



Private Provider Change of Private Provider Firm or Services Checklist

Updated 7/17/2023

GENERAL INFORMATION

Per F.S. 553.791(4)(c), changes to the originally approved Private Provider Firm or services shall be noticed to the Building Official within one business day after any change. Note that the new Private Provider firm and its Duly Authorized Representatives (DARs) must be duly registered with the City of Tampa in order for the change to be authorized.

CHANGE OF PRIVATE PROVIDER FIRM OR SERVICES

[Notice to Building Official to Change Private Provider or Services](#) must be submitted within one (1) business day.

CHANGE FROM PRIVATE PROVIDER TO CITY OF TAMPA

In the event that the fee owner of the property intends to revert from a Private Provider to the City of Tampa for any services including plan review and inspections, the following documents shall be required:

[Notice to Building Official to Change Private Provider or Services](#).

- Include official log of all completed inspections performed by each Duly Authorized Representative (DAR) of existing provider, organized by discipline, containing all inspection reports and results.

A [Certificate of Compliance](#) must be submitted as outlined in F.S. 553.791(12). This affidavit shall be notarized, signed, and sealed by the professional in charge of the DAR (of existing provider) to affirm that all inspections performed by existing provider are as per Code and the approved construction drawings. It must include the following statement as outlined in F.S. 553.791(12):

"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."