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Private Provider Policy

Per Section 553.791 Florida Statutes, entitled “Alternative plans review and inspection” and Laws of Florida Chapter 2019-165 signed by the Governor on June 28, 2019 effective on July 1st, 2019. The City of Clermont Building Official provides the following policy regarding Private Providers:

Inspections:

1. If using a private provider for inspections, they must submit notice, including all required paperwork at the time of permit application or by 2:00 pm eastern standard time 2 days prior to the first inspection. The notice shall include the following information:
 - a. The services to be performed by the private provider; and
 - b. The name, firm, address, telephone number, of each private provider who is performing or will perform such services, his or her professional license or certification number, and a copy of the completed Building Code Effectiveness Grading Schedule Employee Data Sheet for each employee associated with this project; and
 - c. A certificate of insurance demonstrating that professional liability insurance coverage is in place for the private provider’s firm, the private provider, and any duly authorized representative in the amounts required by F.S. Section 553.791(16); and
 - d. An acknowledgment from the fee owner, signed and notarized and in substantially the following form:

I have elected to use one or more private providers to provide building code plans review and/or inspection services on the building or structure that is the subject of the enclosed permit application, as authorized by s. 553.791, Florida Statutes. I understand that the local building official may not review the plans submitted or perform the required building inspections to determine compliance with the applicable codes, except to the extent specified in said law. Instead, plans review and/or required building inspections will be performed by licensed or certified personnel identified in the application. The law requires minimum insurance requirements for such personnel, but I understand that I may require more insurance to protect my interests. By executing this form, I acknowledge that I have made inquiry regarding the competence of the licensed or certified personnel and the level of their insurance and am satisfied that my interests are adequately protected. I agree to indemnify, defend, and hold harmless the City of Clermont, the City of Clermont Building Official, and the City of Clermont building code enforcement personnel from any and all claims arising from my use of these licensed or certified personnel to perform building code inspection services with respect to the building or structure that is the subject of the enclosed permit application.

2. The private provider performing required inspections under this section shall provide notice to the building official of the date and approximate time of any such inspection no later than 4:00am eastern standard time of the business day of the inspection. The building official may visit the site as often as necessary to verify that the private provider is performing all required inspections. A deficiency notice must be provided to the Building Services Department whenever a noncomplying item related to the building code or the permitted documents is found. After corrections are made, the item must be reinspected by the private provider or representative before being concealed.

3. Upon completing the required inspections at each applicable phase of construction, the private provider shall record such inspections on a form acceptable to the Building Official. The form must be signed by the provider or the provider's duly authorized representative. These inspection records shall reflect those inspections required by the applicable codes of each phase of construction for which permitting by a local enforcement agency is required. The private provider, shall provide the record to the Building Official within 2 business days and all such inspection records are submitted with the certificate of compliance. The private provider shall report to the Building Official any condition that poses an immediate threat to public safety and welfare.

4. Upon completion of all required inspections, 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 stated inspections have been performed and that, to the best of the private provider's knowledge and belief, the building construction inspected complies with the approved plans and applicable codes. The statement required of the private provider shall be substantially in the following form and shall be signed and sealed by a private provider:

To the best of my knowledge and belief, the building components and site improvements outlined herein and inspected under my authority have been completed in conformance with the approved plans and the applicable codes.

5. All of the site work inspections are not performed by the Building Services Department and will have to be scheduled with the appropriate City of Clermont Department, Division, or offices.

Plan Review:

1. If using a private provider for plan review, they must submit notice, including all required paperwork at the time of permit application. The notice shall include the following information:
 - a. The services to be performed by the private provider; and
 - b. The name, firm, address, telephone number, of each private provider who is performing or will perform such services, his or her professional license or certification number, and a copy of the completed Building Code Effectiveness Grading Schedule Employee Data Sheet for each employee associated with this project; and
 - c. A certificate of insurance demonstrating that professional liability insurance coverage is in place for the private provider's firm, the private provider, and any duly authorized representative in the amounts required by F.S. Section 553.791(16); and
 - d. An acknowledgment from the fee owner, signed and notarized and in substantially the following form:

I have elected to use one or more private providers to provide building code plans review and/or inspection services on the building or structure that is the subject of the enclosed permit application, as authorized by s. 553.791, Florida Statutes. I understand that the local building official may not review the plans submitted or perform the required building inspections to determine compliance with the applicable codes, except to the extent specified in said law. Instead, plans review and/or required building inspections will be performed by licensed or certified personnel identified in the application. The law requires minimum insurance requirements for such personnel, but I understand that I may require more insurance to protect my interests. By executing this form, I acknowledge that I have made inquiry regarding the competence of the licensed or certified personnel and the level of their insurance and am satisfied that my interests are adequately protected. I agree to indemnify, defend, and hold harmless the City of Clermont, the City of Clermont Building Official, and the City of Clermont building code enforcement personnel from any and all claims arising from my use of these licensed or certified personnel to perform building code inspection services with respect to the building or structure that is the subject of the enclosed permit application.

2. A private provider performing plans review under this section shall review plans to determine compliance with the applicable codes. Upon determining that the plans reviewed comply with the applicable codes, the private provider shall prepare an affidavit or affidavits on a form reasonably acceptable to the Building Official certifying, under oath, that the following is true and correct to the best of the private provider's knowledge and belief:
 - a. The plans were reviewed by the affiant, who is duly authorized to perform plans review pursuant to this section and holds the appropriate license or certificate.
 - b. The plans comply with the applicable codes.