



## Inspection Services

### Private Provider Policy

The City of Pensacola welcomes private providers to the City and strives to follow 553.791 Florida Statutes pertaining to alternative plan review and inspections. The City finds that in the best interest of the citizens and to promote compliance with Florida Statutes the following policies are to be implemented.

1. **Registration.** All private providers must register with the City prior to providing plan review or inspection services for a property owner or contractor. Registration must include the license of the provider, copies of all licenses of any inspector or plan reviewer that are duly authorized under the private provider, and a copy of the liability insurance as required by 553.791(17). The insurance certificate shall be made out to the City of Pensacola.
2. **Notice from owner or contractor.** A fee owner, or the fee owner's contractor, using a private provider to provide building code inspection services shall notify the local building official in writing at the time of permit application in accordance with 553.791(4). The form must include all the language required in that section.
3. **Permitted projects with no notice submitted.** Projects that are reviewed by the city and have been issued a permit without the notice from owner or contractor are not eligible to have a private provider provide inspections. The City performs same and next day inspections and therefore the provisions of 553.791(5) are not applicable without notice prior to permit issuance. If at any time, the City's workload changes, and the City cannot conduct same or next day inspections, the City does recognize the ability of the owner to bring in a private provider under those conditions.
4. **Plan review affidavit.** For projects where the private provider is performing the plan review, a plan review affidavit must be provided at the time of application in accordance with 553.791(6). The affidavit must contain all the language required in that section.
5. **Private provider inspections required for private provider plan review.** Where the plan review is performed by a private provider, the owner or contractor must use a private provider to perform inspections. This policy is to avoid conflicts between City inspectors and private providers and is in accordance with 553.791(2)(a).
6. **Time period for plan review.** The City shall issue a building permit, or issue comments within 20 days from submittal of private provider plan review, and within 5 days for revision submittals in accordance with 553.791(7)(a). (Note: This does not include time frames required for any non-building code related reviews, including zoning, fire, engineering, floodplain, or other City reviews)
7. **Plan review documents.** All documents approved by the private provider must be the original pdf document and be digitally signed by the licensed design professional in accordance with 471 and 481, Florida Statutes. All plans approved by the private

provider must be stamped “Reviewed for code compliance” and include each reviewer’s name and signature per FBC Section 107.3.1.

8. **Fee reductions.** The City shall provide reductions for inspections and plan review per 553.791(2)(b) as follows:
  - a) Plan review reduction. The City charges a plan review fee of 50% of the building permit cost. This fee will be waived when a private provider is performing the plan review.
  - b) Inspections. The city charges \$50.00 per inspection trip for inspections. The fee shall be reduced by \$50 for each required inspection made by the private provider. A list of inspections must be included in the submittal.
9. **Inspection plan.** The private provider at the time of permitting must provide a list of all inspections to be performed on the project and must at minimum match the City’s required inspections for building code enforcement in accordance with 553.791(8). This ensures that the private provider is performing the required inspections and ensures that site, fire, zoning, and floodplain inspections are also conducted at the correct sequence by the City.
10. **Inspection notices.** The private provider shall provide a notice of inspection through the permitting document portal at least one day prior to the private provider inspection per 553.791(9). This notice shall be submitted no later than the prior business day by 2 p.m. local time and shall include the type of inspection to be performed.
11. **Inspection reports.** Upon completing the required inspection at each applicable phase of construction, the private provider shall record such inspections on a form acceptable to the local building official. The form must bear the signature of the provider or the provider’s duly authorized representative. The private provider, upon completion of the required inspection, shall provide the record indicating pass or fail, to the City within 2 business days of the inspection per 553.791(9).
12. **Audits.** The City reserves the right to audit a private provider to ensure the inspections are being conducted. However, the city will not replicate any inspections, but may visit the site as needed in accordance with 553.791(1)(b).
13. **Certificate of Completion.** Upon completion of all required inspections, the private provider shall prepare a certificate of compliance, on a form acceptable to the local building official in accordance with 553.791(12).
14. **Certificate of occupancy.** For projects that require a certificate of occupancy, the building official will review the files and if deemed complete, shall issue a certificate of occupancy within 10 days of receiving the certificate of completion from the private provider.