



## City of Lake City - Growth Management

173 NW Hillsboro St. Lake City, FL 32055

Ph: 386-719-5750 Email: Permits@lcfla.com

### **City of Lake City, FL Private Provider Policy & Procedures.**

Whereas Florida Statute § 553.791 allows for the fee owner of a building or structure to contract directly with a private provider for building code inspections services, City of Lake City Growth Management Department has established this document, titled *City of Lake City, FL Private Provider Policy & Procedures*.

The following definitions, as provided for in Florida Statute § 553.791, are part of, and enforceable within City of Lake City as related to private providers.

**Applicable Codes** - means the Florida Building Code and any local technical amendments to the Florida Building Code but does not include the applicable minimum fire prevention and Fire safety codes adopted pursuant to chapter 633.

**Audit** - means the process to confirm that the building code inspection services have been performed by the private provider, including ensuring that the required affidavit for the plan review has been properly completed and affixed to the permit documents and that the minimum mandatory inspections required under the building code have been performed and properly recorded. The local building official may not replicate the plan review or inspection being performed by the private provider, unless expressly authorized by this section.

**Building** - means any construction, erection, alteration, demolition, or improvement of, or addition to, any structure or site work for which permitted by a local enforcement agency is required.

**Building Code Inspection Services** - means those services described in s. 468.603(5) and (8) involving the review of building plans as well as those services involving the review of site plans and site work engineering plans or their functional equivalent, to determine compliance with applicable codes and those inspections required by law of each phase of construction for which permitting by a local enforcement agency is required to determine compliance with applicable codes.

**Duly Authorized Representative** - means an agent of the private provider identified in the permit application who reviews plans or performs inspections as provided by this section and who is licensed as an engineer under chapter 471 or as an architect under chapter 481 or who holds a standard certificate under part XII of chapter 468.

**Immediate Threat to Public Safety and Welfare** - means a building code violation that, if allowed to persist, constitutes an immediate hazard that could result in death, serious bodily injury, or significant property damage. This paragraph does not limit the authority of the local building official to issue a Notice of Corrective Action at any time during the construction of a building project or any portion of such project if the official determines that a condition of the building or portion thereof may constitute a hazard when the building is put into use following completion as long as the condition cited is shown to be in violation of the building code or approved plans.

**Local Building Official** - means the individual within the governing jurisdiction responsible for direct regulatory administration or supervision of plans review, enforcement, and inspection of any construction, erection, alteration, demolition, or substantial improvement of, or addition to, any structure for which permitting is required to indicate compliance with applicable codes and includes any duly authorized designee of such person.

**Permit Application** - means a properly completed and submitted application for the requested building or construction permit, including:

1. The plans reviewed by the private provider.
2. The affidavit from the private provider required under subsection (6).
3. Any applicable fees.
4. Any documents required by the local building official to determine that the fee owner has secured all other government approvals required by law.

**Plans** - means building plans, site engineering plans, or site plans, or their functional equivalent, submitted by a fee owner or fee owner's contractor to a private provider or duly authorized representative for review.

**Private Provider** - means a person licensed as a building code administrator under part XII of chapter 468, as an engineer under chapter 471, or as an architect under chapter 481. For purposes of performing inspections under this section for additions and alterations that are limited to 1,000 square feet or less to residential buildings, the term "private provider" also includes a person who holds a standard certificate under part XII of chapter 468.

**Request for Certificate of Occupancy or Certificate of Completion** - means a properly completed and executed application for:

1. A certificate of occupancy or certificate of completion.
2. A certificate of compliance from the private provider required under Section 553.791(12) F.S.
3. Any applicable fees.
4. Any documents required by the local building official to determine that the fee owner has secured all other government approvals required by law.

**Site Work** - means the portion of a construction project that is not part of the building structure, including, but not limited to, grading, excavation, landscape irrigation, and installation of driveways.

**Stop-Work Order** - means the issuance of any written statement, written directive, or written order which states the reason for the order and the conditions under which the cited work will be permitted to resume.

