



# City of Miami Gardens Building Department

**Address:** 18605 NW 27<sup>th</sup> Avenue, 1<sup>st</sup> Floor Miami Gardens, FL 33056 **Telephone:** (305) 622-8027

**Website:** [www.miamigardens-fl.gov](http://www.miamigardens-fl.gov)

## **Guidance Document Private Provider Registration**

### **REFERENCE:** Florida Statute 553.791

The purpose of this policy statement is to establish a clear procedure for administering the permitting and inspection of construction projects that utilize the services of a private provider as stipulated in the Florida Statute.

### **BACKGROUND:**

The Florida Legislature, in response to what it deemed unreasonable delays in the processing of permits and inspections in certain jurisdictions throughout the State, has sanctioned an alternative plan review and inspection process utilizing what is commonly referred to as "Private Providers". The provisions of Florida Statute 553.791 establish the scope of the law, procedural requirements and the local jurisdiction's responsibilities when a private provider is involved in a project.

### **STATEMENT:**

Private providers are independent third party entities and are required to be architects or engineers and use the services of appropriately licensed plan reviewers and inspectors (F.S.468). The intent of the new law is clearly to provide an alternative process to help expedite the permitting and inspection of new development while maintaining the oversight provided by licensed code professionals. The provisions of the law challenge a building department by requiring it to manage two slightly different processes for both plan review and inspections when a private provider is involved. It is very important to recognize an owner's right to choose this method and to slightly modify our standard procedures in order to accommodate this process and assure compliance with all codes and regulations.

### **PROCEDURE:**

Under the law, the City retains the responsibility for issuing both permits and certificates of occupancy for new development. The City also maintains its' responsibility for performing all plan review and inspections for site and zoning codes. In addition to the basic procedure outlined in the Questions & Answers section listed below, the following modifications to our basic plan review and inspection process shall be in effect:

**Permit/Plan Review** - The Residential and Commercial Development Divisions shall perform plan reviews of all plans submitted within the time frame allowed under the law. All project and permit descriptions shall be designated as "private provider" or similar abbreviation to clearly define it as a project or permit involving a private provider. The permit placard shall also be identified by printing "Private Provider" in large bold letters across the top of the placard. In addition, the cover sheet and/or pages of the plans shall be clearly stamped and labeled as a "Private Provider" project. Finally, a permit shall be created for each project with a description of "Private Provider - Final Inspection Report Required".

**Inspection** - The Inspection services Division shall perform random audit inspections of each phase of the construction as approved by the Building Official. The private provider will be required to call in each inspection request on the City's Inspection Line (305) 622-8029 or web service as approved by the Building Official. The private provider shall leave written evidence of the results of his inspection on the jobsite for review by the contractor and inspector. The Building Official shall recognize that the project is being inspected by a private provider and shall make every effort to maintain good communication with both the contractor and private provider.

When performing an audit inspection, the Inspector is to make his inspection and record his results in the following manner. If the private provider has already made the inspection prior to the inspector arriving, he is to proceed with the inspection, review the private provider's documentation and record the inspection result with a comment of "Audit". In addition, if the private provider has made the inspection and the work is covered up prior to the inspector arriving as allowed in the law, he is to review the private provider's documentation to insure the inspection was approved and record the inspection result with a comment of "Audit". If the inspector detects any discrepancy in the inspection process or an inspection performed by a private provider, he is to inform the Building Official who shall follow-up with the contractor and private provider.



## QUESTION AND ANSWER



**Question:**

What is a private provider?

**Answer:**

\$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. Nothing in this section limits the ability of a fee owner to require A private provider is a person licensed as an architect under F. S. chapter 481, or an engineer licensed under F.S. chapter 471. A private provider, for the purpose of performing inspections of residential additions and alterations that are 1000 SF or less, is a person who holds a standard certificate under part XII of F.S. chapter 468.

**Question:**

Am I, as the fee owner, allowed to use this private provider to do alternative plan review and inspections?

**Answer:**

Yes. You have the option of using a private provider to provide plan review and inspection services.

**Question:**

Can I use the private provider for either plan review or inspections?

