



Monroe County Building Department

<http://fl-monroecounty.civicplus.com/149/Building-and-Permitting>

PRIVATE PROVIDER PERMITTING INFORMATION/REQUIREMENTS AND FORMS PACKET Notice to Building Official for Use of Private Provider and Affidavit, Inspection Report, and Certificate of Inspection Completeness

Permit Application Submission Procedures Where Private Provider Services Employed

- Private Provider must be registered with Contractor Licensing in the Building Department
- Building Permit Application Requirements:
 - a. Building Permit Application, noting Private Provider services (Plan Review and/or Inspections)
 - b. Required Monroe County form “Notice to Building Official of Use of Private Provider”
 - c. Provide “Plan Review Executed Affidavit” by Private Provider (if plan review services performed)
 - d. Plans with all required outside agency approvals.
The following outside approvals may be required:
 - i. U.S. Fish & Wildlife
 - ii. Florida Keys Electric Co-op
 - iii. Florida Keys Aqueduct Authority (for Commercial only; not applicable for Residential)
 - iv. Health Department (HRS) or wastewater treatment provider
 - v. Department of Environmental Protection
 - vi. Army Corps of Engineers
 - e. Building Permit fee due at application, according to Building Fee Schedule
- If all items listed above are complete and verified the application will be assign a building permit number.
- Plan Review must be performed by the following Monroe County Departments as required: Planning and Environmental Resources, Fire Marshal, County Engineer, and Floodplain Management (FEMA).
- A “private provider” performing plans review shall
 - a. Review construction plans to determine compliance with the applicable codes.
 - b. Upon determining that the plans reviewed comply with these codes, the “private provider” shall provide a Plan Review Executed Affidavit for each plan set.
- If Private Provider is performing plan review and all approvals have been issued by the appropriate departments listed above, the building department will review for permit fee determination specific to the job. When Private Provider is performing only inspection services, the Building Department will perform plan review and determine permit fees accordingly. (FS 553.791(7)(a) and MC Building Fee Resolution)
- The contractor’s contractual or legal obligations are not relieved by any action of the “private provider”.

Note: The Building Official may require, at his or her discretion, the private provider to be used for both services pursuant to Section 553.791 Florida Statute.

In 2002 House Bill 1307 became law to allow a building owner to hire a private service (“provider”) to provide plans review and/or inspection services. The “provider” can review the construction documents and certify them as being in compliance with the applicable building codes. In addition, the “provider” could perform code inspections during the construction of the building. The primary purpose for this alternate plan review and/or inspection process was to expedite the permitting and inspection process



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Adding Private Provider Services Employed AFTER Permit Issuance:

- Private Provider must be registered with Contractor Licensing in the Building Department
- Submit the “Notice to Building Official of Use of Private Provider”, indicating inspection services will be provided, no less than two (2) business days prior to first scheduled Inspection (per FS 553.791(4)).
- If all items listed above are complete and verified the permit will be reissued

Private Provider Responsibilities for Permitting Inspections:

A “private provider” may not provide building code inspection services upon any building or structure designed or constructed by the “private provider” or the private provider’s firm.

- A “private provider” performing required inspections shall provide notice to the local Building Official of the date and approximate time of any such inspection, no later than 4:59 am on the day of the intended inspection.
- Method of inspection notification will be calling the Inspection Line number (listed on the permit card)
- Upon completing an inspection:
 - The “private provider” shall, before leaving the project site, post inspection record indicating pass or fail. These inspection records shall reflect those inspections required by the applicable codes of each phase of construction for which permitting by the building department is required
 - The “private provider shall provide the record to the local Building Official within two (2) business days, using the county “Private Provider Inspection Report” form in this packet.
 - Directions on how to submit the form are detailed later in this packet and depend upon which permit system the application was created.
- For new construction or elevated additions, upon approval of the inspection which establishes the lowest floor elevation in AE flood zones or the bottom of the lowest horizontal structural member in VE zones, the Private Provider shall notify the Building Department liaison/staff member. A Preliminary Certificate of Elevation will be required within 21 days of this passed inspection. NO FURTHER INSPECTIONS WILL BE ALLOWED TO BE SCHEDULED after 21 days unless a Preliminary Certificate of Elevation has been received and approved by the Floodplain Management staff.
- Records of all required and completed inspections shall be maintained at the building site or electronically posted at all times and made available for review by the local building official (FS s. 553.791).
- Upon completion of all required inspections, the “private provider” shall prepare the required Monroe County “Certificate of Inspection(s)/Compliance” form, summarizing the inspections performed and including a written representation, under oath, that the stated inspections have been performed and that the building construction inspected complies with the approved plans and applicable codes. Inspections beyond the scope of work of the issued permit shall not be approved.

