

City of Jacksonville Beach
Planning and Development Department
Building Inspection Division

Private Provider Program
Standard Operating Procedures

Effective January 1, 2025
Published April 18, 2025

CONTENTS

1. PROGRAM OVERVIEW, REGISTRATION AND PROJECT MANAGEMENT	5
1.1 PRIVATE PROVIDER AUTHORITY	5
1.2 PPP REGISTRATION.....	5
1.3 PPP ONLINE MANAGEMENT TOOL	5
2. PURPOSE	5
3. DEFINITIONS	5
4. SCOPE	5
5. OPTIONS FOR ALTERNATIVE BUILDING CODE PLANS REVIEW AND INSPECTIONS.....	5
5.1 CONTRACT PLANS REVIEW SERVICES.....	6
5.2 CONTRACT INSPECTION SERVICES	6
5.3 NOTICE TO BUILDING OFFICIAL OF USE OF PRIVATE INSPECTION SERVICES PRIOR TO WORK COMMENCING..	6
5.4 NOTICE TO BUILDING OFFICIAL OF USE OF PRIVATE INSPECTION SERVICES AFTER WORK HAS COMMENCED.	6
5.4.1 TIMELY INSPECTION SERVICES	6
5.5 CHANGES TO LISTED PROVIDERS OR SERVICES	6
6. PROJECTS LOCATED IN FEMA SPECIAL FLOOD HAZARD AREAS	6
6.1 RELATED DEFINITIONS	6
6.2 WHAT DOES THIS MEAN FOR MY PROJECT?.....	7
6.3 REQUIRED DOCUMENTATION	7
6.3.1 FROM CONSTRUCTION DRAWINGS ELEVATION CERTIFICATE	7
6.3.2 UNDER CONSTRUCTION DRAWINGS ELEVATION CERTIFICATE	7
6.3.3 FINISHED CONSTRUCTION ELEVATION CERTIFICATE.....	8
6.3.4 PERMANENT ENGINEERED FLOOD OPENINGS	8
6.3.5 FLOODPROOFING CERTIFICATE	8
7. PRIVATE PROVIDER PLAN REVIEW RESPONSIBILITIES AT PERMIT APPLICATION	8
7.1 DETERMINATION OF COMPLIANCE WITH APPLICABLE CODES	8
7.2 PREPARE AN AFFIDAVIT AND LIST OF APPROVED CONSTRUCTION DOCUMENTS	8
7.3 PREPARE APPROVED CONSTRUCTION DOCUMENTS.....	8
7.4 RESUBMITTALS, REVISIONS, AND/OR DEFERRED SUBMITTALS	8
7.5 WORK SHALL BE IN ACCORDANCE WITH APPROVED CONSTRUCTION DOCUMENTS.....	8
8. PERMIT APPLICATION REQUIREMENTS	9
9. PERMIT APPLICATION REVIEW PROCESS AND PERMIT ISSUANCE	9
9.1 PERMIT APPLICATION SUFFICIENCY REVIEW	9
9.1.1 NOTICE OF INCOMPLETE APPLICATION FOR PERMIT REVIEW	9