**Answer:**

Yes. In the City of Miami Gardens, you may use a private provider to provide either plan review or inspection services or both. If you do plan review you must do private provider inspections.

**Question:**

What do I have to submit to the City of Miami Gardens?

**Answer:**

- Rgto k/Cr r nccvqplQy pgtu'CHkf cxlv
- Rtqqh'qh'Qy pgtuj kr
- Kgo k gf 'Equv'Dtgcnf qy p
- Rrcpu'hqt 'Y qtnlv'dg'Rgthqto gf
- Rtlxcvg'Rtqxf gt 'Egtw'hecv'qh'Ego r nccpeg
- Rtlxcvg'Rtqxf gt 'Kpur gevqpu'Rtg/Equputwvqpp'Ci tggo gpv
- Rtlxcvg'Rtqxf gt 'Lqd'Ukg'F k gevqt {
- Rtlxcvg'Rtqxf gt 'P qvleg'v'Dwrf lpi 'Qhhekn
- Rtlxcvg'Rtqxf gt 'Tgi kntcvqpp

Rtlxcvg'Rtqxf gt 'Hqto 'lu'cxckrdng'qp'qwt'Dwrf lpi 'F qewo gpw'  
 cpf 'Hqto u'y gdukg-<[https://www.miamigardens-fl.gov/193/](https://www.miamigardens-fl.gov/193/Documents-Forms)  
 Documents-Forms

**Question:**

Will the City of Miami Gardens still do plan review and inspections?

**Answer:**

Yes. In accordance with the state law, the City may provide for an audit process to audit the performance of plan review and inspection services by private providers operating within the local jurisdiction.

**Question:**

What types of plan review are covered under the required 30- business day turn-around time?

**Answer:**

Only those plans that fall under the applicable codes of the State of Florida... This means the Florida Building Code, and does not include any applicable local City of Miami Gardens codes or any applicable minimum Miami Dade Fire Department for fire safety codes, WASD, DERM or any other required outside agency.

**Question:**

So, if I submit for a simultaneous building and site plan review, when does the clock start for the 30- business day turn- around time?

**Answer:**

No Building permit will be submitted until site plan review is approved. The clock for the 30-business day turn-around time starts after the approval by all of the site review agencies and the fire marshal. This is because the law states that the 30- business day clock starts "after receipt of a permit application", and part of the required "permit application" is "any documents required by the local building official to determine that the fee owner has secured all other government approvals required by law".

**Question:**

So, if I use a private provider, could it take me longer to go through the plan review process and obtain my permit that if I just used the regular City of Miami Gardens permit process?

**Answer:**

It could, depending on how long the outside agencies and site review take, since the "clock" does not start until these approval have been given.



## **QUESTION AND ANSWER**



### **Question:**

How will the City of Miami Gardens handle inspections by private providers?

### **Answer:**

If a private provider will be making inspections, then the following requirements will be followed:

- The private provider provides notice to Inspection Services no later than 3:00 p.m. of the prior business day that an inspection will be made.
- Inspection Services will also conduct random inspections to check log book.

The private provider records the inspection on a form acceptable to Building Services Division, posts it on the site, and provides a copy to Building Services Division within 2 business days.

### **Question:**

Once a private provider approves an inspection, can the contractor proceed with the next step in construction, as it relates to the inspection?

### **Answer:**

Yes, in accordance with Florida Statute 553.791.

### **Question:**

How will the certificate of occupancy be handled with a private provider?

### **Answer:**

Upon completion of all required inspections, the private provider will prepare a certificate of occupancy, on a form provided by City of Miami Gardens Development Services Department, summarizing the inspections performed and including a written representation, under oath, that the building construction complies with the approved plans and applicable codes.

### **Question:**

Will the certificate of occupancy be issued upon receipt of the certificate of compliance by the private provider?

### **Answer:**

City of Miami Gardens Development Services Department will issue a certificate of occupancy once it has determined that all of the permits have received a final inspection, all applicable fees have been paid, and any special requirements have received approval by the City of Miami Gardens. If deficiencies are noted, the private provider will be notified within 5 business days after the receipt of the request for the certificate of occupancy.

### **Question:**

What happens if the private provider and City of Miami Gardens Development Services Department do not agree?

