



Supplemental Materials

# NOTICE TO BUILDING OFFICIAL OF USE OF PRIVATE PROVIDER

VALID FOR THE LIFE OF THE PRIMARY PERMIT

Effective April 1, 2014

Project Name: \_\_\_\_\_

Parcel Tax ID: \_\_\_\_\_

Services to be provided:

\_\_\_\_\_ Plans Review      \_\_\_\_\_ and/or Inspections      \_\_\_\_\_ Utilizing Inspections as  
determined by Collier  
County

*Note: If the notice applies to either private plan review or private inspection services, the Building Official may require, at his or her discretion, the private provider be used for both services pursuant to Section 553.791(2) Florida Statute.*

***If private provider plan review is performed, all required inspections must also be performed by the private provider as well. All Electrical Service (Temporary Power), (503, 504 & 505) Electrical Inspections will be completed by Collier County Electrical Inspector's and notification to all serving utilities will only be made by the Collier County Building Review Staff, once approved.***

I \_\_\_\_\_, the fee owner, affirm I have entered into a contract with the Private Provider indicated below to conduct the services indicated above. This notice is valid for the life of the primary permit.

Private Provider Firm: \_\_\_\_\_

Private Provider Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Florida License, Registration or Certificate #: \_\_\_\_\_

**Optional:**

\_\_\_\_\_ I acknowledge this Notice to Building Official can be applied to subsequent permits associated  
(Initials) with the primary permit for the above referenced Parcel Tax ID.

I have elected to use one or more private providers to provide building code plans review and/or inspection services on the building that is the subject of the enclosed permit application, as authorized by § 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 local government, the local building official, and their 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 that is the subject of the enclosed permit application.

I understand the Building Official retains authority to review plans, make required inspections, and enforce the applicable codes within his or her charge pursuant to the standards established by § 553.791, Florida Statutes. If I make any changes to the listed private providers or the services to be provided by those private providers, I shall, within 1 business day after any change, update this notice to reflect such changes. The building plans review and/or inspection services provided by the private provider is limited to building code compliance and does not include review for fire code, land use, environmental, FEMA requirements or other codes.

**The following attachments are provide as required:**

1. Qualification statements, resume, and a copy of the private provider license required by F.S. 471 or F.S. 481 and all duly authorized representatives' employment affidavits are signed and notarized & copies of all licenses required by F.S. 468.
2. Private Provider Plan Compliance Affidavit is signed and notarized, unless Private Provider is only performing building inspections for project.
3. Private Provider complete list of requested building inspections is attached. (4-Pages)
4. Section 553.791(16) of the Florida Statutes provides for requiring minimum insurance coverage for professional liability covering all services performed as a private provider. The section states: "A private provider may perform building code inspection services on a building project under this section only if the private provider maintains insurance for professional liability covering all services performed as a private provider. Such insurance shall have minimum policy limits of \$1 million per occurrence and \$2 million in the aggregate for any project with a construction cost of \$5 million or less and \$2 million per occurrence and \$4 million in the aggregate for any project with a construction cost of over \$5 million. Nothing in this section limits the ability of a fee owner to require additional insurance or higher policy limits. For these purposes, the term "construction cost" means the total cost of building construction as stated in the building permit application. **If the private provider chooses to secure claims-made coverage to fulfill this requirement, the private provider must also maintain coverage for a minimum of 5 years subsequent to the performance of building code inspection services.** The insurance required under this subsection shall be written only by insurers authorized to do business in this state with a minimum A.M. Best's rating of A. Before providing building code inspection services within a local building official's jurisdiction, a private provider must provide to the local building official a certificate of insurance evidencing that the coverages required under this subsection are in force." The proof of insurance required by this section will be expected prior to first inspection by the private provider firm.

Forms approved by the Building Official are provided as part of this package. Forms provided in this package must be used on each occurrence of the event identified by the forms. No substitute forms will be accepted.

**Check ONE Section Below**

**INDIVIDUAL \_\_\_\_\_**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by (printed name of individual) \_\_\_\_\_

Such person(s) Notary Public must check applicable box:

- Are personally known to me
- Has produced a current drivers license \_\_\_\_\_
- Has produced \_\_\_\_\_ as identification.

Must Comply with Notarial Law
Notary Seal

Notary Signature: \_\_\_\_\_

**CORPORATION \_\_\_\_\_**

Name of Corporation (Fee Owner): \_\_\_\_\_

Corporate Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Corporate Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by (printed name of individual) \_\_\_\_\_

on behalf of \_\_\_\_\_ corporation, registered in the state of \_\_\_\_\_.

Such person(s) Notary Public must check applicable box:

- Are personally known to me
- Has produced a current drivers license \_\_\_\_\_
- Has produced \_\_\_\_\_ as identification.

Must Comply with Notarial Law
Notary Seal

Notary Signature: \_\_\_\_\_

**PARTNERSHIP \_\_\_\_\_**

Name of Partnership (Fee Owner): \_\_\_\_\_

Partnership Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Partner: \_\_\_\_\_

Signature: \_\_\_\_\_

**NOTARY**

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, by (printed name of individual) \_\_\_\_\_

on behalf of \_\_\_\_\_ partnership, registered in the state of \_\_\_\_\_.

- Are personally known to me
- Has produced a current drivers license \_\_\_\_\_
- Has produced \_\_\_\_\_ as identification.

Notary Signature: \_\_\_\_\_

Must Comply with Notarial Law
Notary Seal