



Monroe County Growth Management Division - Building Department
PRIVATE PROVIDER INFORMATION
For OWNER AND CONTRACTOR

Effective 7/1/2017

In 2002 House Bill 1307 became law to allow a building owner to hire a private service (“provider”) to provide plans review and/or inspection services. The “provider” can review the construction documents and certify them as being in compliance with the applicable building codes. In addition, the “provider” could perform code inspections during the construction of the building. The primary purpose for this alternate plan review and/or inspection process was to expedite the permitting and inspection process.

Permit Application Submission Procedures where Private Provider Services Employed:

- Private Provider must be registered with Contractor Licensing in the Building Department
- Building Permit Application Requirements:
 - a. Building Permit Application, noting Private Provider services (Plan Review and/or Inspections)
 - b. Required Monroe County form “Notice to Building Official of Use of Private Provider”
 - c. Provide “Plan Review Executed Affidavit” by Private Provider (if plan review services were performed)
 - d. Two (2) sets of plans with all required outside agency approvals.
 The following outside approvals may be required:
 - i. U.S. Fish & Wildlife
 - ii. Florida Keys Electric Co-op
 - iii. Florida Keys Aqueduct Authority (for Commercial only; not applicable for Residential)
 - iv. Health Department (HRS) or wastewater treatment provider
 - v. Department of Environmental Protection
 - vi. Army Corps of Engineers
 - e. Building Permit Application fee according to Fee Schedule
- If all items listed above are complete and verified the application will be assign a building permit number.
- Plan Review will be performed by the following departments as required: Planning and Environmental Resources, Fire Marshal, County Engineer, Floodplain Management (FEMA).
- If Private Provider is performing plan review and all approvals have been issued by the appropriate departments listed above the building department will review for permit fee determination specific to the job, in accordance with FS 553.791(7)(a). When Private Provider is performing only inspection services, the Building department will perform plan review and determine permit fees, in accordance with FS 553.791(7)(a).
- The contractor’s contractual or legal obligations are not relieved by any action of the “private provider”.

Adding Private Provider Services Employed After Permit Issuance:

- Private Provider must be registered with Contractor Licensing in the Building Department
- Submit the “Notice to Building Official of Use of Private Provider”, indicating inspection services will be provided, no less than seven (7) business days prior to first scheduled inspection (per FS 553.791(4)).
- If all items listed above are complete and verified the permit will be reissued

PERMITTING TIME FRAME ACKNOWLEDGMENT

I am applying for a Monroe County building permit under the “Private Provider” section FS 553.791(7)(a)-(d). I understand that my complete application package will be submitted at the building department. At that time, my application will receive a tracking number so that plan review can be performed by Planning, Environmental Resources, Floodplain Management, Fire Marshal and County Engineer as applicable. Upon approval of the LDR Compliance Review, this application will be submitted to the Building Department for review. At this time, I further understand that under the Florida Building Code the Building Department has thirty (30) days to complete their review and issue the requested permit.

Date _____ Print Name _____

Acknowledged _____
 (Signature)