9.1.2 NOTICE OF PROPERLY COMPLETED APPLICATION FOR PERMIT REVIEW	9
9.2 DETERMINATION OF PROPERLY COMPLETED PERMIT APPLICATION	9
9.3 ISSUE PERMIT OR INITIAL WRITTEN NOTICE OF PLAN DEFICIENCIES	9
9.3.1 PRIVATE PROVIDERS LICENSED AS AN ENGINEER OR ARCHITECT	9
9.3.2 ALL OTHER PRIVATE PROVIDERS	10
9.3.3 DISPUTE OR RESOLVE DEFICIENCIES.....	10
9.4 SUBSEQUENT REVIEWS	10
9.4.1 ISSUE PERMIT OR SECOND WRITTEN NOTICE OF PLAN DEFICIENCIES.....	10
9.4.2 DISPUTE OR RESOLVE DEFICIENCIES.....	10
9.4.3 ADDITIONAL TIME.....	10
<u>10. FEES.....</u>	<u>10</u>
10.1 FEE REDUCTIONS	10
10.2 PLAN REVIEW FEE ADJUSTMENT	10
10.3 INSPECTION FEE ADJUSTMENT	10
10.4 REFUNDS	10
<u>11. PRIVATE PROVIDER INSPECTION RESPONSIBILITIES.....</u>	<u>11</u>
11.1 VALID PERMITS	11
11.2 UNPERMITTED AND ILLEGAL CONSTRUCTION	11
11.3 SPECIAL AND THRESHOLD BUILDING INSPECTORS	11
11.4 NOTICE OF SCHEDULED INSPECTION	11
11.4.1 LOCAL NOISE ORDINANCE.....	11
11.5 EMERGENCY INSPECTION WITHOUT NOTICE	11
11.6 INSPECTION RECORDS	11
11.6.1 NONCOMPLIANT ITEMS	11
11.6.2 POSTING AND MAINTENANCE REQUIREMENTS	11
11.6.3 WAIVER TO PROVIDE RECORDS TO BUILDING OFFICIAL	12
11.7 PREPARE A CERTIFICATE OF COMPLIANCE.....	12
<u>12. JURISDICTIONAL PERFORMANCE AUDITS</u>	<u>12</u>
12.1 REVIEW/AMENDMENT OF ESTABLISHED AUDIT PROCEDURES	12
12.2 AUDIT EXEMPTIONS	12
12.3 FREQUENCY OF AUDITS.....	12
12.5 AUDITORS	12
12.6 AUDIT RECORDS AND OBJECTIONS.....	12
12.6.1 AUDIT FINDINGS.....	12
12.7 PLANS REVIEW AUDITS	13
12.7.1 PLANS REVIEW AUDIT TIMING	13
12.8 INSPECTION AUDITS	13
12.8.1 INSPECTION AUDIT TIMING	13
12.8.2 VIEW PERMITTED JOB COPY CONSTRUCTION DOCUMENTS.....	13
12.8.4 VIEW POSTED INSPECTION RECORDS	14
12.8.5 VIEW AFFIDAVITS.....	14
12.8.6 LIFE SAFETY QUALITY CONTROL SITE VISIT	14
12.8.7 CONFLICT OF LOGGED INSPECTION AND AN AUDIT	14

13. ISSUANCE OF CERTIFICATE OF OCCUPANCY OR COMPLETION	14
13.1 SECURE APPROVALS FOR MUNICIPAL CODE COMPLIANCE FINAL INSPECTIONS.....	14
13.2 APPLICATION FOR CERTIFICATE BY PRIVATE PROVIDER REQUIRED.....	14
13.3 PAYMENT OF OUTSTANDING FEES REQUIRED	14
13.4 SUBMIT FORMAL REQUEST FOR THE ISSUANCE OF A CERTIFICATE	14
13.5 ACTION ON REQUESTED APPLICATION FOR CERTIFICATE	14
13.5.1 RELEASE (ISSUANCE) OF GRANTED CERTIFICATE	14
13.5.2 WRITTEN NOTICE OF DEFICIENCIES.....	15
14. RELATED FORMS	15
14.1 PRIVATE PROVIDER PROGRAM REGISTRATION FORM.....	15
14.1.1 DULY AUTHORIZED REPRESENTATIVE EMPLOYMENT AFFIDAVIT	15
14.2 NOTICE TO BUILDING OFFICIAL OF USE OF PRIVATE PROVIDER	15
14.2.1 CHANGE OF PRIVATE PROVIDER SERVICES	15
14.3 PLAN COMPLIANCE AFFIDAVIT	15
14.3.1 LIST OF APPROVED CONSTRUCTION DOCUMENTS.....	15

1. PROGRAM OVERVIEW, REGISTRATION AND PROJECT MANAGEMENT

Florida law provides a method for a property "Fee Owner" or their authorized "Contractor" the option of contract a third party to conduct plan review and/or inspection services in lieu of the municipal building department personnel. Referred to as the "Private Provider" Program (PPP), it is governed by [Florida Statutes §553.791](#) and is intended to offer an option to complement the traditional services provided by municipalities, while ensuring the integrity of a project by licensed code professionals. The law sets forth the essential processes and respective responsibilities of the property owner, the Private Provider, and the City.

