private provider to be used for both services pursuant to Section 553.791(2)(a) Florida Statute.

In 2002 House Bill 1307 became law to allow a building owner to hire a private service (“provider”) to provide plans review and/or inspection services. The “provider” can review the construction documents and certify them as being in compliance with the applicable building codes. In addition, the “provider” could perform code inspections during the construction of the building. The primary purpose for this alternate plan review and/or inspection process was to expedite the permitting and inspection process

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### **Adding Private Provider Services Employed AFTER Permit Issuance:**

- Private Provider must be registered with Contractor Licensing in the Building Department
- Submit the “Notice to Building Official of Use of Private Provider”, indicating inspection services will be provided, no less than two (2) business days prior to first scheduled Inspection (per FS 553.791(4)).
- If all items listed above are complete and verified the permit will be reissued

### **Private Provider Responsibilities for Permitting Inspections:**

*A “private provider” may not provide building code inspection services upon any building designed or constructed by the “private provider” or the private provider’s firm.*

- A “private provider” performing required inspections shall provide notice to the local Building Official of the date and approximate time of any such inspection, no later than 4:59 am on the day of the intended inspection.
- Method of inspection notification will be calling the Inspection Line number (listed on the permit card)
- Upon completing an inspection:
  - The “private provider” shall, before leaving the project site, post inspection record indicating pass or fail. These inspection records shall reflect those inspections required by the applicable codes of each phase of construction for which permitting by the building department is required
  - The “private provider shall provide the record to the local Building Official within two (2) business days, using the county “Private Provider Inspection Report” form, emailing the report to: [lowerkeysinspections@monroecounty-fl.gov](mailto:lowerkeysinspections@monroecounty-fl.gov) or [upperkeysinspections@monroecounty-fl.gov](mailto:upperkeysinspections@monroecounty-fl.gov)
  - The original certified inspection must within 2 business days be hand delivered, mailed, or electronically delivered via Email; faxes are not acceptable.
- For new construction or elevated additions, upon approval of the inspection which establishes the lowest floor elevation in AE flood zones or the bottom of the lowest horizontal structural member in VE zones, the Private Provider shall notify the Building Department liaison/staff member. A Preliminary Certificate of Elevation will be required within 21 days of this passed inspection. NO FURTHER INSPECTIONS WILL BE ALLOWED TO BE SCHEDULED after 21 days unless a Preliminary Certificate of Elevation has been received and approved by the Floodplain Management Department.
- Records of all required and completed inspections shall be maintained at the building site at all times and made available for review by the local building official (FS s. 553.791).
- Upon completion of all required inspections, the “private provider” shall prepare the required Monroe County “Certificate of Inspection(s)/Compliance” form, summarizing the inspections performed and including a written representation, under oath, that the stated inspections have been performed and that the building construction inspected complies with the approved plans and applicable codes.

### **NOTE:**

- The local Building Official may visit the building site as often as necessary to verify that the “private provider” is performing all required inspections.
- The “private provider” shall be permitted to send a duly authorized representative to the building site to perform the required inspections, provided all required reports and certifications are prepared by and bear the signature of the “private provider” or the private providers duly authorized representative. {Origin FS 553.791 (8) }
- The contractor’s contractual or legal obligations are not relieved by any action of the “private provider”.
- The “private provider” shall report to the local enforcement agency any condition that poses an immediate threat to public safety and welfare.

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**Notice to the Building Official of Use of Private Provider  
(Required Two-Page Form)**

NOTE: FS 553.791(4) "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 at the time of permit application, or no less than 2 business days prior to the first scheduled inspection...".

<b>Permit #</b>	<b>Date:</b>
<b>Site Address:</b>	<b>Site RE #:</b>
<b>Owner Name :</b>	<b>Contractor:</b>
<b>Private Provider Firm:</b>	<b>Private Provider Name:</b>
<b>Address:</b>	<b>Florida License, Registration or Certificate #:</b>
<b>Telephone:</b>	<b>Email Address:</b>

**Services to be provided:**     **Plans Review Only**     **Inspections Only**     **Both**

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

I \_\_\_\_\_, the fee owner, affirm I have entered into a contract with the Private Provider indicated below to conduct the services indicated above.

I am applying for a Monroe County building permit under the "Private Provider" section FS 533.791. I understand that my complete application package will be submitted at the building department. At that time, my application will receive a tracking number so that plan review can be performed by Planning, Environmental Resources, Floodplain Management, Fire Marshal and County Engineer as applicable. Upon approval of the LDR Compliance Review, this application will be submitted to the Building Department for review. At this time, I further understand that under the Florida Building Code the Building Department has thirty (30) days to complete their review and issue the requested permit pursuant to FS 533.791..

**Private Provider Acknowledgement – Signature below acknowledges the Private Provider services to be provided as checked above on the permit noted above.**

\_\_\_\_\_  
*Private Provider Signature*

\_\_\_\_\_  
*Date*

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### Notice To The Building Official Of Use Of Private Provider Affidavit

I, the fee owner, have elected to use one or more private providers to provide building code plans review and/or inspection services on the building that is the subject of the enclosed permit application, as authorized by s. 553.791, Florida Statutes.

