



Private Provider Trade Permit (BTR Records)

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



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

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

INSTRUCTIONS

1. Using the VuSpex Go App, photograph the completed private provider documents via the Offline Field Report option.
 - a. [VuSpex Go App](#)
2. Submit the photos within the VuSpex Go App, automatically generating the associated PDF report on the Accela record, and the required inspection for the following business day.
 - a. [Guide for Offline Field Reports via the VuSpex Go App](#)

