



PERMIT BY AFFIDAVIT APPLICATION PACKAGE

ALL DOCUMENTS MUST BE STAMPED WITH THE PRIVATE PROVIDER'S LOGO PRIOR TO BEING SUBMITTED TO THE BUILDING DEPARTMENT.

Any entity that seeks approval to be pre-registered must provide a licensed Duly Authorized Representative (DAR) as described in F.S.553.791. The licensures or certifications required must be as described in the Florida Statutes under title XXXII Chapter471 (Engineer), Chapter481 (Architect), or of 468.603 (for a Plan Reviewer or Inspector). A DAR will be required for plan review and for inspections in each of the following trades: Building, Mechanical, Electrical and Plumbing (BMEP). A DAR for each trade must be provided. Applications with DARs provided for only one, two or three of the four trades will be denied.

THE APPLICATION STARTS ON PAGE 2. PLEASE SCROLL DOWN.



Alternate Plans Reviews and Inspections Requirements

Rev. 12-6-2023

General Information:

The use of a Private Provider is authorized by Florida Statute 553.791 under "Alternate Plans Reviews and Inspections". The City of Fort Lauderdale Development Services Department (DSD) requires that the forms in this packet be used for the application process. All forms must be completed prior to the issuance of any permit.

Note: The Private Provider firm must be pre-registered with the City of Fort Lauderdale. Contact the Development Services Department Assistant Building Official by email at LHernandez@FortLauderdale.gov for detailed registration requirements.

The items 1 through 9 below are registration related documents that must be submitted to the Assistant Building Official for preliminary approval of any Private Provider. The Private Provider must notify us of any new hire after initial submittal of registration documents.

The following are to be presented in a ring binder to the Assistant Building Official.

- 1.) **Form R.1** Private Provider registration
- 2.) **Form R.2** Employment affidavit for Duly Authorized Representatives (DAR). As per the statutes, the DAR must be an employee of the private provider entitled to receive reemployment assistance benefits under chapter 443. This means a W2 recipient and not a 1099 recipient. Noncompliance will cause rejection of request for registration.
- 3.) **Form R.3** Private Provider Agreement (this will be required for applications submittals post July 1st, 2017)
- 4.) A Department of Business and Professional Regulation (DBPR) Certificate of Authorization for the firm.
- 5.) A copy of the Professional Licenses for each of the DAR personnel regulated by Florida Statutes chapter 481 (Architects), chapter 471 (engineers), and chapter 486, Part XII (Building Code Administrators and Inspectors).
- 6.) Certificate of professional liability insurance in amounts as required by FS 553.791(16)
- 7.) A Blank Original of the actual inspection report form to be used on the project for inspection by the DAR. Normally this would be a three or a four-part form (white on top with a yellow, pink and blue copy behind it).
- 8.) Contact information for the main office, main qualifier, plan reviewers and inspectors working on projects in the city of Fort Lauderdale area.
- 9.) **Form B:** Personnel Directory & Qualifications Statement
This document identifies the Private Providers' Duly Authorized Representatives (DARs) that will be utilized in the City of Fort Lauderdale. It shall contain the current licenses numbers that they hold to perform their specified type of work on any possible projects, their contact phone number, email address, the responsibility that the DAR will have for the specific project and a Qualification Statement and a current resume for each DAR. Resumes should reflect prior involvement on structures and/or projects located in the High Velocity Hurricane Zones (HVHZ). This form is filled out for each of the DAR of the Private Provider. The Form B is only for the Building Official to keep as reference.
- 10.) A copy of the driver's license or other valid photo Identification for each DAR.

To be submitted with the initial permit application:

Please note: The submitted Documents for construction will be Audited only for completeness of the Building, Mechanical, Electrical and Plumbing (BMEP) portions **after** they have been **Reviewed and Accepted for Compliance** by: Zoning, Fire, Landscaping, Engineering, and Flood. A Development Review Committee (DRC) approved set of prints will be needed to accompany the construction documents. DRC set might not be required depending on the scale, scope, and type of work, if the DRC determines it is not needed.

- 1.) **Form A:** Notice to Building Official

This is the principal document required for the official election to use a Private Provider and will specify if the Private Provider will perform the services of inspections only or whether the services will include plans reviews and inspections. This document must be accompanied by the Personnel Directory and Qualifications Statement (Form B) and the certificate of insurance (Item 1), both listed below. (Note: If a Private Provider performs the plans reviews, it then will be required that a Private Provider also perform the required inspections.)