### **Answer:**

Inspection Services and the private provider must meet within 5 business days of the notice to try and resolve the dispute. If this is not successful, then the matter will be referred to the Miami Dade County Board of Rules and Appeals for resolution.

**Still have questions? Call 305-622-8027**



# Private Provider Registration

**Description:** Private Providers shall pre-register with the City of Miami Gardens.

- Florida Statutes 553.791 (16)(b) states a local building official may establish, for private providers and duly authorized representatives working with that jurisdiction, a system of registration to verify compliance with the licensure requirements of paragraph (1)(n) and the insurance requirements of subsection (17).

## Documents Required

Forms and applications available at <https://www.miamigardens-fl.gov/193/Documents-Forms>

- ☒ **Notice to Building Official of Use of Private Provider**
- ☒ **Qualification statements and/or resumes** of the Private Provider and all Duly Authorized Representatives
  - “Private Provider” shall be a person licensed as a building code administrator under part XII of chapter 468, as an engineer under chapter 471, or as an architect under chapter 481.
  - “Duly Authorized Representative” shall be licensed as an engineer under chapter 471 or as an architect under chapter 481 or who holds a standard or provisional certificate under part XII of chapter 468.
  - The duly authorized representative 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.
- ☒ **Certificate of Insurance** demonstrating that professional liability insurance coverage is in place for the private provider’s firm, the private provider, and any duly authorized representative.
  - 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.
    - \$2 million per occurrence and \$4 million in the aggregate for any project with a construction cost of over \$5 million.
    - 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. The insurance required under this subsection shall be written only by insurers authorized to do business in this state with a minimum A.M. Best’s rating of A.
  - Shall also be submitted with each permit application
  - Shall include the City of Miami Gardens as the certificate holder

## FAQ’s

- Where do we submit the Private Provider Registration documents?**  
Private Provider Registration documents will be submitted as attachments for Private Provider Permit types, e.g. Private Provider Building Solar System Permit.
- Most of these requirements are for the purpose of performing inspection services. What if the fee owner only elects to use a private provider to provide plan review services?**  
**NOT PERMITTED.** City of Miami Gardens requires the fee owner or the fee owner’s contractor to use a private provider for required inspections if a private provider provides plan review services. This is per the building official’s discretion pursuant Florida Statutes 553.791(2)(a).



# **Private Provider Plans Review**

**Description:** Prior to permit issuance, Private Provider shall perform and comply with the following Plans Review requirements in accordance with Florida Statutes 553.791 and the Florida Building Code.

## **Documents Required**

Forms and applications available at <https://www.miamigardens-fl.gov/193/Documents-Forms/>

- ☑ **Notice to Building Official of Use of Private Provider**
- ☑ **Private Provider Plan Compliance Affidavit**
  - Affidavit shall bear a written or electronic signature.
  - Affidavit shall certify that the following is true and correct:
    1. The plans were reviewed by the affiant, who is duly authorized to perform plans review pursuant to Section 553.791 and holds the appropriate license or certificate.
    2. The plans comply with the applicable codes.
- ☑ **Approved Construction Documents in Writing or by Stamp**
  - This is in accordance with Florida Building Code 7<sup>th</sup> Edition Building 107.3.1.
- ☑ **Government Approvals Required by Law pursuant Florida Statutes 553.791(L)(4) and requirements of pertinent laws in accordance with Florida Building Code 105.3.1**
  - This may include approvals from Fire, Environmental, Public Works, Flood, Planning & Zoning, etc.
- ☑ **Private Provider Job Site Directory**
  - Shall identify each Private Provider Duly Authorized Representative that will be utilized for the specific permit.
  - This document will be returned at permit issuance and shall be placed on the jobsite.
- ☑ **Special Inspector Forms – Notice of Employment**
  - A Threshold Building Affidavit for Threshold Buildings.
- ☑ **Certificate of Insurance**
  - Shall show coverage in the statutory amounts pursuant to Florida Statutes 553.791(17).
  - Shall include the City of Miami Gardens as the certificate holder.