1.1 PRIVATE PROVIDER AUTHORITY

A private provider and any duly authorized representative may only perform alternative plans review and inspections that are within the disciplines covered by that person's licensure or certification under F.S. Chapter 468, Chapter 471, and/or Chapter 481. A private provider may not provide building code inspection services upon any building designed or constructed by the private provider or the private provider's firm.

1.2 PPP REGISTRATION

All third-party agencies MUST be vetted and approved by the City before conducting any inspections. An approved provider must employ one or more qualified professionals and/or inspectors from the required disciplines, based on the scope of work of the project. Private providers must register with the City of Jacksonville Beach and shall be responsible for keeping their information continuously maintained using the online [Private Provider Registration](#) tool. Alternatively, physical documentation may be mailed or delivered to the Planning and Development Department located on the 1st floor of the City Hall building.

1.3 PPP ONLINE MANAGEMENT TOOL

The [Private Provider Program \(PPP\) Management](#) online portal allows Private Providers the ability to electronically transmit: Notices of Scheduled and Canceled Inspections, Use of Private Provider (NTBO), Inspection Records, Certificates of Compliance, and/or to Apply for Certificate of Occupancy or Completion.

2. PURPOSE

This document is designed to provide a structured and standardized approach for alternative plans review, inspections and to establish auditing procedures to ensure compliance with the requirements of FS§ 553.791 and adherence to the Florida Building Codes, NFPA, City of Jacksonville Beach ordinances and conformity with the approved construction documents.

3. DEFINITIONS

Unless otherwise stated, all terminology shall have the following meanings as defined in FS§ 553.791(1).

4. SCOPE

These procedures apply to construction projects building permits where plans review and/or inspection services are performed by a third party and audits are conducted by the Building Official for the successful completion of all permitted construction projects within the City.

5. OPTIONS FOR ALTERNATIVE BUILDING CODE PLANS REVIEW AND INSPECTIONS

Pursuant to FS§ 553.791, the Private Provider Program allows a "Fee Owner" or the fee owner's "Contractor" the option to contract and make payment directly to a third party to conduct private provider plan review and/or inspection services in lieu of the municipal building department personnel. Floodplain, Planning, Environmental Resources, and Fire Code review and inspections MAY NOT be conducted by an engineer, architect, or private provider. City staff from perspective departments will conduct all necessary Development Review and Inspections related to these permitting functions.

5.1 CONTRACT PLANS REVIEW SERVICES

If the fee owner or the fee owner's contractor elects to use a private provider for plans review services, the Building Official requires the use of a private provider to conduct the required building code inspections.

5.2 CONTRACT INSPECTION SERVICES

The fee owner or the fee owner's contractor may elect to use a private provider to perform building code inspection services required by the Florida Building Code.

5.3 NOTICE TO BUILDING OFFICIAL OF USE OF PRIVATE INSPECTION SERVICES PRIOR TO WORK COMMENCING

A fee owner or the fee owner's contractor, using a private provider to provide inspection services only, shall provide notice to the building official at the time of permit application or before the construction work within the scope of the permit has commenced on a form adopted by the Florida Building Commission.

5.4 NOTICE TO BUILDING OFFICIAL OF USE OF PRIVATE INSPECTION SERVICES AFTER WORK HAS COMMENCED.

If construction work has commenced and building official is unable to provide the inspection services in a timely manner, the fee owner or the fee owner's contractor may elect to use a private provider to provide inspection services by notifying the building official of the owner's or contractor's intention to do so by 2 p.m. local time, 2 business days before the first scheduled inspection that a private provider has been contracted to perform the required inspections using the notice form adopted by the Florida Building Commission.

5.4.1 TIMELY INSPECTION SERVICES

A building official who is unable to provide the inspection service(s) within 5 business days after a valid inspection scheduling eRequest is received will be considered "...unable to provide the inspection services in a timely manner".

5.5 CHANGES TO LISTED PROVIDERS OR SERVICES

If any changes occur to the listed providers or contracted services, the Notice to Building Official shall be updated within 1 business day after the change or within 2 business days before the next scheduled inspection.