NOTE:

- The local Building Official may visit the building site as often as necessary to verify that the “private provider” is performing all required inspections.
- The “private provider” shall be permitted to send a duly authorized representative to the building site to perform the required inspections, provided all required reports and certifications are prepared by and bear the signature of the “private provider” or the private providers duly authorized representative. {Origin FS 553.791 (8) }
- The contractor’s contractual or legal obligations are not relieved by any action of the “private provider”.
- The “private provider” shall report to the local enforcement agency any condition that poses an immediate threat to public safety and welfare.

Form # 61G20-2.005-2002-01
Notice to Building Official of
Use of Private Provider
Effective January 1, 2025
61G20-2.005, F.A.C.

Project Name: _____

Parcel Tax ID: _____

Services to be provided: Plans Review Inspections

Note: If the fee owner elects to use or authorizes the use of a private provider to provide plans review, the local building official may, at his or her discretion and subject to duly adopted local policy, require that a private provider be used to perform inspections as well, pursuant to section 553.791(2)(a), Florida Statutes.

I _____, the
 fee owner / fee owner's contractor, have entered into a contract with the Private Provider indicated below to conduct the services indicated above.

Private Provider Firm: _____

Private Provider: _____

Address: _____

Telephone: _____

Email Address: _____

Florida License, Registration or Certificate #: _____

I have elected to use one or more private providers to provide building code plans review and/or inspection services on the building or structure that is the subject of the enclosed permit application, as authorized by s. 553.791, Florida Statutes. I understand that the local building official may not review the plans submitted or perform the required building inspections to determine compliance with the applicable codes, except to the extent specified in said law. Instead, plans review and/or required building inspections will be performed by licensed or certified personnel identified in the application. The law requires minimum insurance requirements for such personnel, but I understand that I may require more insurance to protect my interests. By executing this form, I acknowledge that I have made inquiry regarding the competence of the licensed or certified personnel and the level of their insurance and am satisfied that my interests are adequately protected. I agree to indemnify, defend, and hold harmless the local government, the local building official, and their building code enforcement personnel from any and all claims arising from my use of these licensed or certified personnel to perform building code inspection services with respect to the building or structure that is the subject of the enclosed permit application.

I understand the Building Official retains authority to review plans, make required inspections, and enforce the applicable codes within his or her charge pursuant to the standards established by s. 553.791, Florida Statutes. If I make any changes to the listed private providers or the services to be provided by those private providers, I shall,

within 1 business day after any change, or within 2 business days before the next scheduled inspection, update this notice to reflect such changes. The building plans review and/or inspection services provided by the private provider is limited to building code compliance and does not include review for fire prevention, firesafety, land use, environmental or other codes.

The following attachments are provided, as required:

1. Qualification statements and/or resumes of the private provider and all duly authorized representatives.
2. A certificate of insurance as required by section 553.791(18), Florida Statutes.

Individual

Print name

Address (line 1)

Address (line 2)

Telephone Number

Email Address

Signature

Date

Corporation

Print name

Representative name

Address (line 1)

Address (line 2)

Telephone Number

Email Address

Signature

Date



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PRIVATE PROVIDERS PERFORMING INSPECTIONS

On Permits Applied for Using the Online Permitting System

Please see the Building Department Online Permitting webpage for reference/instructional materials at <https://fl-monroecounty.civicplus.com/1278/Online-Permitting-Services>

Requirements:

- The applicant of the permit **MUST** add the Private Provider as a Contractor to the permit, which requires that the Private Provider licensing information is current, namely the Business Tax, State License, and Insurances - Liability and Worker's Compensation.
- The Private Provider must register to create a user account with a valid email to access permits they are associated with to upload inspection reports.

To Schedule Inspections – ONLY Upload Private Provider Inspection Report to Permit

1. Private Provider must log on and navigate to the permit on which the inspection will occur
2. Upload the **Inspection Report** for EACH inspection completed, making sure to complete the description and category fields provided in the upload process so that it is easy to identify it is a Private Provider Inspection Report.



NOTE: Do NOT schedule the 3-digit inspection.
In the Online Permitting system, 3-Digit inspection codes are auto assigned to County inspectors to perform inspections. Therefore, there is no need for Private Provider to schedule a 3-digit inspection code.