Note: if this will be a project involving a tenant buildout or a tenant improvement then an additional form, Form A-TI will be required to accompany the Form A.

Alternate Plans Reviews and Inspections Requirements (continued)

Rev. 12-6-2023

- 2.) **Form D:** Private Provider Job Site Directory
This document identifies each of the Private Providers Duly Authorized Representatives (DAR) that will be utilized on the specific project that is being requested for issuance of this type of a permit. It shall contain the numbers of the current licenses that they hold to perform their specified type of work on the project, their contact phone number, email address, the responsibility that the DAR will have for the specific project. This form is filled out for each of the DARs of the Private Provider. They will be perforated at intake. One original will be returned to "job set" to be placed into the jobsite inspection logbook. Every DAR (Inspector or Plans Examiner) shall be a State of Florida licensed individual and be verifiable through the Florida DBPR online services website at: [https://www.myfloridalicense.com/wl11.asp?mode=0&SID=.](https://www.myfloridalicense.com/wl11.asp?mode=0&SID=)
- 3.) **Item 1:** Certificate of Insurance:
This certificate is provided by the **insurance carrier**, and **must be submitted with each permit application**. It is also submitted at the time of the initial registration with the City of Fort Lauderdale. It must show coverage in the statutory amounts pursuant to F.S. 553.791(16), and must include the City of Fort Lauderdale as the certificate holder.
- 4.) A Special Inspector forms must be submitted at the same time construction documents are submitted for permitting (see sheet 19 in this package).
- 5.) **Form C:** Plan Compliance Affidavit (only required if Private Provider is doing plans reviews)
This form is required at submittal of plans to the City of Fort Lauderdale after the Private Provider has performed the required plans reviews for the BMEP trades and has approved those plans for code compliance under the scope allowed by F.S. 553.791 (see PXA2, Form A). This form will not be required for jobs where the Private Provider is only going to perform Inspections (see PXA1, Form A). Two original Form C documents must be provided for each DAR. The Form Cs will be perforated and one set returned to the jobsite log book.

Job site documentation:

- 1.) **Form D:** Private Provider Duly Authorized Agent (DAR) Identification Form
This is to identify each individual Duly Authorized Representative (DAR) that is going to be involved with inspections or plans reviews involved for the particular project. Two original sets of the D forms must be provided with 2 sets of original signed and sealed construction documents. The Form Ds will be perforated and one set returned to the jobsite log book. One Form D for each DAR will be kept on the jobsite in the private provider log and will be updated and kept current by the Private Provider. The City of Fort Lauderdale DSD personnel will perform occasional jobsite visits at their discretion and the Form D entries will be compared to inspections reports. Any new entries to the worksite log will need to be approved first by the Building Official. The inspection reports that will be submitted to the Building Official at the final inspection must be written only by those previously vetted inspectors. Form Ds will be required whether private provider is only doing inspections (PXA1) or inspections and plan reviews (PXA2).
- 2.) **Item 2:** Inspection Reports
The Private Provider shall submit to the Building Official for approval before the start of the project, the exact inspection form that will be supplied by the Private Provider to the DAR that will be using it for recording and logging the inspections in the jobsite log. If the Building Official approves the form, then, the inspection form provided to the Building Official will be the form that is used for the inspections of the project. The inspection forms/reports must provide at a minimum, a space for the following information, and when completed will state: the date the inspection was performed, the permit number for the inspection, the job address, the project name, the Private Providers company contact information, the inspectors name, the inspectors license number, the inspectors signature, the inspection comments (what the inspection result was based on, and the location/area that the inspection was for), the inspection results (Approved, Partial Approval, or Rejected), the corrections required (if corrections or further action is required).



To be submitted before any approval for Certificate of Completion or Certificate of Occupancy is issued:

1.) Item 3 Official Log for all Completed Inspections:

The official log will include all inspections reports (Item 2) performed by each Duly Authorized Representative (DAR), and will be organized by discipline (Building, Mechanical, Electrical, Electrical Low Voltage, Plumbing, Roofing, etc.) and contain all inspections reports for inspections done whether approved or rejected. The log will also include the Form D and Form C for all plan reviewers and/or inspectors and any closing documents that pertain to the job.