## **FAQ's**

1. **Can changes be made to the Private Provider services prior to permit issuance?**

The fee owner or fee owner's contractor may make changes to the listed private providers or the services to be provided by those private providers within one (1) business day after any change with an updated Notice to Building Official. Alternatively, the City of Miami Gardens may take over the plans review but will conduct a complete re-review.
2. **Can the City of Miami Gardens identify plan deficiencies? review plans that have been reviewed by the Private Provider and have a Plan Compliance Affidavit?**

**YES.** Plans reviewed by the Private Provider may still receive a written notice identifying specific plan features that do not comply with applicable codes as stated in Florida Statutes 553.791 (7)(a).
3. **What are the other requirements prior to permit issuance?**

A Pre-Construction meeting with the Building Official is required prior to permit issuance. The owner/owner representative and qualifier of the permit application along with a representative for the Private Provider company are required to attend. To schedule please send an email to [odiaz@miamigardens-fl.gov](mailto:odiaz@miamigardens-fl.gov).



**Form # 61G20-2.005-2002-01**  
**Notice to Building Official of**  
**Use of Private Provider**  
**Effective January 1, 2025**  
**61G20-2.005, F.A.C.**

Project Name: \_\_\_\_\_

Parcel Tax ID: \_\_\_\_\_

Services to be provided:

☐ Plans Review

☐ Inspections

Note: If the fee owner elects to use or authorizes the use of a private provider to provide plans review, the local building official may, at his or her discretion and subject to duly adopted local policy, require that a private provider be used to perform inspections as well, pursuant to section 553.791(2)(a), Florida Statutes.

I \_\_\_\_\_, the

☐ fee owner / ☐ fee owner's contractor, have entered into a contract with the Private Provider indicated below to conduct the services indicated above.

Private Provider Firm: \_\_\_\_\_

Private Provider: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Florida License, Registration or Certificate #: \_\_\_\_\_

I have elected to use one or more private providers to provide building code plans review and/or inspection services on the building or structure that is the subject of the enclosed permit application, as authorized by s. 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, 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 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 s. 553.791, Florida Statutes. If I make any changes to the listed private providers or the services to be provided by those private providers, I shall,

within 1 business day after any change, or within 2 business days before the next scheduled inspection, update this notice to reflect such changes. The building plans review and/or inspection services provided by the private provider is limited to building code compliance and does not include review for fire prevention, firesafety, land use, environmental or other codes.

The following attachments are provided, as required:

- 1. Qualification statements and/or resumes of the private provider and all duly authorized representatives.
- 2. A certificate of insurance as required by section 553.791(18), Florida Statutes.

Individual

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Print name

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Address (line 1)

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Address (line 2)

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Telephone Number

---

Email Address

---

Signature

Date

Corporation

---

Print name

---

Representative name

---

Address (line 1)

---

Address (line 2)

---

Telephone Number

---

Email Address

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Signature

Date



**Fee Owner's Authorization to Building Official for Use of Private Provider Form**  
**(Based on authorization requirements of 553.791(2)(a) F.S.)**  
**(This form must be used when fee owner does not sign the Notice to Building Official Form)**

Project Name: \_\_\_\_\_

Folio No.: \_\_\_\_\_

Services to be provided by private provider: ☐ Plan Reviews ☐ Inspections

Note: If the notice applies to either private plan review or private inspection services the Building Official may require, at his or her discretion and subject to duly adopted local policy, the private provider be used for both services pursuant to Section 553.791(2)(a) Florida Statute.

I \_\_\_\_\_, the fee owner, affirm I have authorized my contractor to enter into a contract on my behalf with the Private Provider indicated below to conduct the services indicated above.

Private Provider Firm: \_\_\_\_\_

Private Provider: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address (Optional): \_\_\_\_\_

Florida License, Registration or Certificate #: \_\_\_\_\_

Furthermore, I affirm that I have elected to use one or more private providers to provide building code plans review and/or inspection services on the building that is the subject of the enclosed permit application, as authorized by s. 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, and their building code enforcement personnel from any and all claims arising from my contractor's use of these licensed or certified personnel to perform building code inspection services with respect to the building that is the subject of the enclosed permit application.