### **Private Provider Plan Acceptance Stamp**

Upon acceptance of a private provider plan review pursuant to Florida Statute § 553.791, the City of Lake City Building Official will place an acceptance stamp on the first page of the submitted plan set. The acceptance stamp will read as follows:

*"This document has been reviewed for compliance with the Florida Building Code and the National Electrical Code by a Private Provider. This review has been accepted pursuant to Florida Statute § 553.791. Acceptance of these plans by the applicant acknowledges that the City of Lake City shall bear no responsibility for errors, omissions, or other code-related deficiencies within the plans."*

Acceptance of the private provider plan review does not relieve the applicant, design professional, or private provider of responsibility for compliance with all applicable codes, laws, and regulations.

### **Owner Options for Building Code Inspection Services**

- ✓ The fee owner of a building or structure may choose to use a private provider to provide building code inspection services regarding such building or structure and may make payment directly to the private provider for the provision of such services.
- ✓ If the fee owner or the fee owner's contractor uses a private provider to provide plans review, the City of Lake City Building Official, in his or her discretion and pursuant to duly adopted policies of the building department, may require the fee owner or the fee owner's contractor to use a private provider to also provide required building inspections.
- ✓ A fee owner or the fee owner's contractor, using a private provider to provide building code inspection services, shall notify the City of Lake City building official at the time of permit application on a form adopted by the Florida Building Commission and/or the City of Lake City Building Official.
- ✓ A fee owner or the fee owner's contractor, using a private provider to provide building code inspection services, shall notify the City of Lake City building official by 2 p.m. local time, 2 business days before the first scheduled inspection by the City of Lake City building official for a private provider performing required inspections of construction on a form adopted by the Florida Building Commission.
- ✓ Whenever a fee owner utilizes the services of a Private Provider for inspections and/or plan review or both, a separate form shall be required for each permit application with the applicable information being provided as contained herein.

### **Private Provider Change in Service**

- ✓ If the fee owner or the fee owner's contractor makes any changes to the listed private providers or the services provided by those private providers, the fee owner or the fee owner's contractor shall, within 1 business day after any change or within 2 business days before the next scheduled inspection, update the notice to reflect such changes.

### **Private Provider Responsibilities**

- ✓ A private provider performing plans review shall review the plans to determine compliance with the applicable codes and place an electronic stamp indicating "Reviewed for Code Compliance" on the approved construction documents prior to the design professional digitally signing the construction documents. This procedure is to ensure the validity of the digital signature by the design professional.
- ✓ A private provider upon determining that the plans reviewed comply with the applicable codes, shall prepare an affidavit or affidavits on a form reasonably acceptable to the Florida Building Commission certifying, under oath, that the following is true and correct to the best of the private provider's knowledge and belief:

***The plans were reviewed by the [affiant], who is duly authorized to perform plans review pursuant to Florida Statute and holds the appropriate license or certificate, and the plans comply with the applicable codes.***

- ✓ All submittals for City of Lake City are required to be submitted to the City of Lake City building official through the City of Lake City's Growth Management department. All submittals must comply with the digital signature and digital/electronic seal requirements of Florida Statute § 471 & 481 and City of Lake City's published requirements.
- ✓ Documents for deferred submittal items shall be submitted to the registered design professional in responsible charge who shall review them and forward them to the City of Lake City building official, through the City of Lake City's Growth Management Department, with a notation indicating that the deferred submittal documents have been reviewed and found to be in general conformance to the design of the building. The deferred submittal items shall not be installed until the deferred submittal documents have been approved by the City of Lake City building official.
- ✓ When the City of Lake City building official issues a permit, one set of approved construction documents shall be kept at the site of work and shall be open to inspection by the City of Lake City building official or a duly authorized representative. FBC-B 107.3.1
- ✓ Work shall be installed in accordance with the approved construction documents, and any changes made during construction that are not in compliance with the approved construction documents shall be resubmitted by the private provider as an amended set of construction documents before approval or acceptance by the City of Lake City. FBC-B107.4.
- ✓ No inspections shall commence without first obtaining a permit from the City of Lake City's Growth Management department.

