

Prequalification for Private Provider to Perform Plan Review and Inspection Services City of Jacksonville, Florida

I. GENERAL INFORMATION

Florida Statutes 553.791 permits alternative plans review and inspection services by “private providers”. Pursuant to F.S. 553.791, the Chief, Building Inspection Division has directed that the Building Inspection Division, develop and maintain a list of qualified Private Providers from which a building permit applicant may chose to request the desired plan review and/or inspection services.

The Chief, Building Inspection Division for the City of Jacksonville, Florida, is the local building official. The term, “local building official”, as used in F.S. 553.791, “means the individual within the governing jurisdiction responsible for direct regulatory administration or supervision of plans review, enforcement, and inspection of any construction, erection, alteration, demolition or substantial improvement of, or addition to, any structure for which permitting is required to indicate compliance with applicable codes and includes any duly authorized designee of such person.” It is the intent that the Private Provider’s services for plan review will result in certification by the Private Provider that the plans being reviewed are in compliance with all applicable codes. It is the intent that the Private Provider’s services for inspections will result in certification by the Private Provider as to the results of the inspection made (Pass or Fail, and comments).

Private Provider’s services on the project may either be for plan review only, inspection only, or both. If inspection services are included, they shall be for all required inspections in one or more of the following categories:

1. Building Required:
 - a. Foundation Phase: up to and including slab.
 - b. All required building inspections above the slab.
2. Mechanical required: all required.
3. Electrical required: all required.
4. Plumbing required: all required.
5. Complete permit (includes all of the above).

(Note: If City has performed any inspections on any of these phases, the City must complete the inspections for that phase. Likewise for the Private Providers.

The procedures to be followed for performing the services are shown in Attachment C. In order to be included on the list of consultants available to provide the services, the Private Provider must submit the information as required in Section V, Prequalification Submittal.

II. PRIVATE PROVIDER SELECTION

All Private Providers who provide sufficient information in the Prequalification Submittal and meet the required qualifications will be included in the list of available Private Providers. Private Provider’s selection will be made by the permittee per his/her needs. The Chief of Building Inspection Division may continuously update the list as necessary and may remove Private Providers from the list for lack of proper insurance, loss of licensure, or for cause as deemed necessary by the Chief, Building Inspection Division.

III. MINIMUM REQUIREMENTS OF PRIVATE PROVIDER

As authorized under Florida Statutes 553.791, Private Provider shall be one of the following to perform the professional services required in this request:

1. Licensed Florida Architect (Chapter 481)
2. Licensed Florida Engineer (Chapter 471)
3. Licensed Florida Inspector for applicable trade(s) for inspection only for additions and alterations that are limited to 1,000 square feet or less to residential buildings (R3occupancy).

The Private Provider, as a licensed architect or engineer, must provide the requested services and provide all required certifications under his/her license as the professional in responsible charge for the services rendered. The licensed Private Provider may delegate plan review and/or inspections to a duly authorized representative. That duly authorized representative must be a licensed architect under chapter 481 or a licensed engineer under chapter 471 or a licensed plans examiner or a licensed inspector under chapter 468. If a duly authorized representative of the Private Provider performs the requested services, then, both the duly authorized representative and the Private Provider shall certify the work upon completion of the services rendered. The Private Provider and any duly authorized representative may only perform plan review, and/or inspection services that are within the disciplines covered by that individual's licensure or certification under chapters 481,471 or 468. The duly authorized representative must be an employee of the Private Provider and entitled to receive unemployment compensation benefits under chapter 443.

No individual, corporation, partnership, joint venture or other legal entity or any employee thereof may perform any Building Inspection Division-related service including any plan review, building inspection or any other service on plans or projects which the individual, corporation, partnership, joint venture or other legal entity, or any employee thereof designed, permitted or has or had any ownership interest of any kind.

IV. PAYMENT FOR SERVICES

Fees for the requested services are to be negotiated between the permit applicant and the Private Provider. Should additional reviews/inspections be required for the Private Provider by the City of Jacksonville for any reason, there will be no charge to the City. However, the Private Provider and permit applicant may negotiate additional fees for such additional work if mutually agreed upon.

V. PREQUALIFICATION SUBMITTAL

The following information shall be included in the Prequalification Submittal.