Examples of closing documents: Building: Architects Compliance Letter, Engineers Compliance Letter, Elevator certificate, Contractors Affidavit of Construction, Final Survey, Elevation Certificate, Termite Treatment certificates (initial treatments and final treatments), Soil compactions reports, Engineers soil statement of designed bearing capacity, Waterproofing certificate for above ground, Water proofing below grade certificate, fenestration water testing, Landscaping certificate, Glass and storefront completion certificate, Test and Balance Reports, Certification for back flow preventer, blower door test result (if applicable), Sound Proofing certificates, Insulation Certificates, Roofing Warranty, Light Weight Pull Test (official/formal/final), Roofing Tile uplift test, Sprinkler Certification, Fire Penetration Affidavits from each trade Mechanical, Electrical, Plumbing, and Building, for all penetrations, unless if a single Fire Stopping Contractor is used (then just from the F.S. Contractor) and that affidavit must state that all penetrations were protected including those from each trade: the Building, the Mechanical the Electrical and Plumbing must be stated, Fire safing certificate of completion in areas between floor decks and envelope and throughout, sprinkler and fire suppression systems final certification, in addition:

- If requesting a Temporary Certificate of Occupancy (TCO) or a Partial Certificate of Occupancy (PCO): the TCO/PCO inspection report with pending items for a final approval listed for each permitted trade, Inspections reports or approval letter from fire department indicating each floor or all floors were approved,
- If requesting Final Certificate of Occupancy (CO): the final inspection report for each trade per permit issued under (BMEP)
- If there are threshold or specialty inspections performed; Logs for threshold inspections, Final Threshold and building envelope Completion/Acceptance letter for the structure from the threshold inspecting company, Threshold Inspection Final Approval Letter from the Private Provider, Logs from special inspectors, Welders Certifications, Specialty Inspector Inspection Final Approval Letter from specialty inspection company, Acceptance for the Specialty Inspections Final Letter from the Private Provider, Affidavit for TCO/PCO/CO from private provider for each trade, see **Form E**.

(Also refer to page 17 of this package)

2.) Form E Certificate of Compliance from the Private Provider

This will come from the Private Provider and will be signed and sealed by the Professional in Charge of the Duly Authorized Representatives (DAR) as outlined in F.F. 553.791. The inspections that were required to be performed as per Code requirements and as per Official Construction Documents will be affirmed by the designated Professional in Charge for the Private Provider company DAR's.

3.) A full list of required documents will be provided by the building department for the type of completion warranted by your project i.e. Certificate of Completion or Certificate of Occupancy.

(Also refer to page 17 of this package)



Form A-TI { Part 1 of 2 }

NOTICE TO BUILDING OFFICIAL

For the use of Private Provider Florida Statutes §553.791(4)

Rev. 12-6-2023

Project Name / Unit Address: _____

Property Name / Building Address: _____

Permit/Process number: _____

Project address: _____ Parcel tax ID: _____

Services to be provided (select one): Inspections only Plans Review and Inspections*

Permit by Affidavit inspections only (PXA1) or Permit by Affidavit plan review and inspections (PXA2).

*Pursuant to FS Section 553.791(2): If this notice applies to private plan review only, the Building Official has the authority to require, at his or her discretion, that the private provider be used for both services.

This project will be a buildout or tenant improvement in an existing structure:

Property Owner:

I, (print name) _____

(sign name) _____, the

property owner/owner authorized agent of the property stated above, hereby affirm that I am allowing the Private Provider firm being identified to conduct the type of services indicated above.

STATE OF _____ COUNTY OF _____ Before me, this _____ day of _____, 20____, personally appeared _____, who executed the foregoing instrument, and acknowledged before me that same was executed for the purposes therein expressed.

Personally known Or Online Notarizations

or Produced Identification Type of ID produced: _____

Signature of Notary: _____, Print Name _____

Notary public stamp: _____ My commission expires: _____

Private Provider Firm: _____

owner/authorized agent for the Firm: _____

Florida License or Registration number: _____ Date: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____



Form A { Part 1 of 2 }

NOTICE TO BUILDING OFFICIAL

For the use of Private Provider Florida Statutes §553.791(4)

Rev. 12-6-2023

Property Name : _____

Permit/Process number: _____

Property address: _____ Parcel tax ID: _____

Services to be provided (select one): Inspections only Plans Review and Inspections*

Permit by Affidavit inspections only (PXA1) * Permit by Affidavit plan review and inspections (PXA2)

*Pursuant to FS Section 553.791(2): If this notice applies to private plan review only, the Building Official has the authority to require, at his/her discretion, that the private provider be used for both services.

For Tenant Improvements/Buildouts of an existing space, an additional Form A-TI must be provided.

I, (print name) _____ (sign name) _____,

the project owner/owner authorized agent of the project stated above, hereby affirm that I have entered into a contract with the Private Provider firm identified below to conduct the services indicated.

