Private Provider

Project Submittal Checklist

Updated 3/06/2025

GENERAL INFORMATION

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.

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 (FBC), 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.

PROJECT SUBMITTAL DOCUMENTS MUST INCLUDE THE FOLLOWING:

☐ Notice to Building Official - Principal document required for the official election to use a Private Provider and will specify if the Private Provider will perform the services of plan review and/or inspections.

Note: If the notice applies to either private plan review or private inspection services, the Building Official may require, at his or her discretion, the private provider be used for both services pursuant to F.S. 553.791(15) (b).

☐ Duly Authorized Representative (DAR) Personnel Identification - Document identifies all the Private Provider's DARs who will be utilized on a specific project. It shall contain the numbers of the current licenses that he/she holds to perform the specified type of work on the project, the responsibility that the DAR will have for the specific project, along with contact phone number and email address. This form is to be filled out for each DAR.

☐ Plan Compliance Affidavit (required only if Private Provider is handling plan review) - Principal document used to confirm that the Private Provider has performed the required plan reviews and has approved those plans for code compliance under the allowable scope per F.S. 553.791. The submission of an executed affidavit and a copy of the approved set of building plans is

a pre-requisite to the issuance of a permit. Note that this form is required for each submittal and if applicable, each resubmittal (response to corrective comments), and revisions (changes to scope of work).

Construction documents being submitted as part of the private provider packet shall have a stamp or notice of review of the Private Provider on the cover page of all submitted drawings.

INSPECTIONAL SERVICES ONLY

If the Private Provider will only be performing inspectional services, the Notice to Building Official and DAR identification documents should ideally be submitted at permit application; however, FS 553.791(4) allows for submittal no less than two (2) business days prior to the first scheduled inspection by the local Building Official or Building Code Enforcement Agency.

DOCUMENTATION AND STEPS REQUIRED FOR INSPECTIONS

☐ Scheduling Inspections Checklist - Prior to performing any required inspections, the Private Provider shall serve notice to the Building Official by scheduling an inspection in the Accela system no later than 2:00PM on the preceding day (F.S.553.791(9)).

☐ Inspection Reports - the inspection reports must include specific criteria. Refer to Inspection Report Checklist for specific information.

DOCUMENTATION AND STEPS REQUIRED FOR ISSUANCE OF CERTIFICATE OF OCCUPANCY OR CERTIFICATE OF COMPLETION (applicable only if Private Provider performed inspections).

☐ Certificate of Compliance must be submitted as outlined in F.S. 553.791(12). This document is notarized, signed, and sealed by the professional in charge of the DAR to affirm that all required inspections were performed as per Code and the approved construction drawings.

☐ Submit summary document of all completed inspections performed by each DAR, organized by discipline (building, mechanical, electrical, plumbing, etc.) and contain all inspection reports and results (approved, partially approved, or disapproved). A comprehensive Final Inspection Report must be uploaded directly into the Accela permit record.

IMPORTANT NOTE:

- All applicable fire safety inspections must be performed by City staff and approved/final.
- All applicable site inspections must be performed by City staff and approved/final.
- All applicable fees must be paid.

- Any ancillary documents and/or government approvals applicable to the scope of work must be uploaded into the Accela permit record and available on-site (e.g., Commercial Pool Operating Permit, Termite Certificate, Blower Door Test).

FEES

STANDARD REDUCTION

Fees for qualified projects will reflect a 30% reduction from the cost of a standard building permit fee based upon the services performed by a Private Provider (plan review, inspections, or both). The standard deduction applies to projects that are outside of a FEMA Special Flood Hazard Area (SFHA).

REDUCTION FOR PROJECTS IN FEMA SFHA

Fees for qualified projects that are in a FEMA SFHA will reflect a 15% reduction from the cost of a standard building permit.

Reductions for plan review fees will be processed once the application has been accepted. Reductions for inspection fees will be processed prior to issuance of the permit.