1. Prequalification cover letter, Memorandum of Interest (see Attachment A).
2. Verification that the individuals' performing the service meets the requirements of Section III, Minimum Requirement of Private Provider.
 - a. If submitting as licensed architect or engineer, and you or a licensed architect or engineer working with you will be performing the work, copies of all licenses will be required.
 - b. If submitting as a licensed architect or engineer and the work will be done by someone under your "responsible charge", copies of all supporting licenses. Include verification for all subconsultants if part of a multiple discipline team.
3. If the Private Provider offers services provided by more than one discipline (architectural, structural, mechanical, electrical, plumbing) then each person offering that service shall be an employee of the Private Provider.
4. Conflict of Interest Certificate (See Attachment B)

VI. INSURANCE REQUIREMENTS

The Private Provider shall procure and maintain Professional Liability Insurance with 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. 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 and plan review services. The insurance must be written only by insurers authorized to do business in the State of Florida with a minimum A.M. Best's rating of A, relating to all services performed as a private provider (as defined under Florida Statute 553.791). Further, Private Provider will procure and maintain workers' compensation insurance as required by Florida Statute 443.

VII. CONFLICT OF INTEREST

Section 126.112 of the Purchasing Code requires that a public official who has a financial interest in a bid or contract make a disclosure at the time that the bid or contract is submitted or at the time that the public official acquires a financial interest in the bid or contract, including but not limited to the public official's name, public office or position held, bid or proposal number, and the position or relationship of the public official with the bidder or proposer (Attachment B).

VIII. STATE OF FLORIDA CONVICTED VENDOR

A person or affiliate who has been placed on the State of Florida convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not

submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or Private Provider under a contract with any public entity, and may not transact business with any public entity, and may not transact business with any public entity for a period of 36 months from the date of being placed on the convicted vendor list. Although the City will not contract directly with the Private Provider for Plan Review and/or Inspection Services, the above restrictions will be observed and any Private Provider, who falls under the above, will not be considered for the requested services.

IX. CONFORMITY TO APPLICABLE LAWS

The Private Provider shall comply with all applicable federal, state and local laws, rules and regulations as the same exist and as may be amended from time to time, including, but not limited to, the "Public Records Law", Chapter 119, Florida Statutes (the Public Records Act) and Section 286.011, Florida States, (the Florida Sunshine Law). If any of the obligations of this Agreement are to be performed by a Subcontractor, the provisions of this Section shall be incorporated into and become a part of the subcontract.

(To be completed on Private Provider letterhead.)

MEMORANDUM OF INTEREST

Thomas H. Goldsbury, P.E., C.B.O., LEED AP
Chief, Building Inspection Division
City of Jacksonville
214 N. Hogan Street, Ed Ball Building
Jacksonville, Florida 32202

Date: (To be completed by Applicant)

Dear Mr. Goldsbury:

Please accept this Prequalification Submittal as our request to be included on the City's list of interested and qualified Private Providers to provide Plan Review and/or Inspection Services to individual permit applicants. I agree to follow all procedures prescribed in Attachment C for plan review and/or inspection services. Attached hereto, are the documents and information required in order for the City to verify our qualifications for the services required.

My application package includes:

- Copy of the current license for the Private Provider and all authorized representatives.
• Copy of all current insurance certificates, which indicates compliance with F.S. 553.791.
• IRS Form 940 & 941 & Florida Dept. of Revenue Employer's Quarterly Report Form UCT-6 submitted within the last quarter, indicating all employees who will be performing private provider services.

Checked below are those private provider services for which pre-qualifications are being requested.

Commercial Projects:

- ___ Plan Review (All trades)
___ Building Inspections
___ Mechanical Inspections
___ Electrical Inspections
___ Plumbing Inspections

Residential Projects:

- ___ Plan Review (All Trades)
___ Building Inspections
___ Mechanical Inspections
___ Electrical Inspections
___ Plumbing Inspections

Indicate under which license(s), service(s) are qualified to be performed (check each where applicable).

- ___ Architect
___ Building Inspector
___ Mechanical Inspector

- ___ Engineer
___ Electrical Inspector
___ Plumbing Inspector

I certify that I have procured and will maintain the Professional Liability Insurance as required by Florida Statute 553.791, latest revision and worker's compensation insurance as required by Florida Statute 443, and Comprehensive General Liability Insurance as required by the City of Jacksonville.