Private Provider Firm: _____

Private Provider (owner/authorized agent for the Firm): _____

Florida License or Registration number: _____ Date: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

I have elected to use a Private Provider to provide building code plans review and/or inspection services for the building or structure that is the subject of the enclosed permit application, as authorized by Section 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, Assistant 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.

I understand that 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 Section 553.791, Florida Statutes. If I make any changes to the listed Private Providers, I shall, within one 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 are limited to compliance with the Florida Building Code and do not include review for compliance with Fire, Zoning, Flood, Landscaping, Engineering or Broward County Environmental.



Form A { Part 2 of 2 }Continued:

Rev. 12-6-2023

The following attachments are provided as required by Section 553.791, Florida Statutes:

- 1. Qualification statements and/or resumes of the Private Provider and all duly authorized representatives.
2. Proof of insurance for professional and comprehensive liability in the amount 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, relating to all services performed as a private provider. Said insurance includes tail coverage (Extended Reporting Period) for a minimum of 5 years subsequent to the performance of building code inspection services. For detailed, current requirements refer to FS Section 553.791(16).

(Please notarize using the appropriate section below)

Individual: By: (signature) Print name:
Address: Telephone:
STATE OF COUNTY OF Before me, this day of 20, personally appeared, who executed the foregoing instrument, and acknowledged before me that same was executed for the purposes therein expressed.

Physical Presence OR Online Notarizations
Personally known or Produced Identification Type of ID produced:
Signature of Notary: Print Name
Notary public stamp: My commission expires:

Corporation: Print Corporation Name:
By: (signature) Print name: Its:
Address: Telephone:
STATE OF COUNTY OF Before me, this day of 20, personally appeared, on behalf of the stated corporation, who executed the foregoing instrument, and acknowledged before me that same was executed for the purposes therein expressed.

Physical Presence OR Online Notarizations
Personally known or Produced Identification Type of ID produced:
Signature of Notary: Notary Stamp:
Print Name

Partnership: Print Partnership Name:
By: (signature) Print name: Its:
Address: Telephone:
STATE OF COUNTY OF Before me, this day of, 20, personally appeared, partner/agent on behalf of the partnership, who executed the foregoing instrument, and acknowledged before me that same was executed for the purposes

therein expressed. Physical Presence OR Online Notarizations
Personally known or Produced Identification Type of ID produced:
Signature of Notary: Notary Stamp:
Print Name:



Form B

PRIVATE PROVIDER PERSONNEL IDENTIFICATION & QUALIFICATION STATEMENT

Florida Statutes § 553 791(4)

Rev. 12-6-2023

Please use a separate page for each Private Provider Duly Authorized Representative (DAR).

Project Name & Address: _____

Permit Number: _____

Duly Authorized Representative Name: _____

Type of Service/(s) to be performed by this DAR (plan review, inspections or both and what TRADE):

DAR Email address: _____

Telephone: _____

Fax: _____

Florida professional licenses: _____

Company: _____

Address: _____

Qualifications Statement (or attach Resume):

Multiple horizontal lines for writing the qualifications statement.



Form C

PRIVATE PROVIDER PLAN REVIEW COMPLIANCE AFFIDAVIT

Form is to be completed by the qualifier (required for PXA2 only)

Florida Statutes §553.791(6)

Rev. 1-3-2024

Project Name / Address: _____

Plan number: _____ Folio number: _____

Construction Documents Revisions Shop Drawings As-Built Other

If "other" is marked, please clarify: _____

Master permit number: _____

Private Provider Firm: _____

Private Provider Address: _____

Telephone: _____ Fax: _____

Email: _____

I HEREBY CERTIFY that to the best of my knowledge and belief, the documents submitted for the above referenced project were reviewed according to, and are in compliance with, the Florida Building Code and all local amendments thereto, either by myself or by the affiant identified below, who is duly authorized to perform plans review pursuant to Section 553.791, Florida Statutes, and holds the appropriate license or certificate:

Private Provider Qualifier: _____

Qualifier Florida License No. _____

Seal/Signature/Date

Name of person reviewing the plans (if applicable): _____

Florida License/Registration/Certification numbers: _____

Discipline and Plan Sheets covered by this affidavit: _____

Signature of reviewer: _____ Date: _____

SWORN AND SUBSCRIBED before me by _____, being personally known to me () or having produced as identification _____, and who being fully sworn and cautioned, states that the foregoing is true and correct to the best of his/her knowledge and belief.