#### **Private Provider Authority**

- ✓ A private provider and any duly authorized representative may only perform building code inspection services that are within the disciplines covered by that person's licensure or certification under Florida Statute chapter § 468, chapter 471, or chapter 481.
- ✓ The private provider shall report to the local enforcement agency any condition that poses an immediate threat to public safety and welfare.
- ✓ A private provider may not provide building code inspection services pursuant to Florida Statute upon any building designed or constructed by the private provider or the private provider's firm.

#### **Permit Issuance by the City of Lake City Building Official**

- ✓ No more than 20 business days after receipt of a permit application and the affidavit from the private provider, the City of Lake City building official will issue the requested permit or provide a written notice to the permit applicant identifying the specific plan features that do not comply with the applicable codes, as well as the specific code chapters and sections.

- ✓ To resolve the plan deficiencies, the permit applicant may elect to dispute the deficiencies or to submit revisions to correct the deficiencies.
- ✓ If the permit applicant submits revisions, the City of Lake City building official has the remainder of the tolled 20-day period plus 5 business days from the date of resubmittal to issue the requested permit or to provide a second written notice to the permit applicant stating which of the previously identified plan features remain in noncompliance with the applicable codes.
- ✓ Any subsequent review by the City of Lake City building official is limited to the deficiencies cited in the written notice.
- ✓ If the City of Lake City building official provides a second written notice of plan deficiencies to the permit applicant within the prescribed time period, the permit applicant may elect to dispute the deficiencies or to submit additional revisions to correct the deficiencies. For all revisions submitted after the first revision, the City of Lake City building official has an additional 5 business days from the date of resubmittal to issue the requested permit or to provide a written notice to the permit applicant stating which of the previously identified plan features remain in noncompliance with the applicable codes.

#### **Inspection Requirements for Private Providers**

- ✓ A private provider shall inspect each phase of construction as required by the applicable codes and as specified on the approved Permit Documents. Early start certificates can only be approved by the local building official.
- ✓ The private provider may have a duly authorized representative perform the required inspections, provided all required reports are prepared by and bear the written or electronic signature of the private provider or the private provider's duly authorized representative.
- ✓ The duly authorized representative must be an employee of the private provider entitled to receive reemployment assistance benefits under Florida Statute § 443.
- ✓ A private provider performing inspection services may not perform or approve subsequent inspections until the applicant files by mail, facsimile, hand delivery, or any other means such certified copy of the required Notice of Commencement with the jurisdiction. Florida Statute 713.135(1)(d)
- ✓ When a private provider is to perform any required inspections, the private provider or the contractor must schedule the required inspection on City of Lake City's Inspection Request Line with the approximate date and time of any such inspection.
- ✓ The City of Lake City building official will not prohibit the private provider from performing any inspection outside the City of Lake City building official's normal operating hours, including after hours, weekends, or holidays, provided the inspection is scheduled on City of Lake City's Inspection Request line the prior business day.
- ✓ A deficiency notice must be posted by the private provider, the duly authorized

representative of the private provider, or the building department whenever a noncomplying item related to the building code or the permitted documents is found. Such notice may be physically posted at the job site or electronically posted.

- ✓ After corrections are made, the item must be reinspected by the private provider or provider's duly authorized representative before being concealed.
- ✓ Upon completing the required inspections at each applicable phase of construction, the private provider shall record on City of Lake City's Inspection Reporting line in a manner acceptable to the City of Lake City building official the inspection result and any applicable notes.
- ✓ These inspection records shall reflect those inspections required by the applicable codes and as listed on the approved permit of each phase of construction for which permitting by City of Lake City is required.
- ✓ The private provider, upon completion of the required inspection, shall post each completed inspection record, indicating pass or fail, and provide the record to the local building official within 2 business days.
- ✓ Inspection record may be electronically posted by the private provider, or the private provider may post such inspection record physically at the project site. The private provider may electronically transmit the record to the local building official.
- ✓ The private provider shall report to the City of Lake City building official any condition that poses an immediate threat to public safety and welfare.
- ✓ Upon completion of all required inspections, the private provider shall prepare a certificate of compliance, on a form acceptable to the City of Lake City 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 City of Lake City's 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 City of Lake City's approved plans and the applicable codes.***

### **Private Provider Registration**

- ✓ Private providers and duly authorized representatives working within the jurisdiction must register with the City of Lake City building official to verify compliance with the licensure requirements of Florida Statute § 553.791(1)(n).
- ✓ A private provider must provide, to the City of Lake City building official, a certificate of insurance evidencing that the coverages required under Florida Statute §

553.791(17) are in force.