Sincerely,

Name of Applicant

CONFLICT OF INTEREST CERTIFICATE

Bid No. _____

Bidder must execute either Section I or Section II hereunder relative to Florida Statute 112.313(12). Failure to execute either Section may result in rejection of this bid proposal.

SECTION I

I hereby certify that no official or employee of the City or independent agency requiring the goods or services described in these specifications has a material financial interest in this company.

_____ Signature	_____ Company Name
_____ Name of Official (Type or Print)	_____ Business Address
	_____ City, State, Zip Code

SECTION II

I hereby certify that the following names City Officials (s) and employee(s) having material financial interest(s) (in excess of 5%) in this company have filed Conflict of Interest Statements with the Supervisor of Elections, 105 East Monroe Street, Jacksonville, Duval County Florida, prior to bid opening.

Name	Title or Position	Date of Filing
_____	_____	_____
_____	_____	_____

_____ Signature	_____ Company Name
_____ Print Name of Certifying Official	_____ Business Address
	_____ City, State, Zip Code

PUBLIC OFFICIAL DISCLOSURE

Section 126.112 of the Purchasing Code requires that a public official who has a financial interest in a bid or contract make a disclosure at the time that the bid or contract is submitted or at the time that the public official acquires a financial interest in the bid contract. Please provide disclosure, if applicable, with bid.

Public Official _____

Position Held _____

Position or Relationship with bidder _____

Procedures for Private Provider to Provide Plan Review and Inspection Services to Individual Customers via the City Building Inspection Division

1. The Chief, Building Inspection Division (BID) or his designee will furnish to any interested Architect or Engineer, a copy of Prequalification for Private Provider to Perform Plan Review and Inspection Services, City of Jacksonville, Florida.
2. The BID office will receive responses from those Architect/Engineer who have indicated an interest in providing plan review and/or inspection services to individual customers.
3. The BID office will review the responses and determine the qualifications of the respondent. The respondent will be notified if approved or disapproved.
4. The BID will maintain a list of those Private Providers who are interested and have qualified to perform there requested services.
5. The list will include for each Private Provider:
 - a. The services provided (Plan Review and/or Inspection).
 - b. The Private Provider's name, address, telephone number, fax number and E-mail address.
 - c. The names and discipline of all disciplines.
 - d. The Private Provider's and all discipline are State of Florida professional registration license number(s) and date of expiration(s).
6. The permittee may select only a Private Provider from the City's list of interested and qualified Private Providers.
7. The following procedures will be used for a permittee to obtain **Plan Review Services** from the list of approved Private Providers:
 - a. The permittee obtains a Building Permit Application, Request for Plan Review by Private Provider (Attachment D) and Plans Certification by Private Provider (Attachment E) letters from the Building Inspection Division Office.
 - b. The permittee completes a Building Permit Application the same as if City personnel were doing the plan review.
 - c. The permittee carries two complete sets of required drawings and permit documents to Zoning, Concurrency, Development Management and Water & Sewer, if required and the Health Department, if applicable, to obtain their respective reviews and approvals. After receiving approval from all the above required agencies, the permittee returns the drawings and permit documents to the clerk at the permitting counter in the Building Inspection Division office. The clerk logs in the Building Permit Application in the computer and receives a temporary permit number. The clerk then "red dots" the project in the appropriate computer screen using the Private Providers initials. The clerk logs out drawings and permit documents to the permittee for the plan review process. It is the permittee's responsibility to make arrangements to drop off the documents to the Fire Marshall and Landscape Plans Examiner for their respective reviews and approvals. The Fire Marshall and Landscape Plans Examiner will notify the permittee when they have approved or disapproved the plans. If the plans are disapproved, it is the permittee's responsibility to get all issues resolved with the Fire Marshall and/or Landscape Plans Examiner respectively and obtain their approval. The Building Permit Application shall bear the respective approval stamp, signature and date of all the above referenced agencies where applicable. After the above approvals have been obtained, the permittee continues the review process
 - d. The permittee transmits all required review documents to the City approved Private Provider that has been selected for the plan review service.
 - e. The Private Provider provides complete plan review service to the permittee for all disciplines required. Each discipline of the Private Provider (building, plumbing,

electrical, and mechanical) completes their required space, signs and dates the Building Permit Application in the appropriate location. Should there be any issues or items that are not in compliance with the applicable codes, the permittee is totally responsible for correcting or revising the documents until the Private Provider is satisfied that the documents are in compliance and signs the Building Permit Application.

