

City of Jacksonville Beach
Planning and Development Department
Building Inspection Division

Private Provider Program
Standard Operating Procedures
for

Jurisdictional Performance Audits

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1. PROGRAM OVERVIEW, REGISTRATION AND PROJECT MANAGEMENT

2. PURPOSE

3. DEFINITIONS

4. SCOPE

5. OPTIONS FOR ALTERNATIVE BUILDING CODE PLANS REVIEW AND INSPECTIONS

12. JURISDICTIONAL PERFORMANCE AUDITS

In accordance with FS § 553.791(20), the following procedural guidelines are established for the City's internal inspection and review staff as means to audit the performance of building code plans review and inspection services by private providers operating within its jurisdiction.

12.1 REVIEW/AMENDMENT OF ESTABLISHED AUDIT PROCEDURES

The audit procedures outlined herein may be reviewed and/or amended on a quarterly basis.

12.2 AUDIT EXEMPTIONS

The following actions do not constitute an audit and shall not be limited: investigation of complaints reported to the building official and site visits to ensure required inspections are performed.

12.3 FREQUENCY OF AUDITS

A private provider or private provider firm may be audited up to four (4) times in a year unless the Building Official determines the condition of a building or structure constitutes an immediate threat to public safety and welfare, which will be communicated in writing to the private provider firm.

12.5 AUDITORS

Audits will be conducted by the Chief Building Official or his designee.

12.6 AUDIT RECORDS AND OBJECTIONS

Audits performed of private providers on construction projects shall be documented on a form developed by the City of Jacksonville Beach. Audit records will be posted on the Department [website](#) for the preceding two quarters.

12.6.1 AUDIT FINDINGS

In the event of failed inspection and/or plans review audit, a notice with detailed findings will be provided to the contractor of record and the private provider as soon as practical. The Building Division Staff will make every effort to assist in the resolution of the deficiencies with the private provider and the contractor. A stop work order may be issued by the Building Official or their designee should the nature of the deficiency constitute an immediate threat to public safety and welfare.

If discrepancies, omissions, or code violations are identified during the audit, then the parties involved will be notified of the compliance issues requiring correction, along with the associated code references. Any required code compliance corrections and inspections will be the responsibility of the private provider and the permit holder.

Either the private provider or the contractor of record shall notify the Building Official once any required corrections have been made. Staff will then confirm the corrections for compliance.

12.7 PLANS REVIEW AUDITS

The purpose of plans review audits is to confirm adherence to the Florida Building Code, NFPA, City of Jacksonville Beach ordinances. Plans review audits may include but not be limited to: properly completed and submitted affidavits, occupancy type, occupant load, means of egress, fire

barriers, life safety systems, structural systems, critical components, mechanical, electrical and plumbing components, etc. as required for the purpose of auditing plans review. Construction drawings reviewed by a private provider may be subject to an audit under but not limited to the following circumstances:

1. During a Fire review, in which the Fire Marshal's Office notifies the Building Official of concerns related to life safety, combustible materials, and/or other fire safety concerns.
2. The property is in a special flood hazard area (SFHA), necessitating review by the Floodplain Administrator for compliance with the National Flood Insurance Program (NFIP) and local flood ordinance.
3. The City previously performed a Preliminary Plan Review (PPR) and made comments on the proposed plans.
4. The project started as a construction violation for work without permits under a stop work order (SWO).
5. The project involves a threshold building as defined in the Florida Building Code (FBC) and the applicant has not submitted appropriate threshold documentation.
6. The proposed construction is subject to height restrictions under local ordinance and/or Federal Aviation Authority (FAA), and the applicant has not submitted appropriate documentation.

12.7.1 PLANS REVIEW AUDIT TIMING

Plans Review audits will be conducted between the hours of 8:00 A.M. and 3:00 P.M. from Monday through Friday, and will not be by appointment.

12.8 INSPECTION AUDITS

The purpose of inspection audits is to ensure that the minimum mandatory inspections required under the building code have been performed and properly recorded. Once on site, the auditor will request to meet with the Job Superintendent before commencing the audit. Work on the building or structure may not be delayed for completion of an inspection audit.

12.8.1 INSPECTION AUDIT TIMING

Inspection audits may be performed at any time during construction, including but not limited to after receiving a private provider's notice of scheduled inspection and critical milestones of the construction project where inspections of key building components are being performed.

12.8.2 VIEW PERMITTED JOB COPY CONSTRUCTION DOCUMENTS

View the working plan set to verify that the plans have been highlighted, signed and dated for each segment of the construction that was inspected. The plan set shall be clearly and concisely highlighted such that anyone looking at the plan can clearly see this delineation. The use of various highlighters is recommended.

12.8.4 VIEW POSTED INSPECTION RECORDS

View the logbooks to verify that the inspectors sign and date with their comments on that day's inspection making sure to keep trades separated so that a clear record is kept for all of the work inspected.

12.8.5 VIEW AFFIDAVITS

View affidavits of previous approvals from the Private Provider or his designee.

12.8.6 LIFE SAFETY QUALITY CONTROL SITE VISIT

The Building Official or his designee may request to walk the jobsite to do a Life Safety Quality Control Site Visit.

12.8.7 CONFLICT OF LOGGED INSPECTION AND AN AUDIT

If an audit inspection fails and requires noncomplying items to be corrected, the private provider should contact the Building Official to discuss the failed audit.