6. PROJECTS LOCATED IN FEMA SPECIAL FLOOD HAZARD AREAS

As a participant in the National Flood Insurance Program (NFIP), the City of Jacksonville Beach has been instructed by the State of Florida Division of Emergency Management to conduct plan reviews and inspections for projects that are located in FEMA Flood Zones Other than X or X-Shaded. Communities that participate in the National Flood Insurance Program (NFIP) are required to adopt and enforce laws in accordance with 44CFR Sections 59.1 and 60.3. Federally backed flood insurance is available for residents and property owners of communities in good standing with the NFIP.

6.1 RELATED DEFINITIONS

FEMA: Federal Emergency Management Agency

SFHA: Special Flood Hazard Area

BFE: Base Flood Elevation. The elevation of surface water resulting from a flood that as a 1% chance of equaling or exceeding that level in any given year.

FEEBOARD: An additional amount of height above the BFE used as a factor of safety in determining the level at which a building's lowest floor must be elevated or floodproofed to be in accordance with state or community floodplain management regulations.

DFE: Design Flood Elevation. The elevation of the highest flood that a retrofitting or floodproofing method is designed to protect against. (BFE + FREEBOARD = DFE or Higher)

RETROFITTING: Making changes to an existing building to protect it from flooding or other hazards.
FLOODPROOFING: A combination of structural and non-structural adjustments that allow non-residential buildings under construction or undergoing substantial improvement to have portions of the structure beneath the required base flood elevation. Floodproofing of areas below base flood elevation is not permitted in residential structures.

SUBSTANTIAL DAMAGE means damage of any origin sustained by a structure whereby the cost of restoring the structure to its pre-damaged condition would equal or exceed 50% of the market value or replacement cost of the structure before the damage occurred. (Note: The cost of the repairs must include all costs necessary to fully repair the structure to its before damaged condition).

SUBSTANTIAL IMPROVEMENT means any reconstruction, rehabilitation, addition, or another improvement of a structure, the cost of which equals or exceeds 50% of the market value of the structure before the “start of construction” of the improvement. If a building is “substantially damaged” or “substantially improved”, it must be brought into compliance with the City of Naples flood damage prevention regulations, including elevating the building to or above the base flood elevation. In accordance with the National Flood Insurance Program and the Federal Emergency Management Agency the City of Naples shall determine “substantial damage” and “substantial improvement” and has implemented the following procedures to do so:

The City will use the assessed value of your structure recorded by the Collier County Property Appraiser’s Office. This value excludes the land, pool/spa, and any item not a permanent part of the structure. (Please contact the County Property Appraiser’s office or the City’s Building Department to obtain this value). However, if you disagree with the Property Appraiser’s valuation of the structure, you may engage a State of Florida licensed property appraiser to submit an appraisal for the Depreciated Replacement Cost (Actual Cash Value) of the structure. This appraisal must be dated no later than (6) months from the date of permit submittal.

6.2 WHAT DOES THIS MEAN FOR MY PROJECT?

Due to the complexity, scope, and requirements for flood-resistant materials necessary for both New Construction and Substantial Improvement Determinations, this means that on projects located in a SFHA, the Planning and Development Department Director or their designee will conduct a development review and/or perform inspections, even if you contract with a third-party to provide one or both of these services.

6.3 REQUIRED DOCUMENTATION

Records used to determine the elevation the lowest floor of a building that document compliance with City’s floodplain management ordinance to reduce flood risks, increase resiliency, set intervention strategies and/or for insurance rating purposes. Additional information and resources are available online at www.jacksonvillebeach.org/Planning or FEMA Resource Center.

6.3.1 FROM CONSTRUCTION DRAWINGS ELEVATION CERTIFICATE

Documentation submitted during plan review to establish the height of grade and proper elevation of a proposed building after construction has been completed. A permit will not be issued until the Construction Drawings Elevation Certificate is reviewed by the Floodplain Manager.

6.3.2 UNDER CONSTRUCTION DRAWINGS ELEVATION CERTIFICATE

Documentation submitted after placement of the lowest floor and prior to further vertical construction to demonstrate proper building height, reference FBC 103.1.1. No vertical construction activity shall occur until the Spot (Formboard) Survey and Elevation Certificate are reviewed by the Floodplain Manager.

6.3.3 FINISHED CONSTRUCTION ELEVATION CERTIFICATE

Documentation submitted upon completion of the project that is used for insurance and mortgage purposes. Certificate of Occupancy will not be granted by the Building Official until the Finished Elevation Certificate and As-Built Survey are reviewed by the Floodplain Manager.

