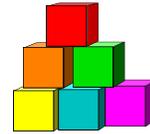


BUILDING BLOCKS



SUBJECT: PRIVATE PROVIDER: PLANS REVIEW AND INSPECTIONS

AUTHORITY: Florida Statute Section 553.791

PURPOSE: To establish guidelines when owners of proposed buildings or contractors elect plan review and/or inspections by private providers under procedure set by Florida Statute 553.791.

POLICY: Upon receiving a complete private provider submittal packet and approved by the Chief Inspector or the Building Official, applications under F.S. Section 553.791 shall be processed as outlined herein. Applicants should know that F.S. Section 553.791 requires that all needed outside agency approvals shall be delivered with the application to the Building Department before the allotted plan review time frame begins. Applicants without all outside approvals should know the plan review time frame for Building will only start after we route the application and get approval of other agencies.

Permits shall be issued within thirty (30) working days of completed application, **if** critique comments have not been sent. Any open critique comments that do exist shall be addressed in accordance with F.S. 553.791 or no permit shall be issued. All critiques issued **after** the permit has been approved shall also be sent to the Owner, Designers, and Contractor, since all need an alert that no Certificates of Compliance will be accepted and no Certificate of Occupancy will be issued unless all apparent code violations or outstanding conditions are resolved.

PROCEDURE

1. Actions required by Private Provider:

- A. Private Provider shall not be a designer or the contractor for the project.
- B. A *Certificate of Insurance shall be provided with the complete application packet, fully in accordance with the statute (minimum \$1,000,000 Professional Liability **MINIMUM**, without deductions).

DEFINITION OF INSURANCE PER F.S.: "...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."(Which includes plan review). **If the private provider chooses to secure claims-made coverage to fulfill this requirement, the private provider must also maintain coverage for a minimum of 5 years subsequent to the performance of building code inspection services.*

C. The Notice to Building Official form on Collier County letterhead, bearing the owner's notarized signature, shall be submitted by the applicant for the application to be deemed complete and acceptable.

D. A Plan Compliance Affidavit attesting that all documents and plans submitted comply with the Florida Building Code and all local amendments to the Florida Building Code, if Private Provider is performing Plan Review as well as Inspections.

E. The Notice to Building Official application form shall indicate if plan review and/or inspections are desired by Private Provider. As provided in F.S. Section 553.791, the Building Official requires inspections by Private Provider if plan review is selected by the applicant. All other standard application forms, fees and contractor qualifications shall also be required.

F. Complete list of inspections on Collier County letterhead must be provided for application to be deemed complete. (4-page list is provided by Collier County Building Review).

G. Permit shall be issued within our plan review time frame, UNLESS unresolved critique observations indicating code violations have been sent to the applicant.

H. Per F.S. Section 553.791, advance notice of all Private Provider inspections shall be provided to Building Review, attention Chief Inspector, at email addresses listed below. Notice of intent to inspect on a particular day shall be sent prior to 2:00 PM on the prior working day. Results of Private Provider Inspections shall be reported by the Private Provider within three days on forms provided by Collier County.

1. Myron Jacobs, Structural Chief – myronjacobs@colliergov.net
2. Richard Noonan, Plumbing/Mechanical Chief – dicknoonan@colliergov.net
3. John Cosmo, Electrical Chief – johncosmo@colliergov.net

I. A Certificate of Compliance shall be submitted requesting Certificate of Occupancy, by the Private Provider once project is complete and ready for Certificate of Occupancy.

J. Once a complete Certificate of Compliance/Request for Certificate of Occupancy is submitted along with all completed inspection reports a Certificate of Occupancy shall be issued, provided no prior identified code violations or appropriate conditions exist.

2. Actions required of Building Department personnel:

A. Review private provider submitted packet to verify all required documentation is complete and insurance certificates verifying all coverage is in full force.

B. Review plans to determine proper permitting for records and fees are consistent. Send critique comments promptly to permit applicant and/or designers. Attempt to obtain Revisions and/or Alternates acceptable to the Building Official.

C. Inform permit applicant in writing if any critique questions for code or FEMA violations exist.

D. Any evidence of a Private Provider acting outside their area of competency shall be reported to the Building Official, for action with/against the Private Provider.

E. After receipt of details on unresolved code issues and review of plans are completed the packet and plans will be routed to the Chief Structural Inspector to create a Private Provider File for the project.

F. Careful job records shall be kept of inspection requests, Private Provider inspection results, and our Inspector's observations. Photos shall be obtained on site by Collier County Inspectors, and delivered to the Chief for review when identified code violations are not being addressed. The Chief shall involve the Building Official & Manager of Plans Review & Inspections if a suitable response is not obtained.

G. Any evidence of work being covered without proper inspection and code compliance shall be reported to the Building Official, Chief Inspector's & Manager of Plans Review & Inspections for STOP WORK decision. In accordance with F.S. 553.791 (15)(c) the Building Official is authorized to issue a stop-work order for a building project or any portion of the project, as provided by law, if the Building Official determines that a condition on the building site constitutes an immediate threat to public safety and welfare. Decision to place STOP WORK shall trigger a request for a prompt on site meeting with all involved notified, i.e., (Owner, Contractor, Designer and Private Provider.) ext.

H. All efforts shall be expended to gain code compliance before the suspect construction is built into place.

I. Private Provider inspection notifications received shall be promptly analyzed by Inspections to assign a person to audit the Private Provider inspection. Observation of code defects overlooked by the Private Provider shall be reported in writing to the Building Official, Chief Inspector's, Private Provider, Contractor, Owner and Designer as an alert to possible residual problems at time of request for Certificate of Occupancy. File photos shall be obtained to document the existence of code violations not being addressed during construction, and copies shall be sent to the Private Provider and others.

J. Inspections required by agencies outside the Building Department shall be arranged directly by the Private Providers or the permit holder. Any missing, needed approvals blocking the request for Certificate of Occupancy as shown on the Building Department computer screens, shall be explained to the Private Provider and Contractor, and documented by providing printouts of screen content.

K. Any circumstances which indicate a code violation may exist that would legally block the issuing of a Certificate of Occupancy at completion of construction, shall be reported to the Building Official as soon as conditions indicate that actions to bring code compliance are lacking, for written notification to the owner and professionals involved.

L. Certificate of Occupancy shall be issued when all conditions and inspections of the permit have been resolved and NO CODE VIOLATIONS are known to exist. The Building Official shall be promptly involved by the Manager of Plan Review & Inspections & Chief Inspector's should a request for a Certificate of Occupancy be received and code violations do exist.