Signature of Notary: _____ Print Name: _____ Date: _____

Notary Public: NOTARY PUBLIC STAMP BELOW My Commission Expires: _____

Online Notarizations





Form D

PRIVATE PROVIDER JOB SITE DIRECTORY

Rev. 12-6-2023

Project Name & Address: _____

Permit Number: _____

Florida Statute §553.791(4) requires that this form be posted at the job site for all projects involving private providers for plan review or inspections.

PRIVATE PROVIDER JOB SITE DIRECTORY

Florida Statute §553.791(4) requires that this form be posted at the job site for all projects involving private providers for plan review or inspections.

Provider or Duly Authorized Representative: _____

Email: _____

Telephone: _____ Fax: _____

Florida professional licenses: _____

Company: _____

Address: _____

Type of Service Performed: _____

Insurance Policy: _____

Provider or Duly Authorized Representative: _____

Email: _____

Telephone: _____ Fax: _____

Florida professional licenses: _____

Company: _____

Address: _____

Type of Service Performed: _____

Insurance Policy: _____

Provider or Duly Authorized Representative: _____

Email: _____

Telephone: _____ Fax: _____

Florida professional licenses: _____

Company: _____

Address: _____

Type of Service Performed: _____

Insurance Policy: _____

{ Part 1 of 2 }



PRIVATE PROVIDER JOB SITE DIRECTORY, Form D Continued:

Rev. 12-6-2023

Provider or Duly Authorized Representative: _____
Email: _____
Telephone: _____ Fax: _____
Florida professional licenses: _____
Company: _____
Address: _____
Type of Service Performed: _____
Insurance Policy: _____

Provider or Duly Authorized Representative: _____
Email: _____
Telephone: _____ Fax: _____
Florida professional licenses: _____
Company: _____
Address: _____
Type of Service Performed: _____
Insurance Policy: _____

Provider or Duly Authorized Representative: _____
Email: _____
Telephone: _____ Fax: _____
Florida professional licenses: _____
Company: _____
Address: _____
Type of Service Performed: _____
Insurance Policy: _____

Provider or Duly Authorized Representative: _____
Email: _____
Telephone: _____ Fax: _____
Florida professional licenses: _____
Company: _____
Address: _____
Type of Service Performed: _____
Insurance Policy: _____

{ Part 2 of 2 }



(For Requesting a Certificate of Occupancy, Partial Certificate of Occupancy, Temporary Certificate of Occupancy, or Certificate of Completion by filling this out and checking off appropriate check box on this form)

Private Provider AFFIDAVIT

Florida Statutes §553.791(11)

To the Building Official for City of Fort Lauderdale Development Services Department
700 N.W. 19th Avenue, Fort Lauderdale, FL 33311

Project Name / Address:
Permit number: Folio number:
Private Provider Firm:
Business Address:
Telephone: Fax:
Email:

I HEREBY ATTEST that to the best of my knowledge, belief and professional judgment, the building components and site improvements captioned above have been inspected under my authority, as indicated in the accompanying log of completed inspections, and have been completed in substantial compliance with the approved documents, plans, revisions, As-Built plans, and applicable codes; and,

I FURTHER ATTEST that to the best of my knowledge, belief and professional judgment, there are no known issues relating to life safety which would preclude the issuance of the following:

- Certificate of Occupancy
Temporary Certificate of Occupancy (TCO)
Certificate of Completion
Partial Certificate of Occupancy (PCO)

Respectfully submitted,
Private Provider Qualifier
Name:
Florida License No.:

Seal/Signature/Date

SWORN AND SUBSCRIBED before me by, being personally known to me or having produced as identification, and who being fully sworn and cautioned, states that the foregoing is true and correct to the best of his/her knowledge and belief.

Signature of Notary Print Name Date

Notary Public Stamp: My Commission Expires:



(Private Provider company letterhead here)

Permit by Affidavit

Private Provider Final Statement of Compliance

(Date)

To: City of Fort Lauderdale Development Services Department
700 NW 19th Avenue
Fort Lauderdale, FL 33311

RE: (project name if one is available)
(Project address)
Fort Lauderdale, FL
Master Permit Number: ()
Permit number for this Statement of Compliance: ()
Description: (low voltage, accessory structure, plumbing, roofing, windows, kitchen hoods, etc.)

