



Standard Operating Procedures

Private Provider Audit – Plan Review

Updated 12/11/2024

Purpose

In accordance with Florida Statute 553.791(1)(b), these procedural guidelines are established for plan review audits for construction projects that utilize a private provider for plan review. The purpose of the plan review audit is to confirm adherence to the Florida Building Codes, NFPA, and City of Tampa ordinances.

Scope

Florida Statute 553.791(1)(b) defines “audit” and grants authority for the local code enforcement agency to audit the performance of building code plan review services by private providers operating within the local jurisdiction up to four (4) times a year. However, this timeline does not apply if the condition of a building is an immediate threat to public safety and welfare, necessitating further review of the construction documents.

Procedure

Construction drawings reviewed by a private provider may be subject to an audit in the following instances:

1. During a Fire review, in which Fire staff notifies building plans examiners of concerns related to life safety, combustible materials, and/or other fire safety concerns.
2. The property is in a special flood hazard area (SFHA), necessitating review by the Floodplain Administrator for compliance with the National Flood Insurance Program (NFIP) and local flood ordinance.
3. The city previously performed a Preliminary Plan Review (PPR) and made comments on the proposed plans.

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4. The project started as a construction violation for work without permits under a stop work order (SWO).
5. Project is a threshold building as defined in the Florida Building Code (FBC) and the applicant has not submitted appropriate threshold documentation.
6. The proposed construction is subject to height restrictions under local ordinance, Federal Aviation Authority (FAA), and/or the Hillsborough County Aviation Authority (HCAA) and the applicant has not submitted appropriate documentation.
7. A code interpretation, building official determination, and/or Alternate Materials and Methods Request (AMMR) was made to the building official and subsequently denied.

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If a project has been selected for an audit, staff will take the following steps:

1. If the project meets any of the criteria listed in sections 1-7 above, staff will begin the audit process by notifying the applicant. The audit is not a replicated plan review, but a review of submitted construction documents.
2. The audit process will be complete if no issues are identified. Staff will upload the report from the audit in the Digital Plan Room for public access.
3. If discrepancies, omissions, or code violations are identified during the audit, then the parties involved will be notified of the compliance issues requiring correction, along with the associated code references. Any code compliance corrections on the construction documents will be the responsibility of the private provider and the applicant.
4. If any deficiencies are identified and corrections are required, the private provider will be required to recertify the plans/documents before resubmitting them to the Digital Plan Room.
5. Either the private provider or applicant will notify staff once any required corrections have been made. Staff will then confirm the corrections for compliance, repeating steps 1 through 4 as outlined above.