



Audit Procedure for Private Providers under Florida Statute

553.791

Purpose

To ensure that private providers performing plan reviews and inspections comply with the Florida Building Code and statutory requirements, while maintaining public safety and construction integrity.

Scope

Applies to all audits conducted by local building officials on private providers operating under Florida Statute 553.791.

1. Definitions

- **Audit:** A process to confirm that building code inspection services were properly performed and documented by the private provider.
- **Private Provider:** A licensed engineer, architect, or certified building code administrator authorized to perform inspections or plan reviews.
- **Local Ordinance:** Local ordinances requiring inspections not affiliated with the Florida Building Code or its references shall not be considered an audit.
- **Final Inspection:** A final inspection may be provided by City staff prior to issuance of a certificate of occupancy or certificate of completion for new construction and swimming pool projects for safety, zoning and adherence to local ordinances related purposes and shall not be considered an audit.
- **Pre-power release:** any request for pre-power release with the local power provider will require a mandatory inspection from City staff to verify safety related items. These inspections shall not be considered an audit.
- **Temporary power release:** Any request for temporary power from the local power provider may require an inspection from City staff to verify safety related items. These inspections shall not be considered an audit.

2. Audit Frequency

- **Routine Audits:** Up to **four times per calendar year** per private provider or firm and may be increased if multiple safety related items are found during previous audits of the same private provider.
- **Complaint-Based Audits:** May be initiated at any time based on credible complaints or safety concerns.



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3. Pre-Audit Preparation

- **Notification:** Notification of an audit shall be provided at any appropriate time via our on-line inspection system.
- **Document Review:**
 - Verify submitted affidavits for plan reviews.
 - Confirm credentials of Designated Authorized Representatives (DARs).
 - Review inspection logs and reports for completeness and accuracy.

4. On-Site Audit Procedure

- **Site Visit:** Conducted during normal operating hours; work may continue during the audit.
- **Inspection Review:**
 - Confirm that all **mandatory inspections** were performed and properly recorded.
 - Ensure compliance with approved construction documents and applicable codes.

5. Post-Audit Actions

- **Audit Report:**
 - Document findings in a standardized report.
 - Upload to the permit file.
- **Noncompliance:**
 - Identify deficiencies and require corrective action.
 - Follow up to verify compliance.