I understand 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 s. 553.791, Florida Statutes. If

my contractor makes any changes to the listed private providers or the services to be provided by those private providers, he/she shall, within 1 business day after any change or within 2 business days before the next scheduled inspection, update the notice to reflect such changes. The building plans review and/or inspection services provided by the private provider is limited to building code compliance and does not include review for fire prevention, firesafety, land use, environmental or other codes.

(Please sign only one of the following entities:)

<b>Individual</b>	<b>OR;</b>	<b>Corporation</b>	<b>OR;</b>	<b>Partnership</b>
_____		_____		_____
(signature)		Print Corporation Name		Print Partnership Name
Print		By: _____		By: _____
Name: _____		(signature)		(signature)
Address: _____		Print		Print
_____		Name: _____		Name: _____
Telephone		Its: _____		Its: _____
No.: _____		Address: _____		Address: _____
		_____		_____
		Telephone		Telephone
		No.: _____		No.: _____

Please use appropriate notary block.

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

<b>Individual</b>	<b>Corporation</b>	<b>Partnership</b>
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.	Before me, this _____ day of _____, 20____, personally appeared _____ of _____, a _____ <b>corporation</b> , on behalf of the state corporation, who executed the foregoing instrument and acknowledged before me that same was executed for the purposes therein expressed.	Before me, this _____ day of _____, 20____, personally appeared _____, partner/agent on behalf of _____, a <b>partnership</b> , who executed the foregoing instrument and acknowledged before me that same was executed for the purposes expressed.

Personally known \_\_\_\_; or    Produced identification \_\_\_\_    Type of identification produced \_\_\_\_\_

Signature of Notary \_\_\_\_\_    Print Name \_\_\_\_\_

Notary Public:

My commission expires:

# MAINTAIN AT JOB SITE



City of Miami Gardens

## JOB SITE DIRECTORY PRIVATE PROVIDER

Project name & address:

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Permit number:

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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.

**\*\*AT LEAST ONE CONTACT REQUIRED FOR EACH LICENSE DISCIPLINE\*\***

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

<b>Provider or Duly Authorized Representative:</b>		
Email:	Telephone:	Fax:
Florida professional licenses:		
Company:		

Address:
Type of Service Performed:
Insurance Policy:

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

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



# Private Provider Inspections

**Description:** A fee owner may choose to use a private provider to provide building code inspection services. A private provider and any duly authorized representative may only perform building code inspections that are within the disciplines covered by that person's licensure or certification.

## Documents Required

Forms and applications available at <https://www.miamigardens-fl.gov/193/Documents-Forms/>

- ☑ **Private Provider Job Site Directory**
  - Shall be always maintained at job site for City inspectors' verification.
- ☑ **Notice of Commencement (if applicable)**
- ☑ **Private Provider Inspection Reports**
  - Reports shall be prepared and bear the written or electronic signature of the private provider or the private provider's duly authorized representative. The duly authorized representative must be an employee of the private provider entitled to receive reemployment assistance benefits under chapter 443 of the Florida Statutes.
- ☑ **Special Inspector Reports**
  - Inspection reports shall be prepared by and bear the seal of the special inspector and submitted to the City.
- ☑ **Private Provider Certificate of Compliance**
  - Shall be submitted upon completion of all required inspection for each trade.

## Inspection Request Procedures

1. A private provider performing required inspections shall notify the building official of the date and approximate time of any such inspection no later than the prior business day by 3 p.m.
  - To notify the building official, request such inspection using the City of Miami Gardens Citizen Self-Service Portal (CSS). All required inspections will be noted on the permit Inspection Card and available for request in CSS. Required inspections for any trade and/or sub permit shall be requested under the sub permit number.
  - Per F.S 553.791(9) the local building official may visit the building site as often as necessary to verify that the private provider is performing all required inspections. F.S 553.791(19) also permits the local building code enforcement agency to audit building code inspections by the Private Provider up to four (4) times a month.
2. Upon completion of the required inspection, the private provider shall post each Private Provider Inspection Report, indicating pass or fail, to the building official within 2 business days.
  - Private Provider Inspection Reports shall be added as attachments to the scheduled inspection(s) immediately AFTER it is scheduled.
3. Failed inspections must be reinspected and requested PRIOR to being concealed.
4. Upon completion of all required inspections, the private provider shall prepare a certificate of compliance summarizing ALL inspections performed. The certificate shall be signed and sealed by the private provider and include the following statement:  
*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.*
5. TCO/TCC requests shall follow the instructions from the CO and TCO Application Form from the City of Miami Gardens Building Division Documents webpage found in the link above.
  - The building official shall visit the building site for TCO/TCC and Building Final inspections.