6.3.4 PERMANENT ENGINEERED FLOOD OPENINGS

Manufacturer specification sheets for installed engineered flood openings

6.3.5 FLOODPROOFING CERTIFICATE

Alternative documentation of certification by a registered professional engineer or architect that the design and methods of construction of a nonresidential building are in accordance with accepted practices for meeting the floodproofing requirements.

7. PRIVATE PROVIDER PLAN REVIEW RESPONSIBILITIES AT PERMIT APPLICATION

7.1 DETERMINATION OF COMPLIANCE WITH APPLICABLE CODES

A private provider performing plans review shall review the construction documents to determine compliance with the applicable codes and state law. All submittals must comply with the digital signature and digital/electronic seal requirements of FS Chapters 471 and 481.

7.2 PREPARE AN AFFIDAVIT AND LIST OF APPROVED CONSTRUCTION DOCUMENTS

Upon determining that the plans reviewed comply with the applicable codes and state law, the private provider shall prepare a list of approved construction documents and an affidavit certifying, under oath, that the following is true and correct to the best of the private provider's knowledge and belief:

The plans were reviewed by the [affiant], who is duly authorized to perform plans review pursuant to Florida Statute and holds the appropriate license or certificate, and the plans comply with the applicable codes.

7.3 PREPARE APPROVED CONSTRUCTION DOCUMENTS

Reviewed and Approved construction documents shall be stamped. Each drawing page and/or plan shall be affixed with a stamp. The first page of all supporting construction documents shall be affixed with a stamp. The "stamp" shall contain, but is not limited to:

1. The Private Provider Firm Name;
2. The Plans Examiner's Name, applicable license numbers, signature and/or required seals; and
3. The language "Reviewed for FBC Code Compliance in accordance with FS § 553.791".

7.4 RESUBMITTALS, REVISIONS, AND/OR DEFERRED SUBMITTALS

Resubmittals, Revisions, and/or Deferred Submittals shall be stamped reviewed and approved by both the registered design professional in charge and the private provider plans examiner. The approved construction documents shall be submitted along with an updated 'List of Approved Construction Documents' to the Building Official. Deferred submittal items shall not be installed until the documents have been submitted to the Building Division.

7.5 WORK SHALL BE IN ACCORDANCE WITH APPROVED CONSTRUCTION DOCUMENTS

Work shall be installed in accordance with the approved construction documents, and any changes made during construction that are not in compliance with the approved construction documents shall be resubmitted by the Private Provider as a revision to the permit for review and approval by the reviewing entity for the permit. Ref FBC 107.4

8. PERMIT APPLICATION REQUIREMENTS

Building permit application packages and required construction documents shall be submitted in hardcopy format, as indicated in the applicable 'Filing Requirements and Minimum Submittal Checklist' posted online at www.jacksonvillebeach.org or available at City Hall. It is the responsibility of the permit applicant to submit required private provider documentation and to secure all other government approvals required by state law and city ordinances (i.e. Zoning, Fire, Engineering, Water and Waste Water, Urban Forestry, Dept of Health, etc.).

9. PERMIT APPLICATION REVIEW PROCESS AND PERMIT ISSUANCE

The City of Jacksonville Beach Planning and Development Department is unique among other Northeast Florida jurisdictions in that the plans review and inspection process include not only building trade disciplines governed by the FBC, but also zoning, site and fire protection components under other State, Federal, and/or Local Codes. As such, the City of Jacksonville Beach Planning and Development Department will continue to conduct plans review and inspections on all elements not regulated by the FBC.

9.1 PERMIT APPLICATION SUFFICIENCY REVIEW

Upon receipt of a permit application package, a sufficiency review will be conducted to determine if the application is properly completed and submitted as defined per FS§ 553.791(1)(I). An application for a building or construction permit is not considered properly completed and submitted until the fee owner or fee owner's contractor has *secured all other government approvals* required by law.

