



## PRIVATE PLAN REVIEW AND/OR PRIVATE INSPECTIONS

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1. GENERAL PURPOSE: Effective 10/1/02, in accordance with Section 553.791 of Florida Statutes, you will have the option of using private providers (Florida Registered Architects, Engineers and in limited circumstances Licensed Building Inspectors) for plan examination and/or inspections, provided that certain requirements are met. Private providers may not provide plan examination or inspection services upon any building designed or constructed by the private provider or the private provider's firm.

Section 553.791( 16) of the Florida Statutes provides for requiring minimum insurance coverage for professional liability covering all services performed as a private provider. The section states: "A private provider may perform building code inspection services on a building project under this section only if the private provider maintains insurance for professional liability covering all services performed as a private provider. Such insurance shall have minimum policy limits of \$1 million per occurrence and \$2 million in the aggregate for any project with a construction cost of \$5 million or less and \$2 million per occurrence and \$4 million in the aggregate for any project with a construction cost of over \$5 million. Nothing in this section limits the ability of a fee owner to require additional insurance or higher policy limits. For these purposes, the term "construction cost" means the total cost of building construction as stated in the building permit application. If the private provider chooses to secure claims-made coverage to fulfill this requirement, the private provider must also maintain coverage for a minimum of 5 years subsequent to the performance of building code inspection services. The insurance required under this subsection shall be written only by insurers authorized to do business in this state with a minimum A.M. Best's rating of A. Before providing building code inspection services within a local building official's jurisdiction, a private provider must provide to the local building official a certificate of insurance evidencing that the coverages required under this

subsection are in force. "The proof of insurance required by this section will be expected prior to first inspection by the private provider firm.

Forms approved by the Florida Building Commission and/or the Building Official are provided as part of this package. Forms provided in this package must be used on each occurrence of the event identified by the forms. No substitute forms will be accepted.

## 2. POPULAR QUESTIONS AND ANSWERS:

Q: What is a Private Provider?

A: A Private Provider is a person licensed as an architect under F.S. 481, or an engineer licensed under F.S. 471. A Private Provider, for the purpose of performing inspections of residential additions and alterations that are 1000 S.F. or less, is a person who holds a standard certificate under part XII of F.S. Chapter 468.

Q: Am I, as a fee owner, allowed to use this Private Provider to do alternative plan review and inspections?

A: Yes. You have the option of using a private provider to provide plan review and inspection services.

Q: Can I use the Private Provider for either plan review or inspections?

A: Yes. In Pasco County, you may use a Private Provider for plan examination, inspections or both.

Q: Will Pasco County still do plan examinations and inspections if I use a Private Provider?

A: Yes. In accordance with Florida Statute, we are required to audit the performance of plans examinations and inspections performed by Private Providers.

Q: Will the plan examination and permit fees remain the same, even if I use a Private Provider?

A: Yes. The plan examination fees will remain the same. The structural inspection is complimentary; no fees are associated with it.

Q: What types of plans examinations and inspections can be performed by a Private Provider?

A: Only those examinations and inspections that are applicable to the Florida Building Code. Plans examinations and inspections for the purpose of conformance to the Pasco County Land Development Code, applicable life safety codes and fire prevention codes are exempt and must continue to be performed by Pasco County personnel.

Q: Once a private Provider approves an inspection, can the contractor proceed with the next step construction, as it relates to the inspection?

A: Yes. However, if a Pasco County inspector identifies a violation during an audit inspection, the contractor will be notified and work will cease until the violation is corrected and a reinspection is performed.

- Q: What happens if the Private Provider and the Pasco County plans examiner or inspector do not agree?
- A: In accordance with Florida Statute, the Private Provider and Pasco County Building Inspection personnel must meet within two (2) business days of notice to try to resolve the dispute. If this is not successful, then the matter will be referred to the Pasco County Contractor Licensing Board of Adjustments and Appeals for resolution.
- Q: Who will handle complaints regarding code violations on/of plan examination and/or inspections performed by Private Providers?
- A: The complaint will be forwarded to the Private Provider for his/her action. If a violation is found and not corrected in a timely manner, the complaint will be forwarded to the board responsible for issuing the license/registration to the license/registration holder.