- f. In addition to completing the appropriate blocks on the backside of the Building Permit Application, the Private Provider completes blanks for the “Notice of Commencement,” and “Date”, and signs the “Final Approval” and “Fee” blanks on the front side of the Building Permit Application.
- g. The Private Provider will furnish his/her own “Reviewed for Code Compliance” stamp (See Attachment F for required language) and affix same to each sheet of the drawings and other applicable documents. The Private Provider shall sign the signature line on the stamp. The Private Provider shall also stamp the permit number on each sheet of documents as required.
- h. Upon notification by the Private Provider that the plans have been reviewed and approved and all required documentation is appropriately signed and dated by the Private Provider, the permittee shall collect the documents and deliver them to the permitting counter clerk in the Building Inspection Division Office for final processing.
- i. The clerk will review the Building Permit Application for completeness and verify that two sets of plans and all other required documentation, including energy forms, truss drawings, Request for Plan Review by Private Provider letter, Plans Approved by Private Provider letter, etc. are included in the package.
- j. If everything is in order, the clerk will log in the permit package in the appropriate computer screen. The permit clerk will then complete the in-pup data in the computer so that a permit can be typed with the next morning batch.
- k. Also, if everything is in order, the clerk may deliver the documents to the Plans Examiner Supervisor for a quality control review. The documents will be assigned to a Plans Examiner for the quality review. In accordance with FS.553.791, “within 30 business days after receipt of a permit application, the local building official shall 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. If the local building official does not provide a written notice of the plan deficiencies within the prescribed 30-day period, the permit application shall be deemed approved as a matter of law and the permit shall be issued by the local building official on the next business day.” The assigned Plans Examiner will make a quality control review of the documents and accept or reject the plans. If the plans are not satisfactory, the permittee will be notified. It is the responsibility of the permittee to collect the documents and return to the appropriate persons to resolve all outstanding issues. When the notification of plan deficiencies has been issued to the permittee within the prescribed 30-day period, the 30-day period shall be tolled pending resolution of all issues. The permittee may elect to dispute the deficiencies in accordance with provisions in FS 553.791 (12) or submit revisions to correct the deficiencies. If the permittee submits revisions, the local building official has the remainder of the tolled 30-day period plus 5 business days to issue the requested permit or to provide a second written notice, stating plan deficiencies. If the local building official does not provide the second written notice within the prescribed time period, the permit shall be issued by the local building official on the next business day. The permittee may elect to dispute the deficiencies again pursuant to 553.791 (12) or submit revisions to correct the deficiencies. For all revision submitted after the first revision, the local buildings official has an additional 5 business days to issue the requested permit or provide a written notice to the permittee identifying plan features

remaining that are in noncompliance with the applicable codes. When all non-complying code issues have been finally resolved and the plans are deemed approved by the local building official, then the clerk will continue the permitting process as described in “j” above.

- i. The Request for Plan Review by Private Provider and Plans Approved by Private Provider letters are stapled to the City set of approved plans and filed with the same by the clerk.
 - m. After all issues are satisfied and the plans are finally approved and ready for permitting, the plans and documents will be placed on the reviewed and approved table for the clerk to process the permit.
 - n. It shall be the sole discretion of the building official or his/her designee, which and when the City selects plans for a quality assurance review.
8. The following procedures will be used for a permit applicant to obtain **Inspection Services** from the list of approved Private Provider:
- a. The applicant will complete a Request to Use Private Provider for Inspection Services form (see Attachment G), and submit to the local building official.
 - b. Once approved, a copy will be returned to the applicant. At this point the applicant makes all coordination necessary for inspections with the Private Provider, and makes all payments to the Private Provider. The Private Provider shall inspect each phase of construction as required by the applicable codes. The Private Provider shall be permitted to send a duly authorized representative, as previously defined, to the building site to perform the required inspections, provided that all require inspection reports and certifications are prepared by and bear the signature of the Private Provider.
 - c. The Inspections Placard shall be posted at the building site and shall clearly indicate which trades (Building, Electrical, Plumbing, and Mechanical) are being performed by the Private Provider.
 - d. The Private Provider shall notify the Building Inspection Division supervisor, and assistant supervisor, for the particular trade being inspected, the date and approximate time of day, within four (4) hours, of the inspection to be performed. Notification shall be either by telephone, fax or e-mail and no later than the prior business day by 2 p.m., as required by State law. The Building Inspection Division may visit the building site as often as necessary to verify that the Private Provider is performing all required inspections satisfactorily.
 - e. Upon completion of each passed inspection type, the Private Provider shall record on the Inspection Placard the inspection code, the date of inspection and the inspector's name. After the inspection has passed, the Private Provider must submit within two business days to the proper trade supervisor, the Inspections Certified By Private Provider form, (Attachment H) indicating the results of the inspection and signed, sealed and dated by the Private Provider. Do not submit partial or failed inspections. List only the type of inspection performed, with the date that the inspection was completed, i.e. there may have been four slab inspections performed, but only list it one time with the date the last one was completed.
 - f. **Records of all inspections (passed or failed) shall be maintained at the building site at all times and shall be made available for review by the local building official.**
 - g. Once all the required inspections have been completed and passed, the Private Provider will submit the Inspection Certified By Private Provider form, (Attachment H) “Final Report” to the proper discipline supervisor.
 - h. Upon receiving either an interim or final report the stated inspections will be entered by the supervisor with the note “Inspection performed by (name of Private Provider)”.