### **Issuance of the Certificate of Occupancy / Completion**

- ✓ When requesting a certificate of occupancy or certificate of completion, the applicant must present a certificate of compliance and approval of all other government approvals required by law.
- ✓ The City of Lake City Building Official reserves the right to conduct a certificate of occupancy or certificate of completion review of the site when a request is presented to the Building Safety Department.
- ✓ All requirements of Florida Statute § 633 will be completed and approved by the City of Lake City building official. The Certificate of will indicate full compliance with all fire and life safety inspections.
- ✓ A project audit record will be completed before the Certificate of Occupancy
- ✓ The City of Lake City building official will issue the certificate of occupancy or certificate of completion or provide a notice to the applicant identifying the specific deficiencies, as well as the specific code chapters and sections, within 2 business days for single family or two family, and 10 business days for commercial, after receipt of a request.
- ✓ If the City of Lake City building official determines that the building construction or plans do not comply with the applicable codes, the City of Lake City building official may deny the request for a certificate of occupancy or certificate of completion, as appropriate.
- ✓ A certificate of occupancy required by FBC-B Section 111 shall not be issued until the floor load signs, required by FBC-B Section 106.1, have been installed.
- ✓ A building or structure shall not be used or occupied, and a change in the existing use or occupancy classification of a building or structure or portion thereof shall not be made, until the City of Lake City building official has issued a certificate of occupancy therefore as provided by the FBC. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of City of Lake City. FBC-B 111.1.

### **City of Lake City Building Official Authority**

- ✓ The City of Lake City building official will visit the building site as often as necessary to verify that the private provider is performing all required inspections as noted under FL Statute 553.791 (9).
- ✓ The City of Lake City building official may audit the performance of building code inspection services by private providers operating within the local jurisdiction. However, the same private provider may not be audited more than four times in a year **unless** the local building official determines the condition of a building constitutes an immediate threat to public safety and welfare, as noted under FL Statute 553.791 (19).
- ✓ A deficiency notice must be posted at the job site, or electronically posted, and recorded in the City of Lake City Inspection Reporting line by the building department whenever a noncomplying item related to the building code or the permitted

documents is found.

- ✓ If the City of Lake City building official determines that the building construction or plans do not comply with the applicable codes, the City of Lake City building official may deny the permit or request for a certificate of occupancy or certificate of completion, as appropriate, or may issue a stop-work order for the project or any portion thereof as provided by law.
- ✓ Deferral of any submittal items, required by the applicable codes, shall have the prior approval of the City of Lake City building official. The registered design professional in responsible charge shall list the deferred submittals on the construction documents for review by the City of Lake City building official. All plans shall be submitted through the City of Lake City Growth Management Department. FBC-B 107.3.4.1.
- ✓ A person shall not make connections from a utility, source of energy, fuel or power to any building or system that is regulated by this code for which a permit is required, until released by the City of Lake City Building Official (FBC 112.1).
- ✓ Where the City of Lake City building official finds any work regulated by this code being performed in a manner either contrary to the provisions of the Florida Building Code, the approved plans, or is dangerous or unsafe, the City of Lake City building official will issue a stop work order. FBC-B 115.1.
- ✓ If the City of Lake City Building Official determines that any of the policies herein and/or the City of Lake City Codes and Ordinances and/or Statutes of the State of Florida are being violated, the City of Lake City Building Official will issue a stop work order as noted in FBC-B 115.1 until such time as compliance is achieved.