3. **PERMIT APPLICATION PLAN ACCEPTANCE:** In addition to the general requirements, applications for permits, which will include the use of private providers for plans examination, must include:

- A: Prints  
Two copies of the plans for an original submittal, or,  
No additional copies for a plan that has previously been placed on file.  
Private Provider-approved plans may be placed on file, using the policies previously adopted for on plans on file.
- B: The Private Provider Plan Compliance Affidavit, which includes:  
The fully completed affidavit  
Signature of Architect or Engineer and date of signature  
Embossed seal over signature  
Affidavit is notarized
- C: Proof of insurance to include the following HIGHLIGHTED:  
Current coverage (date of expiration)  
Minimum policy limits of \$1,000,000 per occurrence relating to all services performed as a private provider

4. **PERMIT ISSUANCE:** Upon completion of all other reviews, document preparations and required confirmations, the Central Permitting Division will issue a permit for construction of the proposed building. The permit and related documents will be marked with notations regarding the use of private provider for plans examination and/or inspection services.

5. **INSPECTION NOTIFICATION:** In accordance with Florida Statutes, you must notify the Building Inspection Division that your private provider will be performing an inspection by 2:00 p.m. on the day prior to the scheduled inspection. In order to facilitate this Statute requirement, and in order to keep these requests separate from non-private provider inspection requests, the following must be performed:

The inspection request must be scheduled through "PAPA" - our personal computer-based interactive permit monitoring and inspection request system.

While scheduling using the PAPA system, a message must be left within the "ENTER NOTES" notation field. That notation must state "PRIVATE INSPECTION PROVIDER, INSPECTION ON (DATE) BY (NAME OF PRIVATE PROVIDER)". If this notation is not made, a normal inspection card will be issued, and you will be subject to an inspection by a Pasco County Inspector. Lack of the proper notification, and proceeding without a Pasco County Inspection, including the covering of items and/or systems requiring inspection, will require the uncovering or disassembling of items and/or systems in order for inspections to be performed. NO EXCEPTIONS.

6. INSPECTION RESULTS: A completed Private Provider Inspection Report (Form PCBID03-02.0) must be left at each jobsite upon each inspection, and be available at any time during the construction process. Also, an additional completed Private Provider Inspection Report must be delivered to the Building Inspection Office within two (2) days following the inspection. Each report must be provided on the appropriate form, and contain the following:

- a. Nature of the inspection (In-progress, or final inspection)
- b. The permit number
- c. The job location: Street address and Parcel Number
- d. Name, License number and signature of the Private Provider
- e. Name, License number and signature of the Duly Authorized Representative (Inspector of record) if different from the Private Provider
- f. Verification of previous inspections
- g. Inspection performed and results

7. CERTIFICATE OF OCCUPANCY OR COMPLETION REQUEST:  
Certificates of Occupancy and/or Certificates of Completion will only be issued when all required documentation, submittals and fees have been received by Pasco County and appropriately processed.

In accordance with F.S. 553.791, a Certificate of Occupancy and/or Certificate of Completion must be issued by this office within two days from submittal of final inspection results and the request for the certificate. This timeframe will be affected by the compliance with above noted submittal stipulation. All required inspection result submittals must be of original documents with original signatures and seals. No facsimile copies will be accepted.

When issued, the Certificate of Occupancy will be printed with the following notation added: "Notice - Plan examination and/or one or more required inspections were performed by Private Providers - individuals other than Pasco County employees. Any latent code violations noted should be addressed to the appropriate State of Florida Board governing the holder of the license."

8. FORMS

- A. NOTICE TO BUILDING OFFICIAL OF USE OF PRIVATE PROVIDER  
Two Pages Submitted with each Building Permit Application when Private Provider is performing plans examination and/or any inspection function.  
Developed by the Florida Building Commission  
Labeled: Notice to Building Official of use of Private Provider.doc

- B. PRIVATE PROVIDER PLAN COMPLIANCE AFFIDAVIT 1 Page  
Submitted with each Building Permit Application for which the Private Provider performed the plan examination function.  
Developed by the Florida Building Commission  
Labeled: Private Provider Plan Compliance Affidavit.pdf
  
- C. PRIVATE PROVIDER INSPECTION REPORT  
Page 1: Defines purpose of form and inspection results  
Submitted with each inspection as noted in directive above.  
Page 2: Only used when requesting:  
Certificate of Completion Temporary Power Release  
Certificate of Occupancy  
Developed by Pasco County Building Inspection Division - Labeled:  
Private Provider Inspection Report.doc