- I understand that 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 that is the subject of the enclosed permit application.
- I understand the Building Official retains authority to review plans, make required inspections, and enforce the applicable codes within his or her charge pursuant to the standards established by s. 553.791, Florida Statutes. The building plans review and/or inspection services provided by the private provider is limited to building code compliance and does not include review for fire, engineering, land use, environmental, flood or other codes.
- For new construction or elevated additions, upon approval of the inspection which establishes the lowest floor elevation in AE flood zones or the bottom of the lowest horizontal structural member in VE zones, I understand I must notify the Building Department liaison/staff member and submit within 21 days of this passed inspection a Preliminary Certificate of Elevation. I understand no further inspections will be allowed to be scheduled after 21 days unless a Preliminary Certificate of Elevation has been received and approved by the Floodplain Management Department.
- If I make any changes to the listed private providers or the services to be provided by those private providers, I shall, within 1 business day after any change, update this notice to reflect such changes.

<b>Owner (print):</b> _____	<b>Private Provider (print):</b> _____
<b>Signature:</b> _____	<b>Signature:</b> _____
<b>STATE OF FLORIDA</b> <b>COUNTY OF _____</b> The foregoing instrument was acknowledge before me by means of <input type="checkbox"/> physical presence or <input type="checkbox"/> online notarization, this _____ day of _____, 20____ by _____ <input type="checkbox"/> Personally Known OR <input type="checkbox"/> Produced Identification Type of Identification Produced: _____	<b>License #:</b> _____ <b>STATE OF FLORIDA</b> <b>COUNTY OF _____</b> The foregoing instrument was acknowledge before me by means of <input type="checkbox"/> physical presence or <input type="checkbox"/> online notarization, this _____ day of _____, 20____ by _____ <input type="checkbox"/> Personally Known OR <input type="checkbox"/> Produced Identification Type of Identification Produced: _____
<b>NOTARY</b> <b>Name:</b> _____ <b>NOTARY</b> <b>Signature:</b> _____ My Commission Expires on: (SEAL)	<b>NOTARY</b> <b>Name:</b> _____ <b>NOTARY</b> <b>Signature:</b> _____ My Commission Expires on: (SEAL)

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### **PRIVATE PROVIDERS PERFORMING INSPECTIONS ON BUILDING PERMITS**

#### **Inspection process:**

1. Private Providers performing inspections must call in all inspections, **PRIOR** to performing them, using the IVR phone line and the contractor ID assigned to them on the permit.

Results are to be emailed within 2 business days and may be accompanied by photographic evidence of the inspection performed. Exclusion of the images may trigger an audit of the project.

Emailed both Inspection Result form and photos to either of the following email accounts.  
upperkeysinspections <upperkeysinspections@MonroeCounty-FL.Gov>;  
lowerkeysinspections <lowerkeysinspections@MonroeCounty-FL.Gov>

#### **NOTE:**

For new construction or elevated additions, upon approval of the inspection which establishes the lowest floor elevation in AE flood zones or the bottom of the lowest horizontal structural member in VE zones, the Private Provider shall notify the Building Department liaison/staff member. A Preliminary Certificate of Elevation will be required within 21 days of this passed inspection. NO FURTHER INSPECTIONS WILL BE ALLOWED TO BE SCHEDULED after 21 days unless a Preliminary Certificate of Elevation has been received and approved by the Floodplain Management Department.

2. Staff will monitor these emails for Private Provider inspection results and process them accordingly.

Inspection results emailed on permits where inspections were not requested first will not be accepted.

3. At the end of the inspection process the Private Provider must submit a Certificate of Inspection Compliance. The Building Official and/or his designate will review the permit for approval of Certification of Completion or Occupancy.

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# PRIVATE PROVIDER INSPECTION REPORT

At the completion of each inspection the private provider shall:

- Post each completed inspection record on the Permit Card posted on site, indicating pass or fail.
- The "private provider shall also provide the record on this form to the local building official within two (2) business days. The original certified inspection must be hand delivered, mailed, or electronically delivered via Email; faxes are not acceptable.

These inspection records shall reflect those inspections required by the applicable codes of each phase of construction for which permitting by the building department is required.

<b>Permit #</b>	<b>Date:</b>
<b>Site Address:</b>	<b>Site RE #:</b>
<b>Owner Name :</b>	<b>Contractor:</b>
<b>Private Provider Firm:</b>	<b>Private Provider Name:</b>
<b>Address:</b>	<b>Florida License, Registration or Certificate #:</b>
<b>Telephone:</b>	<b>Email Address:</b>

**Inspection Code** \_\_\_\_\_ **Inspection Date** \_\_\_\_\_

- Check if Preliminary Certificate of Elevation will be required within 21 days of this passed inspection.** For new construction or elevated additions, upon approval of the inspection which establishes the lowest floor elevation in AE flood zones or the bottom of the lowest horizontal structural member in VE zones. **NO FURTHER INSPECTIONS WILL BE ALLOWED TO BE SCHEDULED after 21 days unless a Preliminary Certificate of Elevation has been received and approved by the Floodplain Management Department.**

**Type of Inspection** \_\_\_\_\_

**Inspection Result:**

**Passed**     **Failed**     **Incomplete**     **Cancelled**

**I hereby certify that the above-referenced inspection has been completed in conformance with the approved plans and the applicable codes.**

**By:** \_\_\_\_\_  
**(Print Name)**

**SEAL**

**Certified** \_\_\_\_\_

**(Signature)**