When applicable to the permit, a Building Under Construction Elevation Certificate (formerly known as Preliminary Certificate of Elevation) will be required within 21 days of this passed inspection. **NO FURTHER INSPECTIONS WILL BE ALLOWED TO BE SCHEDULED** after 21 days unless a Preliminary Certificate of Elevation has been received and approved by the Floodplain Management staff.

Staff will monitor for uploaded Private Provider Inspection Reports and process them accordingly.

At the end of the job – Two Step Process for Certificate of Inspection Compliance:

Private Provider must log on and navigate to the permit on which the inspection will occur and then:

1. Schedule the inspection, **Private Provider Certificate of Inspection Compliance**, when the job is complete.



Note: All Environmental, Planning and Fire inspections when applicable to the permit, must be completed/passed before scheduling this inspection.

This inspection will auto assign to a Chief of Building Operations to review the documentation submitted for the entire inspection job performed by the Private Provider.

2. Upload the **Certificate of Inspection Compliance Report** making sure to complete the description and category fields provided in the upload process so that it is easy to identify it is a Private Provider Certificate of Inspection Compliance.



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PRIVATE PROVIDERS PERFORMING INSPECTIONS

On Legacy Permits (Not Applied for Using the Online Permitting System)

Inspection process:

1. Private Providers performing inspections must call in all inspections, **PRIOR** to performing them, using the **IVR phone system at 305-295-5160** and the contractor ID assigned to them on the permit.
2. Results are to be emailed within 2 business days and may be accompanied by photographic evidence of the inspection performed. Exclusion of the images may trigger an audit of the project.

Emailed both Inspection Result form and photos to either of the following email accounts.

upperkeysinspections <upperkeysinspections@MonroeCounty-FL.Gov>;

lowerkeysinspections <lowerkeysinspections@MonroeCounty-FL.Gov>

NOTE:

For new construction or elevated additions, upon approval of the inspection which establishes the lowest floor elevation in AE flood zones or the bottom of the lowest horizontal structural member in VE zones, the Private Provider shall notify the Building Department liaison/staff member. A Preliminary Certificate of Elevation will be required within 21 days of this passed inspection. **NO FURTHER INSPECTIONS WILL BE ALLOWED TO BE SCHEDULED after 21 days unless a Preliminary Certificate of Elevation has been received and approved by the Floodplain Management Department.**

Staff will monitor these emails for Private Provider inspection results and process them accordingly. Inspection results emailed on permits where inspections were not requested first will not be accepted.

At the end of the inspection process

The Private Provider must submit a Certificate of Inspection Compliance. The Building Official and/or his designate will review the permit for approval of Certification of Completion or Occupancy.



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PRIVATE PROVIDER INSPECTION REPORT

At the completion of each inspection the private provider shall:

- Post each completed inspection record on the Permit Card posted on site, indicating pass or fail.
- The "private provider shall also provide the record on this form to the local building official within two (2) business days.

These inspection records shall reflect those inspections required by the applicable codes of each phase of construction for which permitting by the building department is required.

Permit #	Date:
Site Address:	Site RE #:
Owner Name:	Contractor:
Private Provider Firm:	Private Provider Name:
Private Provider Address:	Florida License, Registration or Certificate #:
Private Provider Telephone:	Private Provider Email Address:

Inspection Code _____ Inspection Date _____

Type of Inspection _____

CONTRACTOR(S) ON PERMIT:

- YES, all contractors on the permit are currently active; business tax, state/county license, liability insurance and worker's compensation are current.
- NO, there are one or more contractors on the permit that are inactive; business tax, state/county license, liability insurance and worker's compensation are NOT current. If NO, the inspection will be cancelled until all contractor's become current on the permit and the Inspection Report resubmitted.

CERTIFICATE OF ELEVATION:

Does passed inspection (for new construction or elevated additions) establish the lowest floor elevation in AE flood zones or the bottom of the lowest horizontal structural member in VE zones?

- YES - Preliminary Certificate of Elevation will be required within 21 days of this passed inspection. NO FURTHER INSPECTIONS WILL BE ALLOWED TO BE SCHEDULED after 21 days unless a Preliminary Certificate of Elevation has been received and approved by the Floodplain Management staff.
- NO, not required at this time.

Inspection Result:

- Passed Failed (Reason Required) Incomplete Cancelled

FAIL REASON w/
FBC cited:

I hereby certify that the above-referenced inspection has been completed in conformance with the approved plans and the applicable codes.

By: _____
(Print Name)

SEAL

Certified _____

(Signature)

