



Private Provider Trade (BTR) Permit

IMPORTANT NOTE

Private Provider Firms must be pre-registered and current with the City of Tampa to conduct trade permit inspections.

Please visit our website to review the [Private Provider Registration Checklist](#).

FLORIDA STATE STATUTE 553.791 (Alternative Plans Review and Inspection) authorizes a fee owner to elect the use of a Private Provider for plans review and/or required building inspection services. It covers the rights and responsibilities of the fee owner, the Private Provider, and the local Building Official/Building Code Enforcement Agency.

IMPORTANT: The City of Tampa Construction Services Division is unique among its contemporaries in that the plans review, and inspection processes include not only the building and trade disciplines governed by the Florida Building Code, but also zoning, site and fire components under other codes or local ordinances. As such, the City of Tampa will continue to conduct plans review and inspections on all elements not regulated by the FBC.

TRADE PERMIT DOCUMENTATION REQUIREMENTS

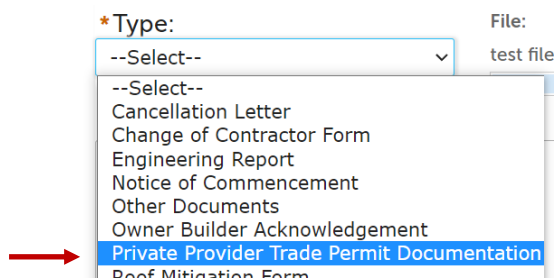
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[Private Provider Trade \(BTR\) Permit-Notice to Building Official](#)

[Private Provider Trade \(BTR\) Permit-Certificate of Compliance](#)

INSTRUCTIONS

1. Combine all required documentation into a single PDF file.
2. Upload into Accela using document type “Private Provider Trade Permit Documentation.”



3. Schedule Final Inspection in Accela System.
 - a. Add “Private Provider Inspection” in request comment field.