**I hereby affirm I have read the policies and procedures requirements and will comply with these requirements as well as FL Statute 553, 471 or 481 and all licenses required by F.S. 468.**

**Private Provider Signature:** \_\_\_\_\_ **License #:** \_\_\_\_\_

STATE OF FLORIDA, County of \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of

**physical presence** or  **online notarization**, this \_\_\_\_\_ day of, \_\_\_\_\_ 20 \_\_\_\_\_,

By \_\_\_\_\_

Personally, known or

Produced Identification \_\_\_\_\_

\_\_\_\_\_  
Notary Signature (Print, Type, or Stamp Commissioned Name of Notary Public)



## City of Lake City - Growth Management

173 NW Hillsboro St. Lake City, FL 32055

Ph: 386-719-5750 Email: Permits@lcfla.com

# DULY AUTHORIZED REPRESENTATIVE EMPLOYMENT AFFIDAVIT

This affidavit is required pursuant to the City of Lake City Alternative Plan Review and Inspection Registration Program.

I, \_\_\_\_\_, the Private Provider, do hereby affirm that the Duly Authorized Representative listed below, is my employee and is entitled to receive unemployment compensation benefits under Chapter 443, as required by F.S. 553.791 (8).

### DULY AUTHORIZED REPRESENTATIVES:

(List each Authorized Representative individually; use a separate form for each Authorized Representative)

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

License Number – Standard Plans Examiner: \_\_\_\_\_ Standard Inspector: \_\_\_\_\_

Trade Categories: \_\_\_\_\_

Submit resumes of each Duly Authorized Representative and copies of their licenses.

Signature of Private Provider: \_\_\_\_\_

License #: \_\_\_\_\_

PRIVATE PROVIDER FIRM: \_\_\_\_\_

STATE OF FLORIDA, County of \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of

**physical presence** or  **online notarization**, this \_\_\_\_ day of, \_\_\_\_\_ 20\_\_\_\_,

By \_\_\_\_\_

Personally, known or

Produced Identification \_\_\_\_\_

\_\_\_\_\_

Notary Signature (Print, Type, or Stamp Commissioned Name of Notary Public)



## City of Lake City - Growth Management

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### NOTICE TO BUILDING OFFICIAL OF USE OF PRIVATE PROVIDER

**An acknowledgment from the fee owner or the fee owner's contractor:**

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 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 or structure that is the subject of the enclosed permit application.

Additionally, if the fee owner or the fee owner's contractor makes any changes to the listed private providers or the services to be provided by those private providers, the fee owner or the fee owner's contractor shall, within 1 business day after any change or within 2 business days before the next scheduled inspection, update the notice to reflect such changes. A change of a duly authorized representative named in the permit application does not require a revision of the permit, and the building code enforcement agency shall not charge a fee for making the change.

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. **A private provider performing required inspections under this section shall provide notice to the local building official of the approximate date and time of any such inspection. The local building official may visit the building site as often as necessary to verify that the private provider is performing all required inspections.** A deficiency notice must be posted by the private provider, the duly authorized representative of the private provider, or the building department whenever a noncomplying item related to the building code or the permitted documents is found. Such notice may be physically posted at the job site or electronically posted.



## City of Lake City - Growth Management

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### **Notice to Building Official of Use of Private Provider**

Provide the following attachments 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 representative's 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, if Private Provider is only performing building inspections for project, then the Inspection report is required.
3. Private Provider complete list of requested building inspections is attached.
4. Section 553.791(18) of the Florida Statutes "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 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 coverage's 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.



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### Notice to Building Official of Use of Private Provider

Effective May 1, 2017, Revised July 25, 2025 (This acknowledgement shall be notarized)

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

Provider's Tax ID: \_\_\_\_\_

Services to be provided: Plans Review \_\_\_\_\_ and/or Inspections \_\_\_\_\_

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

If private provider inspection is performed, all required inspections must also have the inspection report completed. All Electrical Service (Temporary Power), (211, 213, 214, 201, 714, 776) Electrical Inspections **will be completed by City of Lake City Building Safety**, and notification to all serving utilities will only be made by the City of Lake City Building Safety Staff, once approved via the green tag system we currently use.

I \_\_\_\_\_, the fee owner or the fee owner's contractor, acknowledge in accordance with FL 553.791(4)(c) I have entered into a contract with the Private Provider indicated below to conduct the services indicated above.