Dear Building Official:

I, (state the name here), being a qualifying authorized representative for (company name) hereby state that certified inspectors have performed and approved all the required inspections, as indicated in the attached approved inspection log, and attest that to the best of my knowledge, belief and professional judgement, the (the description name what was noted on the description above) covered by the above referenced permit have been approved in accordance with the approved plans and the provisions of all applicable laws, regulations and technical codes. I also attest that all construction deviations from the original permit application, shop drawings, and construction documents have been filed with the Building Department in the form of permit revisions and comply with all applicable provisions of the law. This document is being prepared in accordance with F.S. 553.791 and is being submitted after a final inspection approval by our Duly Authorized Representative/Inspector.

Should you have any questions or need any additional information, please do not hesitate to contact me.

Sincerely,

Dated
Signed
Sealed



(Name of engineer)
PE License:(license number here)



(Private Provider company letterhead here)

Permit by Affidavit

Private Provider Statement of Compliance for TCO/PCO

(Date)

To: City of Fort Lauderdale Development Services Department
700 NW 19th Avenue
Fort Lauderdale, FL 33311

RE: (project name if one is available)
(Project address)
Fort Lauderdale, FL
Master Permit Number: ()
Permit number for this Statement of Compliance: ()
Description: (low voltage, accessory structure, plumbing, roofing, windows, kitchen hoods, etc.)

Dear Building Official:

I, (state the name here), being a qualifying authorized representative for (company name) hereby state that certified inspectors have performed and approved all the required inspections for a Temporary or Partial Certificate of Occupancy (TCO/PCO), as indicated in the attached approved inspection log, and attest that to the best of my knowledge, belief and professional judgement, the (name what was noted on the description above) covered by the above referenced permit have been approved for TCO/PCO in accordance with the approved plans and the provisions of all applicable laws, regulations and technical codes. I also attest that all construction deviations from the original permit application, shop drawings, and construction documents have been filed with the Building Department in the form of permit revisions and comply with all applicable provisions of the law.

This document is being prepared in accordance with F.S. 553.791 and is being submitted after an approved inspection for TCO/PCO performed by our Duly Authorized Representative/Inspector.

Should you have any questions or need any additional information, please do not hesitate to contact me.

Sincerely,

Dated
Signed
Sealed



(Name of engineer)

PE License:(license number here)



PRIVATE PROVIDER REGISTRATION

Florida Statutes §553.791(15)(b)

Please submit all of the following documents. Certificate of Insurance must be sent directly from your insurance company to the City of Fort Lauderdale Development Services Department.

- 1. Copy of current Florida license for the business entity (Certificate of Authorization).
2. Copy of Florida licenses for all Private Providers Duly Authorized Representatives (DARs).
3. Resume for Qualifier and all Private Providers DARs.
4. Occupational license.
5. Copy of Driver's License for each DAR.
6. Certificate of Insurance for General Liability and Worker's Compensation. The Certificate must name the City of Fort Lauderdale as the certificate holder.
7. A copy of tax W-2 for each DAR.

City emails are public, do not provide drivers licenses or W-2 forms by email. These documents should be provided in person or mailed to us.

PRIVATE PROVIDER FIRM

Name of Firm:
Business Address:
Telephone: Fax:
Email:
Federal Employer Identification Number (FEIN):

PRIVATE PROVIDER (QUALIFIER):

Name of Qualifier: Signature:
Home Address:
Home Telephone: Alternate Telephone:

State of FLORIDA)
County of Broward)

SWORN AND SUBSCRIBED before me by, being personally known to me or having produced as identification, and who being fully sworn and cautioned, states that the foregoing is true and correct to the best of his/her knowledge and belief.

Signature of Notary Print Name Date

Notary Public: NOTARY PUBLIC STAMP BELOW My Commission Expires



EMPLOYMENT AFFIDAVIT

For Private Provider Duly Authorized Representatives (DAR) F S §553.791(4)

Florida Statute 553.791(8) requires that all Duly Authorized Representatives are employees of the Private Provider who are entitled to receive unemployment benefits under Chapter 443 of the Florida Statutes.

I, _____, the Qualifier of the Private Provider, do hereby affirm that the Duly Authorized Representatives listed below are employees, as required by Florida Statute 553.791 and are entitled to receive unemployment compensation benefits under Chapter 443.

DULY AUTHORIZED REPRESENTATIVES:

If more space is needed to list all DAR, have another separate FORM R.2 signed and sealed, to list them.

Print name	Florida License no(s):	Discipline:	Signature:

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

Private Provider Qualifier Name: _____

Florida License No.: _____

SWORN AND SUBSCRIBED before me by _____, Seal/Signature/Date

being personally known to me ____ or having produced as identification _____, and who being fully sworn and cautioned, states that the foregoing is true and correct to the best of his/her knowledge and belief.

