



Building Inspections Division

1-B E. Jefferson St./ Post Office Box 1799, Quincy, FL 32353

Phone: (850)875-8665 Fax: (850)875-7280

Alternate Plans Reviews and Inspections Requirements

Florida Statute 553.791

FLORIDA STATUTE 553.791 (15)(B) AUTHORIZES THE BUILDING OFFICIAL TO ADOPT A SYSTEM OF REGISTRATION.

General Information:

The use of a Private Provider is authorized by Florida Statute 553.791 under "Alternate Plans Reviews and Inspections". Gadsden County requires that only the forms in this packet be used (**no substitutions will be accepted, unless authorized by the State of Florida Building Commission or The Gadsden County, Board of Rules and Appeals**) for the application process. All forms must be fully completed prior to the acceptance of the application for any permit.

Note 1: Applications for permit by a Private Provider will not be accepted until approvals and permits are issued by all outside agencies known by the Building Official per the Florida Building Code, Gadsden County Administrative Provisions, section 105.2.3.

Note 2: All Private Provider Firms must be registered with the Gadsden County Tax Collectors Office prior to the application permit submittal.

Note 3: If you have any questions, please contact the Building Inspection Office by phone at 850-662-3304 or email pelliott@gadsdencountyfl.gov for detailed registration requirements.

Documentation to be submitted for evaluation by Gadsden County. Original documents should be presented in a three ring binder to the Building Official.

1. Letter of Acceptance from Private Provider stating the services provided to fee owner (Private Provider shall not be the Designer or Engineer of Record, the Duly Authorized Representative, or the Contractor for the project per FS 553.791(3)).
2. Private Provider registration
3. Employment affidavit for Duly Authorized Representatives (DAR)
4. Private Provider Agreement
5. DBPR Certificate of Authorization for the firm.
6. A copy of the Professional Licenses for each of the DAR personnel regulated by Florida Statutes chapter 481 (Architects), chapter 471 (engineers), and chapter 486, Part XII (Building Code Administrators and Inspectors).
7. Certificate of professional liability insurance as required by FS 553.791(16) naming Gadsden County as Certificate Holder (this could be a copy after registration with the BTR Division).
8. A Blank Original of the actual inspection report form to be used on the project for inspection by the DAR. Normally this would be a three or a four part form (white on top with a yellow, pink and blue copy).
9. Private Provider's list of requested inspections (All trades), on a private provider letterhead, shall be signed and sealed by the Private Provider and signed by the Duly Authorized Representative (DAR), and shall be notarized.
10. Private Provider shall submit the signed and sealed construction drawings accompanied by the "Plan Compliance Affidavit" as required by FS 553.791(6).



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To be submitted with the initial permit application:

1. **Notice to Building Official.**

This is the principal document required for the official election to use a Private Provider and will specify if the Private Provider will perform the services of inspections only or whether the services will include plans reviews and inspections. This document must be accompanied by the Personnel Directory and Qualifications Statement and the certificate of insurance.

Note: If a Private Provider performs the plans reviews, the Private Provider shall also perform the required inspections.

2. **Personnel Directory & Qualifications Statement.**

This document identifies all of the Private Providers Duly Authorized Representatives (DAR) utilized on the specific project. It shall contain the numbers of the current licenses they hold to perform their specified type of work on the project, their contact phone number, email address, the responsibility that the DAR will have for the specific project, a Qualification Statement, and a current resume for each DAR. This form is filled out for each of the DAR's of the Private Provider. This form is for the Building Official to keep as reference. Another similar form (Private Provider Jobsite Identification Form) will be kept at the job site. Every DAR (Inspector or Plans Examiner) shall be certified by the State of Florida.

3. **Certificate of Insurance.**

This certificate is provided by the **Private Provider Insurance Carrier**, and must be submitted with each permit application. It is also submitted at the time of the initial registration with the Gadsden County BTR Division. It must show coverage in the statutory amounts pursuant to F.S. 553.791(16), and must include the Gadsden County as the certificate holder.