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

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

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

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

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

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

Signature of Fee Owner: \_\_\_\_\_ Date: \_\_\_\_\_

STATE OF FLORIDA, County of \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of

**physical presence or**  **online notarization**, this \_\_\_\_\_ day of, \_\_\_\_\_, 20\_\_\_\_,

By \_\_\_\_\_

Personally, known or

Produced Identification \_\_\_\_\_

\_\_\_\_\_  
Notary Signature (Print, Type, or Stamp Commissioned Name of Notary Public)



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### DULY AUTHORIZED REPRESENTATIVE EMPLOYMENT AFFIDAVIT

This affidavit is required pursuant to the City of Lake City Alternative Plan Review and Inspection Registration Program.

I, \_\_\_\_\_, the Private Provider, do hereby affirm that the Duly Authorized Representative listed below, is my employee and is entitled to receive unemployment compensation benefits under Chapter 443, as required by F.S. 553.791 (8).

#### DULY AUTHORIZED REPRESENTATIVES:

(List each Authorized Representative individually; use a separate form for each Authorized Representative)

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

License Number – Standard Plans Examiner: \_\_\_\_\_ Standard Inspector: \_\_\_\_\_

Trade Categories: \_\_\_\_\_

Submit resumes of each Duly Authorized Representative and copies of their licenses.

Signature of Private Provider: \_\_\_\_\_

License #: \_\_\_\_\_

PRIVATE PROVIDER FIRM: \_\_\_\_\_

STATE OF FLORIDA, County of \_\_\_\_\_

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**physical presence** or  **online notarization**, this \_\_\_\_\_ day of, \_\_\_\_\_ 20\_\_\_\_,

By \_\_\_\_\_

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### PRIVATE PROVIDER PLANS REVIEW COMPLIANCE AFFIDAVIT

Permit #: \_\_\_\_\_ Date: \_\_\_\_\_

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

Plan Review: Initial \_\_\_\_\_ Modification \_\_\_\_\_

I hereby certify that to the best of my knowledge the plans submitted were reviewed for and are in compliance with the current Florida Building Code and all local amendments to the Florida Building Code by the following affiant, who is duly authorized to perform plans review pursuant to Section 553.791, Florida Statute and holds the appropriate license or certificate.

Reviewer Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Print

#### THIS SECTION TO BE COMPLETED BY A NOTARY PUBLIC:

STATE OF FLORIDA, County of \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of

**physical presence** or  **online notarization**, this \_\_\_\_\_ day of, \_\_\_\_\_ 20\_\_\_\_\_,

By \_\_\_\_\_

Personally, known or

Produced Identification \_\_\_\_\_

\_\_\_\_\_  
Notary Signature (Print, Type, or Stamp Commissioned Name of Notary Public)



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### PRIVATE PROVIDER INSPECTION REPORT

(Must be filled out completely. Incomplete reports will not be accepted by City of Lake City.)

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

At the completion of each inspection, the private provider shall:

Post each completed inspection record on the Permit Card posted on site, indicating pass or fail.

The "private provider" shall also provide the record on this form to the local Building Official. The original certified inspection must be hand delivered, mailed, or electronically delivered via email; faxes are not acceptable.

These inspection records shall reflect those inspections required by the applicable codes of each phase of construction for which permitting by the Building Safety Department is required.

Permit # \_\_\_\_\_ Date \_\_\_\_\_

Inspection Type/Code \_\_\_\_\_ Inspection Date \_\_\_\_\_

#### Inspection Result:

1. Passed \_\_\_\_\_ 2. Partial Pass \_\_\_\_\_ 3. Failed \_\_\_\_\_ 4. Cancelled \_\_\_\_\_

Comments: \_\_\_\_\_

I hereby certify that the above-referenced inspection has been completed in conformance with the approved plans and the applicable codes.

By: \_\_\_\_\_ License # \_\_\_\_\_  
(Print Name)

Certified \_\_\_\_\_  
(Signature)



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### PRIVATE PROVIDER CERTIFICATE OF COMPLIANCE

#### Request for Certificate of Occupancy

CBO: \_\_\_\_\_ Date: \_\_\_\_\_

Permit \_\_\_\_\_

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

In accordance with Florida Statute 553.791, Section 10 pertaining to Private Provider Inspection Services, we herewith provide City of Lake City Building Safety with final disposition on the building components inspected under our authority.