Signature of Notary _____ Print Name _____ Date _____

Notary Public Stamp: _____ My Commission Expires: _____



PRIVATE PROVIDER AGREEMENT

The Private Provider (PP) will agree to abide by the constraints below. If not adhered to, disciplinary action by the Development Services Department (DSD) will be taken. This is for PXA2, or PXA1 where applicable:

- 1. The construction documents used on a project must have prior approval from the Private Provider and DSD each page must bear the Private Provider stamp and reviewer initials.
2. No work shall be allowed to continue beyond the scope defined on the approved construction drawings or the scope that was provided and stated under the issued permit.
3. The duly authorized representative (DAR) that performs inspections must do so using the approved documents and shall not allow any work to commence on any portion of construction that does not have preapproved (reviewed and accepted) documents.
4. If any work requires revision to construction drawings, those construction documents must be reviewed and approved by the Private Provider DAR but, must also have an audit acceptance by the plan reviewers of the City of Fort Lauderdale DSD before work is allowed to commence on that portion of the project.
5. Properly notify/update DSD data operating system (ACCELA) of inspections requested as per F.S. 553.791.

First Noncompliance/Stop work order:

- i. The DSD will red tag a jobsite and shall stop the progress on any portion/all construction work that does not comply with the constraints stated above.
ii. If the Private Provider fails to comply with the constraints noted above, and depending on the severity of the non-compliance, at the discretion of the Building Official, the Private Provider will be placed on notice.

Second Noncompliance/Stop work order:

- iii. If the Private Provider continues to not follow the constraints that are noted above on the same jobsite or on a different jobsite, and depending on the severity of the noncompliance, at the discretion of the Building Official, the Private Provider will be placed on suspension from the Private Provider program for a period of (1) one year. No new applications for performing work as a Private Provider will be approved by DSD, or until all prior work/projects are successfully completed and closed out by DSD.

Third Noncompliance/Stop work order:

- iv. If the Private Provider is noncompliant with the constraints that are noted above for a third time, depending on the severity of the offense and at the discretion of the Building Official, for a 2 year period, the Private Provider will be removed from the list of registered Private Providers on file at DSD and cannot submit for registration again to the City of Fort Lauderdale for (2) two years. The Building Official will also notify the State of Florida Department of Business and Professional Regulations, which may impose additional disciplinary actions on the individual DAR and on the Private Provider Company and Engineer or Qualifier we may also file a report with the Florida Board of Professional Engineers if applicable.

The individual that signs this agreement must be listed on the SunBiz.org Division of Corporations website http://dos.myflorida.com/sunbiz/search/ as a company authorized/registered agent.

Private Provider Company Name: _____

Authorized Agent for Private Provider Company (Print Name): _____

Authorized Agent for Private Provider Company (Title): _____

SWORN AND SUBSCRIBED before me by _____

being personally known to me _____ OR having produced as identification _____ and who being fully sworn and cautioned, states that the foregoing is true and correct to the best of his/her knowledge and belief.

Signature of Notary: _____

Print Name: _____ Date: _____

Notary Public Stamp:

My Commission Expires: _____



When a permit receives a final inspection from the DAR for a Certificate of Occupancy (**CO**), or a Certificate of Completion (**CC**) inspection from the Private Provider, our building department will in turn get scheduled for the CO, or CC audits. The audits will require that the following 3 forms are provided **in a separate binder**, clipped together for ease of processing whether for a CO, or a CC: 1). Form E, **2). Form F**, and 3). the final inspection report from the DAR (an inspector comment must be made on the report if it is approved for CO or a CC). Note that each Building Mechanical Electrical and Plumbing permit and any related sub-permit will require these actions to take place. The issuance of a CO or a CC may be delayed if this is not provided.

When a permit receives a Partial Certificate of Occupancy (**PCO**), or Temporary Certificate of Occupancy (**TCO**) inspection from the Private Provider (DAR), our building department will in turn get scheduled for the PCO, TCO audits. The audits will require that the following 3 forms are provided **in a separate binder**, clipped together for ease of processing whether for a PCO, or a TCO: 1). Form E, **2). Form G**, and 3). the final inspection report from the DAR (an inspector comment must be made on the report specifying if it is approved for TCO or a PCO). Note that each Building Mechanical Electrical and Plumbing permit and any related sub-permit will require these actions to take place. PCO/TCO issuance may be delayed if not provided.