9.1.1 NOTICE OF INCOMPLETE APPLICATION FOR PERMIT REVIEW

When a permit application is incomplete for building permit processing, the building official will provide a written notice of the specific application deficiencies to the permit applicant within the prescribed 20 business day period. The 20-day period will be tolled pending resolution of the matter. To resolve any deficiency, the permit applicant may elect to dispute the deficiency pursuant to FS§ 553.791(15) or to submit revisions to correct the deficiencies.

9.1.2 NOTICE OF PROPERLY COMPLETED APPLICATION FOR PERMIT REVIEW

An application for a building or construction permit is not considered properly completed and submitted until the fee owner or fee owner's contractor has *secured all other government approvals* required by law. Therefore, all permit applications must undergo Development Review and Approval by one or more municipal code reviewers to determine if the application is properly completed and is in compliance with the filing requirements published by the City of Jacksonville Beach.

9.2 DETERMINATION OF PROPERLY COMPLETED PERMIT APPLICATION

Properly completed permit applications will be routed to required agencies, if any, for review. Municipal Code Compliance Agencies include the Building Official, Plans Examiner, Planning Division, Fire Marshal, Floodplain Administrator, Beaches Energy Services Electrical Engineering Division, and/or the Public Works Department.

9.3 ISSUE PERMIT OR INITIAL WRITTEN NOTICE OF PLAN DEFICIENCIES

During building permit processing, the Building Official will issue the requested permit or provide a written notice to the permit applicant identifying the specific plan features that do not comply with the applicable codes, as well as the specific code chapters and sections.

9.3.1 PRIVATE PROVIDERS LICENSED AS AN ENGINEER OR ARCHITECT

When the private provider is a person licensed as an engineer under F.S. Chapter 471 or as an architect under F.S. Chapter 481 and affixes their professional seal to the affidavit, the Building Official will issue the requested permit or provide an initial written notice of deficiencies within twelve (12) business days after receipt of a permit application and the plan compliance affidavit.

9.3.2 ALL OTHER PRIVATE PROVIDERS

When the private provider is not licensed as an engineer or architect, the Building Official will issue the requested permit or provide an initial written notice of deficiencies within twenty (20) business days after receipt of a permit application and the plan compliance affidavit.

9.3.3 DISPUTE OR RESOLVE DEFICIENCIES

The permit applicant may elect to dispute the deficiencies or to resubmit corrections to resolve the deficiencies. The building permit application period shall be tolled pending resolution of the matter.

9.4 SUBSEQUENT REVIEWS

Any subsequent review by the Building Official is limited to the deficiencies cited in the written notice. If the local building official does not provide a second written notice within the prescribed time period, the permit shall be deemed approved as a matter of law, and the local building official must issue the permit on the next business day.

9.4.1 ISSUE PERMIT OR SECOND WRITTEN NOTICE OF PLAN DEFICIENCIES

If the permit applicant submits corrections, the Building Official has the remainder of the tolled Building permit application period plus 5 business days from the date of resubmittal to issue the requested permit or provide a second written notice to the permit applicant stating which of the previously identified plan features remain in noncompliance with the applicable codes.

9.4.2 DISPUTE OR RESOLVE DEFICIENCIES

The permit applicant may elect to dispute the deficiencies or to resubmit additional corrections to resolve the deficiencies.

9.4.3 ADDITIONAL TIME

For all revisions submitted after the first resubmittal, the Building Official has an additional 5 business days from the date of receipt to issue the requested permit or to provide a written notice to the permit applicant stating which of the previously identified plan features remain in noncompliance with the applicable codes.

10. FEES

Fees for permitting shall be reflected in the adopted fee schedule of the City of Jacksonville Beach. In accordance with FS § 553.791(2)(b), plan review and permit fees for private provider services will be reduced. The resulting fees for the Building Inspection Division will cover direct and indirect costs related to permit application processing, permit issuance, scheduling and logging of inspection notices and results, issuance of certificate of occupancy or certificate of completion, processing and archiving of plans, permit history research, public record maintenance and any other administrative costs not specified otherwise.

10.1 FEE REDUCTIONS

Fee reductions will be assessed in strict accordance with the City's Fee Schedule Resolution.

10.2 PLAN REVIEW FEE ADJUSTMENT

Plan Check Fee reductions for alternative plans review services can only be provided if an executed Notice to Building Official is submitted with the permit application package.

