



### Private Provider Agreement Form

The owner/builder or the owner's contractor (upon written authorization from the owner) may choose to use a private provider to provide plan review and/or inspection services. Pursuant to Florida State Statute 553.791, the Building Department will calculate the cost savings to the department when a private provider is utilized in lieu of the Building Department, and will reduce associated permit fees accordingly. A reduction of permit fees may not be granted and additional fees shall be imposed if compliance with the requirements contained herein are not met.

Upon issuance of the permit, if an approved private provider has provided plan review in lieu of the Building Department, the "plan review fee" will be reduced by 30% and will be deducted from the cost of the permit.

Inspection fees are included in the assessment of the "permit fee". Inspections on threshold buildings, flood inspections or any other inspection that must be performed by a special inspector, certified floodplain manager, or city employee pursuant to code, law or ordinance will not be included in the reduction calculation. If approved private providers will provide inspections in lieu of the Building Department, the "permit fee" will be reduced by 10% or at a rate of \$25, whichever is greater, and will be deducted from the cost of the permit. All other applicable permit fees, revision fees, extension fees, renewal fees, and re-inspection fees as deemed appropriate by the Building Official will not be reduced.

By signing this agreement you acknowledge that you have read, comprehend and agree to the terms contained herein (2 pages) and agree with the reduction amount that will be provided for plan review fees and inspection fees. Failure to sign the agreement prior to plan review taking place shall constitute a waiver of plan review fee reductions. Failure to sign the agreement by 2:00 PM, 2 business days prior to the first scheduled inspection shall constitute a waiver of inspection (permit) fee reductions. Failure to sign the agreement will not constitute a waiver of rights for the Building Department to enforce the applicable provisions of the Florida Building Code and Florida State Statutes, and impose fees as deemed appropriate by the Building Official.

Permit #: \_\_\_\_\_ Parcel ID: \_\_\_\_\_

Private Provider Firm: \_\_\_\_\_

Private Provider: \_\_\_\_\_

Florida License, Registration or Certificate #: \_\_\_\_\_

Services to be provided:

Plan Review:

Inspections:

This building is a threshold building:

Yes

No

### Compliance Requirements

1. At the time of permit submittal for plan review, or by 2 p.m., two business days before the first scheduled inspection, the “Notice to Building Officials of Use of Private Provider” form, “Private Provider Plan Compliance” form and/or “Job Site Private Provider Identification” form as provided by the Florida Building Commission at [www.floridabuilding.org](http://www.floridabuilding.org) and this “Private Provider Agreement” form must be signed and submitted to the Building Department.
2. The private provider cannot inspect any work designed or constructed by the private provider or private provider’s firm.
3. Following the inspection, an inspection report must be electronically posted or posted on-site and must be provided to the Building Department with the certificate of compliance.
4. Upon completion of all required inspections, the private provider shall prepare a certificate of compliance, provided by the City, pursuant to s. 553.791(12), Florida Statutes.
5. Any condition that poses an imminent threat to public safety and welfare must be reported to the Building Department.
6. In the event the Building Department conducts an audit inspection and finds a violation of the building code or permit requirement following the private provider’s approved inspection; or if the terms of this agreement have been violated, a “Notice to Correct” will be issued and a re-inspection fee will be imposed.
7. All stop work order fees, revision fees, re-inspection fees, extension fees, renewal fees, incentive fees or any other applicable fee deemed appropriate by the Building Official shall still apply and will not be reduced. These fees must be paid prior to the issuance of the certificate of occupancy and/or closure of the permit.
8. Any revisions to the plans must first be reviewed and approved by the private provider prior to submittal to the Building Department.
9. At any time the owner/contractor decides to cancel this agreement, the full reduction that was provided must be reimbursed to the Building Department at the time of cancelation. Cancelation is subject to approval by the Building Official.

**As Owner/Contractor, I will have a private provider provide plan review and/or inspection services on the building/structure that is the subject of the enclosed permit application, as authorized by s. 553.791, Florida Statutes. I acknowledge, that I have read, comprehend and agree to comply with the terms of this agreement (2 pages) and will fully comply with the requirements set forth in s. 553.791, Florida Statutes, the Florida Building Code and all other applicable Florida State Statutes. Further, I understand the Building Department has the authority to examine the plans and/or inspect the building/structure and agree to provide access to the plans and building/structure for purposes intended by law.**

\_\_\_\_\_  
Signature of Owner/Contractor

\_\_\_\_\_  
Printed Name of Owner/Contractor

\_\_\_\_\_  
Date