I certify by my signature below that the building components and site improvements indicated below were completed in conformance with the approved plans and the applicable codes: (Circle all that apply)

Building	YES	NO	N/A
Mechanical	YES	NO	N/A
Electrical	YES	NO	N/A
Plumbing	YES	NO	N/A
Gas	YES	NO	N/A

Private Provider Name \_\_\_\_\_ License # \_\_\_\_\_

Private Provider Signature \_\_\_\_\_

#### **THIS SECTION TO BE COMPLETED BY A NOTARY PUBLIC:**

STATE OF FLORIDA, County of \_\_\_\_\_

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**physical presence** or  **online notarization**, this \_\_\_\_\_ day of, \_\_\_\_\_ 20\_\_\_\_,

By \_\_\_\_\_

Personally, known or

Produced Identification \_\_\_\_\_

\_\_\_\_\_  
Notary Signature (Print, Type, or Stamp Commissioned Name of Notary Public)



## City of Lake City - Growth Management

173 NW Hillsboro St. Lake City, FL 32055

Ph: 386-719-5750 Email: Permits@lcfla.com

### **PROCESS TO REQUEST A CERTIFICATE OF OCCUPANCY WHEN USING PRIVATE PROVIDERS**

Owner Name: \_\_\_\_\_ Date: \_\_\_\_\_

Private Provider Name: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Upon completion of all required inspections, up to and including all county department required approvals, the contractor will complete a Certificate of Occupancy request form, provided by the Permitting Office, summarizing the inspections performed and including a written representation, under oath, that the building construction complies with the approved plans and applicable codes.

Additionally, as required by FL 553.791(12), upon completion of all required inspections, the private provider shall prepare a certificate of compliance, on a form acceptable to the local 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 as established in subsection (1) or may be electronically transmitted to the local building official:

*"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."*

Under FL 553.791(13), No more than 2 business days for single family or two family and 10 business days for commercial, after receipt of a request for a certificate of occupancy, or certificate of completion, and the applicant's presentation of a certificate of compliance from the Private Provider, as well as approval from all other government agencies as required by law, the local building official shall issue the certificate of occupancy or certificate of completion or provide a notice to the applicant identifying the specific deficiencies, as well as the specific code chapters and sections.

FL 553.791(14) If the local building official determines that the building construction or plans do not comply with the applicable codes, the official may deny the permit or request for a certificate of occupancy or certificate of completion, as appropriate, or may issue a stop-work order for the project or any portion thereof as provided by law, if the official determines that the noncompliance poses an immediate threat to public safety and welfare, subject to the following:

(a) The local building official shall be available to meet with the private provider within 2 business days to resolve any dispute after issuing a stop-work order or providing notice to the applicant denying a permit or request for a certificate of occupancy or certificate of completion.

(b) If the local building official and private provider are unable to resolve the dispute, the matter shall be referred to the local enforcement agency's board of appeals, if one exists, which shall consider the matter at its next scheduled meeting or sooner. Any decisions by the local enforcement agency's board of appeals, or local building official if there is no board of appeals, may be appealed to the commission as provided by this chapter.

(c) Notwithstanding any provision of this section, any decisions regarding the issuance of a building permit, certificate of occupancy, or certificate of completion may be reviewed by the local enforcement agency's board of appeals, if one exists. Any decision by the local enforcement agency's board of appeals, or local building official if there is no board of appeals, may be appealed to the commission as provided by this chapter, which shall consider the matter at the commission's next scheduled meeting.

**Notice:** The Building Safety Department does not issue Temporary or Partial Certificates of Occupancies or Completion.

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**FOR BUILDING SAFETY OFFICE USE ONLY.**

**Required Steps for Certificate of Occupancy (Check steps as completed):**

- Contractor SHALL requested a Certificate of Occupancy on approved form.
- Private Provider prepared a certificate of compliance for inspections as required und FL 553.791 (12)
- Other government approvals required by law completed, FL 553.791 (13).
- Building Official review for deficiencies completed, FL 553.791 (14) [2-day limitation]
- Certificate of Occupancy/Completion issued.