



City of Tarpon Springs, Florida

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Building Development Department
David Gilson
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Private Provider Policy

The Building Development Department of The City of Tarpon Springs, in compliance with Florida Statute §553.791 (Alternative Plans Review and Inspections), has determined the following requirements must be met for private provider services to be used in lieu of municipal services.

All sections of Florida Statute §553.791 (as amended) must be met with the following clarifications.

- If the fee owner or fee owner's contractor chooses to use a private provider for plans review (examination), he/she must also use the private provider for inspectional services
- There will be no additional fees associated with the use of a private provider as required by law. Based on previous projects using §553.791, the Building Department has determined that there will be no cost reduction. All permit applications will require Planning and Zoning approval if applicable, and we reserve the option to audit inspections performed by the private provider at our discretion.
- A private provider may not provide services on any project that the private provider or the private providers firm has designed or constructed.
- Notice of the use of private provider services shall be given to the Building Official at time of application but no less than 7 days prior to the first inspection.
- Any duly authorized representative of the private provider must be an "employee" of the private provider and provide documentation in the form of an original notarized letter of authorization stating such.
- Notice of private provider inspections shall be given via the internet using our inspection scheduling system in use at the time of inspection. The request shall be made prior to 11:59 p.m. local time the prior business day. The request shall include the following information in the notes section of the scheduling software, the type of inspection, the approximate time of inspection, and the statement from the private provider in the following substantial form "This inspection is scheduled for informational/audit purposes only". Inspection scheduling will not be accepted via telephone or in person.
- Any deficiencies found by the private provider must be posted on the jobsite in a conspicuous location.
- All inspections performed by the private provider must be recorded on a form acceptable to the Building Official and posted on the jobsite in a conspicuous location at all times during the course of construction. This form must be updated with the type of inspection, date and pass/fail prior to the private provider or the private provider's representative departing the jobsite. All inspection results must be reported to the building official within 2 days of the inspection. Inspection results must be reported using our inspection scheduling software. Inspection "Contact Inspector" must be used with the inspection type, date of inspection, name of the private provider inspection service and pass/fail clearly delineated in the notes section of the request. Inspection results will not be accepted via telephone or in person.

- Upon completion of the project the private provider shall prepare a certificate of compliance, acceptable to the building official, summarizing the inspections performed and including a written representation (under oath) that the inspections have been performed.
- Professional liability insurance with minimum policy limits established by §553.791 must be in place at all times during construction. The name and policy number of the insurance must be included with the application for permit.
- The Building Development Department may, at its sole discretion, perform audits of the inspections and plan review services provided by the private provider services.

This policy will be available via the internet including required forms as published by the Florida Building Commission and examples of forms that are acceptable to the Building Official.

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