## Private Provider - General Contractor Pre-Construction Agreement

Permit# \_\_\_\_\_  
Address: \_\_\_\_\_  
MDC Folio# \_\_\_\_\_

Contractor signing below, agrees to the following: (initial)

Work shall not commence until a building permit is issued

Build based only on City approved plans.

Maintain copies of approved plans and inspection logs at the job site at all times

Acknowledge required inspections shall be requested no later than the prior business day by 3p.m.

Obtain all required sub permits for construction. Revisions must be approved by Building Department before private provider inspections can be approved.

No occupancy before issuance of Certificate of Occupancy/Temporary Certificate of Occupancy.

Should an unauthorized Early Start or Occupancy occur, the City will issue a Building Violation. Any changes to the listed private providers or the services to be provided by those private providers shall require an updated Notice to Building Official Form within 1 business day after any change or within 2 business days before the next scheduled inspection.

Signed by: \_\_\_\_\_ Name/Title: \_\_\_\_\_

The foregoing instrument was acknowledged before me, by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
by \_\_\_\_\_

Signature of Notary Public \_\_\_\_\_  
Print Name: \_\_\_\_\_

(SEAL)

Personally known \_\_\_\_\_  
or Produced Identification \_\_\_\_\_



## Private Provider For Inspections Pre-Construction Agreement

Permit# \_\_\_\_\_  
Address: \_\_\_\_\_  
MDC Folio# \_\_\_\_\_

Private Provider signing below, agrees to the following: (initial)

Inspections shall not commence until a building permit is issued

Inspect based only on City approved plans.

Maintain copies of approved plans and inspection logs at the job site at all times

Acknowledge required inspections shall be requested no later than the prior business day by 3p.m.

Obtain all required sub permits for construction. Revisions must be approved by Building Department before private provider inspections can be approved.

No occupancy before issuance of Certificate of Occupancy/Temporary Certificate of Occupancy.

Should an unauthorized Early Start or Occupancy occur, the City will issue a Building Violation. Any changes to the listed private providers or the services to be provided by those private providers shall require an updated Notice to Building Official Form within 1 business day after any change or within 2 business days before the next scheduled inspection.

Signed by: \_\_\_\_\_ Name/Title: \_\_\_\_\_

The foregoing instrument was acknowledged before me, by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
by \_\_\_\_\_

Signature of Notary Public \_\_\_\_\_  
Print Name: \_\_\_\_\_

(SEAL)

Personally known \_\_\_\_\_  
or Produced Identification \_\_\_\_\_

**[Letterhead]**

**PRIVATE PROVIDER CERTIFICATE OF COMPLIANCE**

THIS DOCUMENT MUST BE PREPARED IN STATIONERY WITH PRIVATE PROVIDER LETTERHEAD FOR EACH DISCIPLINE.

[DATE]

To: City of Miami Gardens Building Official  
18605 N.W. 27th Avenue  
Miami Gardens, FL 33056

RE: **[Owner's Name]**  
**[Address of Project]**  
**[Permit No.]**

Dear Building Official:

I **[private provider]**, having performed and approved the required inspections, as indicated in the submitted approved inspection reports, hereby attest that to the best of my knowledge and belief, the **[structural, or electrical, or mechanical or plumbing/gas systems]** and site improvements outlined herein and inspected under my authority for the above referenced permit have been completed in conformance with the approved plans and the applicable codes. I also attest that all construction deviations from the original permit application and all necessary shop drawings have been filed with the Building Department in the form of permit revisions and in compliance with all the provisions of the law.

This document is being prepared in accordance with F.S. 553.791 (12) and is being submitted to the City of Miami Gardens Building Department prior to or at the time of the final inspection for the above referenced permit.

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

Sincerely,

**[PRIVATE PROVIDER'S SIGNATURE AND SEAL]**