- Private Provider Inspection Logs must be on site and available for audit by city personnel during working hours. They shall be kept in a permit job box or other visibly identifiable area such as a construction trailer to make sure that they are accessible and protected from the natural elements. These documents will be required to be provided to the Development Services Department prior to issuance of a Certificate of Occupancy or Certificate of Completion.
- Threshold logs and Special Inspector logs must be on site and available for audit by city personnel during working hours. The Threshold and Special Inspection activities must be monitored by the Private Provider. Signed and sealed threshold/special reports must be submitted to DSD at a minimum every 2 weeks as per the Florida Building Code.

A **Threshold inspector** is required when:

- i. If Structure height over 50 feet
- ii. If structure is more than 3 stories
- iii. If type of occupancy is an Assembly Occupancy with over 500 persons and over 5,000 square feet.

Examples of what needs a **Special inspector** inspection (this list is not all inclusive):

- i. waterproofing,
- ii. smoke control
- iii. window walls
- iv. welding
- v. lightweight concrete
- vi. CMU installation
- vii. Pile work (Driven, Auger, Cast in Place, Helical)



Broward County Board of Rules and Appeals
One North University Drive, 3500-B
Fort Lauderdale, Florida 33324

Effective: April 8th, 2021
Telephone: 954.765.4500
Facsimile: 954.765.4504

**FORM FOR "SPECIAL BUILDING INSPECTOR"
SECTION 110.10 – BROWARD COUNTY ADMINISTRATIVE CODE
AND THE FLORIDA BUILDING CODE, 8th Edition (2023)**

NOTICE TO PROPERTY OWNER:

You are hereby directed in accordance with Section 110.10.1 or 110.10.2 of the Broward County Administrative Code and the Florida Building Code to retain a Special Structural Inspector (A Florida Registered Architect or Licensed Engineer) to perform the following mandatory or discretionary inspections, as outlined in Section 110.10 of the Florida Building Code and submit progress reports, inspections reports, and a Certificate of Compliance to the Building Official as per Sections 110.10.6 and 110.10.7 of the Florida Building Code.

Note: The Building Official determines which discretionary inspections are to be delegated.

DATE: _____ IDENTIFICATION, CONTROL OR BUILDING PERMIT # _____
PROJECT NAME: _____
JOB ADDRESS _____ ZIP _____
LEGAL DESCRIPTION: _____ FOLIO # _____

A. MANDATORY INSPECTIONS TYPE BY CODE:

- 1) Precast Concrete Units – Section 110.10.2.1 Yes No
- 2) Reinforced Unit Masonry – Section 110.10.2.2 (per ACI 530.1-13-Level B Quality Assurance) *
*unless noted otherwise on plan Yes No
- 3) Connections – 110.10.2.3 Yes No
- 4) Metal System Buildings – Section 110.10.2.4 Yes No
- 5) Smoke Control Systems – Section 110.10.2.5 Yes No

B. DISCRETIONARY INSPECTION TYPE BY BUILDING OFFICIAL:

- 1) Building Structures or part thereof of Unusual Size, Height, Design or Method of Construction and
Critical Structural Connections – Section 110.10.1.1 Yes No
- 2) Windows, Glass Doors and Curtain Walls on buildings over two (2) stories – Section 110.10.1.1 Yes No
- 3) Pile Driving Only – Section 110.10.1.1 Yes No
- 4) Precast Concrete Units – Section 110.10.2.1 Yes No
- 5) Reinforced Unit masonry – Sections 110.10.2.2 Yes No
- 6) Other..... Yes No

C. MANDATORY DOCUMENTATION

- 1) Inspection schedule stating the specific inspection that will be made and at what phase of construction must be submitted with this application.
- 2) Progress Report/Inspection reports during construction in accordance with Section 110.10.6.
- 3) Certificate of Compliance must be submitted prior to the scheduling of the final building inspection, Section 110.10.7.

ACKNOWLEDGMENT

Permit Holder's Signature: _____ Date: _____
Printed Name: _____
License # (if applicable) _____

SPECIAL BUILDING INSPECTOR: Registered Architect and/or Licensed Engineer

Signature of Special Building Inspector: _____
Printed Name of Special Building Inspector: _____
Address of Special Building Inspector: _____



State of Florida Registration # _____ Telephone # _____ Email _____

_____ Date: _____
Building Official (or designated representative)

BE ADVISED THIS DOES NOT PRECLUDE YOU FROM OTHER MANDATORY INSPECTIONS IN THE CODE