10.3 INSPECTION FEE ADJUSTMENT

Permit Fee reductions for alternative inspection services can only be provided if an executed Notice to Building Official is submitted before the first scheduled inspection.

10.4 REFUNDS

No fee reductions or refunds will be granted once an application for permit is approved and the permit becomes valid.

11. PRIVATE PROVIDER INSPECTION RESPONSIBILITIES

A private provider performing required inspections shall inspect each phase of construction as required by applicable codes after the notice of commencement has been recorded.

11.1 VALID PERMITS

The Private Provider must ensure that all inspections being performed are for work with valid permits.

11.2 UNPERMITTED AND ILLEGAL CONSTRUCTION

If unpermitted construction is observed, the Private Provider shall notify the Building Official, Fire Marshal and/or any other enforcement agency having jurisdiction as a matter of public safety pursuant to FS §553.791(11). Inspections shall not be performed until all required permits have been obtained and permitting fees verified paid. Any Private Provider (PP) or Duly Authorized Representative (DAR) knowingly conducting inspections on projects without the requisite permits shall be treated as aiding illegal construction and may be referred to respective professional boards for disciplinary review FS §553.791(18).

11.3 SPECIAL AND THRESHOLD BUILDING INSPECTORS

The Private Provider (PP) shall ensure special inspectors, including Threshold Building Inspectors, have inspected all work requiring permits and are maintaining inspection records.

11.4 NOTICE OF SCHEDULED INSPECTION

Provide notice to the Building Official of the approximate date and time required inspections are to be performed.

11.4.1 LOCAL NOISE ORDINANCE

The Building Official may not prohibit the private provider from performing any inspection outside the City's normal operating hours, including after hours and weekends. However, the Contractor and Private Provider shall adhere to the City of Jacksonville Beach's local noise ordinance, specifically for construction activities.

11.5 EMERGENCY INSPECTION WITHOUT NOTICE

Emergency Inspection Services for equipment replacement and repairs may be performed without first notifying the Building Official. An inspection report shall be submitted to the Building Official within 1 day after the inspection is completed [ref FS § 553.791(11)].

11.6 INSPECTION RECORDS

Upon completing the required inspections at each applicable phase of construction, the private provider shall post each completed inspection record, indicating pass or fail, and provide the record to the Building Official within 2 business days. The contractor's contractual or legal obligations are not relieved by any action of the private provider.

11.6.1 NONCOMPLIANT ITEMS

A Deficiency Notice shall be physically or electronically posted whenever a noncomplying item related to the FBC or the permitted documents is found. The item shall be reinspected after corrections are made and before concealment. [FS § 553.791(9)].

11.6.2 POSTING AND MAINTENANCE REQUIREMENTS

Such inspection records shall be posted, either electronically or physically at the project site and may be electronically transmitted to the Building Official. Unless electronically posted, inspection records shall be maintained at the building site at all times and made available for review by the Building Official.

11.6.3 WAIVER TO PROVIDE RECORDS TO BUILDING OFFICIAL

The Building Official may waive the requirement to provide these records within 2 business days if:

- i. The record is electronically or physically posted and
- ii. All such inspection records are submitted with the certificate of compliance

NOTICE: Failure to submit Notices of Scheduled Inspections may result in permits expiring and incurring additional permit renewal fees. It is recommended to report inspection result records no later than the 10th calendar day of the following month.

11.7 PREPARE A CERTIFICATE OF COMPLIANCE

Upon completion of all required inspections, prepare a *certificate of compliance* that includes a:

1. Summary of the inspections performed and
2. Include a physical or electronically signed and sealed statement, under oath, by the private provider, that is substantially in the following form:

"To the best of my knowledge and belief, the building components and site improvements outlined herein and inspected under my authority have been completed in conformance with the approved plans and the applicable codes."

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.

13. ISSUANCE OF CERTIFICATE OF OCCUPANCY OR COMPLETION

It is the responsibility of the permit applicant to provide all other government supporting documentation to verify compliance with state law and city ordinances (i.e. formboard and as-built surveys, elevation certificates, blower door test form, termite treatment certificate, etc.). The Planning and Development Department Director or their designee shall perform required final inspections on all projects where alternative plans review and/or inspection services have been elected.

