



City of Tarpon Springs, Florida

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Building Development Department
Keith Meade
Deputy Building Official

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, the private provider must also provide all required inspections.
- There will be no additional fees associated with the use of a private provider as required by law. Any reduction of the permit fee will be applied on a percentage basis. 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 in writing at time of application, or by 2 p.m. local time, 2 business days before the first scheduled inspection. This notice shall include all information required by F.S. 553.791(4)(a)-(c).
- 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:
 - 1) the type of inspection
 - 2) the approximate time of inspection
 - 3) 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.
- 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 for the duration of the project. 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 business days of the inspection. Inspection results must be reported using our inspection scheduling software** with the following instructions:
 - 1) Inspection type "Contact Inspector" (C01) must be used. Include in the notes section:
 - a) Type of inspection

- b) Date of inspection
- c) Name of private provider inspection service
- d) Inspection result of pass or fail, with reasons for any failed inspection.

Inspection results will not be accepted via telephone or in person.

- Upon completing the required inspections at each applicable phase of construction, the private provider shall prepare a certificate of compliance, on a form 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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