The following shall be submitted as a PREREQUISITE with the building permit application, if Private Provider performs plans review:

4. **Plan Compliance Affidavit.**

This form is required, after the Private Provider has performed the required plan reviews and has approved those plans for code compliance under the scope allowed by F.S. 553.791(6). (This form will not be required for jobs where the Private Provider is to perform Inspections only).

Note: The Building Official may require, at his or her discretion, the private provider to be used for both services (Plans Review and Jobsite Inspections) pursuant to Section 553.791(2)(a) Florida Statute.

The following is required Jobsite documentation:

1. **Private Provider Job Site Identification Form**

This is to identify each individual Duly Authorized Representative (DAR) involved. Forms must be provided when the plans are submitted so they can be perforated/stamped and returned to the jobsite. Form(s) for each DAR shall be kept on the jobsite in a log and shall be updated and kept current by the Private Provider. Gadsden County, Building Inspections Division may perform periodic jobsite visits at their discretion per FS 553.791(9). Form entries will be compared to inspections reports. Any new entries to the worksite log will need to be approved first by the Building Official. The inspection reports shall be submitted to the Building Official every two days, in accordance with FS 553.791(10) and at the final inspection. Inspection reports must only be written by those previously approved inspectors.

Note: The Building Official or designee may visit the building site as often as necessary to verify that the "Private Provider" is performing all required inspections pursuant to Section 553.791(9) Florida Statute.



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2. Inspection Reports.

The Private Provider shall submit to the Building Official for approval prior to the start of the project, the form that will be supplied to the DAR for recording and logging the inspections.

The inspection reports must provide:

- The date the inspection was performed
- The permit number for the inspection
- The job address
- The project name
- The Private Providers company contact information
- The Inspectors name, license number, & signature
- The inspection comments (including location/area of the inspection)
- The inspection results (Approved, Partial Approval, or Rejected)
- The corrections required (if corrections or further action is required).

Requirements prior to approval for Certificate of Completion or Certificate of Occupancy

1. Official Log for all Completed Inspections.

The official log will include all inspections reports performed by each Duly Authorized Representative (DAR), and must be organized by discipline (Building, Mechanical, Electrical, Electrical Low Voltage, Plumbing, Roofing, etc.), and included whether the inspection was approved or rejected. The log will also include the "Private Provider Job site Identification Form" for all inspectors and any additional closing documents that pertain to the job.

- If requesting a TCO:
 - An inspection report with pending items for final approval listed for each permitted trade
 - Inspections reports or approval letter from the Fire Prevention Division indicating each floor or all floors approved.
- If requesting a Certificate of Completion:
 - The final inspection report for each trade, and all outside agencies approvals per the FBC.
- If there are threshold or specialty inspections performed:
 - Threshold inspection reports
 - Final Threshold and building envelope Completion/Acceptance letter for the structure from the threshold Engineer
 - Threshold Inspection Final Approval Letter from the Private Provider
 - Inspection Reports from special inspectors
 - Shoring and reshoring reports
 - Welders Certifications
 - Specialty Inspector Inspection Final Approval Letter from specialty Engineer
 - Acceptance for the Specialty Inspections Final Letter from the Private Provider
 - Affidavit for TCO/CO from private provider for each trade.

2. Certificate of Compliance from the Private Provider.

This form shall be provided by the Private Provider and shall be signed, sealed & dated by the Professional in Charge of the Duly Authorized Representatives (DAR) as outlined in F.F. 553.791(11). The inspections that are required to be performed per Code requirements and per Official Construction Documents shall be affirmed by the designated Professional in Charge for the Private Provider Company.



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**ACKNOWLEDGMENT OF RECEIPT OF THE PRIVATE PROVIDER
PROCEDURES & REQUIREMENTS**

Date: _____

Registration or License No. (Architect or Engineer): _____

Name of Private Provider Firm: _____

Name of Private Provider: _____