13.1 SECURE APPROVALS FOR MUNICIPAL CODE COMPLIANCE FINAL INSPECTIONS

Upon receipt of a valid "Final Municipal Code Compliance (Planning, Fire Public Works)" Inspection Scheduling eRequest, required final inspections will be scheduled to applicable City agency inspectors.

13.2 APPLICATION FOR CERTIFICATE BY PRIVATE PROVIDER REQUIRED

An application for the issuance of a certificate of occupancy or completion shall be submitted using the [Private Provider Program \(PPP\) Management](#) online portal. The application shall include the certificate of compliance from the private provider as required in FS § 553.791(13).

13.3 PAYMENT OF OUTSTANDING FEES REQUIRED

All outstanding permit, plan review, and surcharge fees shall be fully paid.

13.4 SUBMIT FORMAL REQUEST FOR THE ISSUANCE OF A CERTIFICATE

A request for the issuance of a Certificate of Occupancy or Completion shall be submitted using the [Request a Certificate](#) portal online. Failure to provide the supporting administrative documents in a timely manner may delay the issuance of a certificate pursuant to FS § 553.791(14)(a).

13.5 ACTION ON REQUESTED APPLICATION FOR CERTIFICATE

The Building Official will review the submitted application for certificate along with the applicant's presentation of a certificate of compliance, including approvals from all other governmental agencies required by law pursuant to FS § 553.791(14)(a) and issue the certificate or provide a written notice of deficiencies to the applicant.

13.5.1 RELEASE (ISSUANCE) OF GRANTED CERTIFICATE

When the building official determines that a request for certificate of occupancy or certificate of completion is satisfactory, a certificate will be released within 10 business days after receipt of the request. If the permit is related to a single-family or two-family dwelling the certificate will be released no more than 2 business days, after receipt of the request.

13.5.2 WRITTEN NOTICE OF DEFICIENCIES

If any deficiency is found, the building official will provide a written notice to the applicant identifying the specific deficiencies, code chapters, and/or sections.

To resolve any identified deficiency, the permit holder may elect to dispute the deficiency pursuant to FS §553.791(15) or to submit a corrected request for a certificate of occupancy or certificate of completion.

If private provider elects to dispute a deficiency then the building official will be available to meet with the private provider within 2 business days to resolve any dispute.

If the building official and private provider are unable to resolve the dispute, the matter may be appealed to the commission as provided by F.S. Chapter 553.

14. RELATED FORMS

14.1 PRIVATE PROVIDER PROGRAM REGISTRATION FORM

The purpose of this document is to allow private provider firms, private providers, and duly authorized representatives to register with the City of Jacksonville Beach as a third-party business organization in order to conduct plan review and/or inspection services for the public in lieu of municipal building department personnel as authorized by FS § 553.791 (17)(b). Alternatively, an [electronic registration form](#) is available online.

14.1.1 DULY AUTHORIZED REPRESENTATIVE EMPLOYMENT AFFIDAVIT

The purpose of this document is to identify Duly Authorized Representatives (qualified professionals and/or inspectors) employed by a third-party business organization registered to conduct plan review and/or inspection services for the public in lieu of municipal building department personnel as authorized by FS § 553.791 (17)(b).

14.2 NOTICE TO BUILDING OFFICIAL OF USE OF PRIVATE PROVIDER

The purpose of this document is to notify the Building Official that the fee owner or the fee owner's contractor has elected to use one or more private providers to provide building code plans review and/or inspection services.

14.2.1 CHANGE OF PRIVATE PROVIDER SERVICES

The purpose of this document is to notify the Building Official when there are changes in contracted private providers, changes in the level of services provided, and/or to terminate a private provider firm and transfer to City Building Division personnel to conduct plan review and/or inspection duties.

14.3 PLAN COMPLIANCE AFFIDAVIT

This form shall be prepared and submitted along with a 'List of Approved Construction Documents' when a Fee Owner or Fee Owner's Contractor elects to use a private provider to perform alternative plans review services.

14.3.1 LIST OF APPROVED CONSTRUCTION DOCUMENTS

A list of approved construction documents shall be submitted along with an executed 'Plan Compliance Affidavit'. A new (updated) list shall be *required* in the event that subsequent reviews and submissions occur.