

NOTICE TO BUILDING OFFICIAL - USE OF PRIVATE PROVIDER

Permit #:	Project Name:	
Project Address:	Parcel (Folio) ID:	
Services to be provided (select one):	<input type="checkbox"/> Plans Review and Inspections	<input type="checkbox"/> Inspections Only

I, _____, the fee owner / fee owners Contractor of the property referenced above, hereby affirm that I have entered into a contract with the Private Provider firm identified below to conduct the services indicated above.

Private Provider Firm:	
Qualifier (for Firm):	
Florida License or Registration #:	
Business Address:	
Telephone:	Email:

Owner/Agent Acknowledgments

- If private plans review is elected, the Building Official, pursuant to City policy and §553.791(2), F.S., will require the fee owner or the fee owner's contractor to use a private provider to also perform all required building inspections for the project.
- I understand the local Building Official may not review the plans submitted or perform the required building inspections to determine compliance with applicable codes, except as allowed by law. Instead, plans review and/or inspections will be performed by licensed or certified personnel identified in the application. I have inquired into their competence and insurance and am satisfied my interests are protected. I agree to indemnify, defend, and hold harmless the City, the Building Official, and code enforcement personnel from claims arising from my use of such personnel.
- I understand the Building Official retains authority to review plans, make required inspections, and enforce applicable codes within his or her charge pursuant to §553.791, F.S.
- If I (or my contractor) change the listed private providers or the services to be provided, I/we will update this Notice **within 1 business day after any change or within 2 business days before the next scheduled inspection**. A change of a duly authorized representative named in the permit application does not require a permit revision, and no fee shall be charged for making the change.

Note: Private provider plans review/inspection services are limited to building code compliance; they do not include Fire Prevention, land use, environmental, FEMA regulations, or other local codes.

Project-Specific Submittals (attach as applicable)

- ☐ Private Provider Plan Compliance Affidavit (when performing plans review).
- ☐ List of Requested Inspections (all trades) for this permit.
- ☐ Private Provider Job Site Directory for jobsite posting.

Fee Owner / Fee Owners Agent	Fee Owners Contractor
Name: _____	Name: _____
Signature: _____	Signature: _____