- i. Within 2 business days after receipt of a request for a Certificate of Occupancy or Certificate of Completion and all other government approvals required by law, the local building official shall issue the Certificate of Occupancy or Certificate of Compliance or provide a notice to the permittee identifying the specific deficiencies with specific code chapters and sections. If the local building official does not provide notice of the deficiencies within the prescribed 2-day period, the request for a Certificate of Occupancy or a Certificate of Completion shall be deemed granted and the said certificate shall be issued by the local building official on the next business day. The permittee may elect to dispute the deficiencies in accordance with provisions in FS 553.791 (12) or submit a corrected request for a Certificate of Occupancy or Certificate of Completion.
- j. If the local building official determines that the building construction does not comply with the applicable codes, the official may deny the request for a Certificate of Occupancy or Certificate of Completion as appropriate, or may issue a stop-work order for the project or any portion thereof, if the official determines that such non-compliance poses a threat to public safety and welfare. The local building official shall be available to meet with the Private Provider within 2 business days to resolve any dispute after issuing a stop-work order or providing notice to the permittee denying a request for a certificate of occupancy or certificate of completion. If the local building official and the Private Provider are unable to resolve the dispute, the matter shall be referred to the local enforcement agency's board of appeals, which shall consider the matter at its next scheduled meeting. Any decisions by the local enforcement agency's board of appeals may be appealed to the Florida Building Commission pursuant to FS 553.77(1) (h).
- k. It is the responsibility of the Private Provider to report to the local building official any conditions that poses an immediate threat to public safety and welfare.
- l. When performing building code plan review and/or inspection services, the Private Provider is subject to the disciplinary rules and regulations of the applicable board with jurisdiction over Private Provider's license or certificate under chapter 468, chapter 471, or chapter 481. Any complaint processing, investigation and discipline that arise out of the Private Provider's performance of these services shall be conducted by the applicable professional board.

REQUEST FOR PLAN REVIEW BY A PRIVATE PROVIDER
(To be printed on Private Provider's letterhead)

(Date Requested)

Mr. Thomas H. Goldsbury, P.E., C.B.O., LEED AP
Chief, Building Inspection Division
City of Jacksonville
214 N. Hogan Street, Ed Ball Building
Jacksonville, Florida 32202

Attention: Building Inspection Division Office

Print or type name of permittee

Print or type name of Private Provider

Permit number/type/year Address of project

This is a (Check one) residential; commercial project.

As a condition of this request, I accept that the City of Jacksonville reserves the right to either accept or reject the review. If found unsatisfactory, the City of Jacksonville will require further corrective action to bring the documents into compliance. I have elected to use one or more private providers to provide plan review services on the building that is the subject of the enclosed permit application, as authorized by s. 553.791, Florida Statutes. I understand the local building official may not review the plans submitted to determine compliance with the applicable codes, except to the extent specified by law. Instead, plan review will be 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 licensed or certified personnel and the level of the 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 services with respect to the building that is the subject of the enclosed permit application.

OWNER OR AGENT: (Print or Type Name)

CONTRACTOR OR QUALIFIER: (Print or Type Name)

Signature

Signature

Date:

Date:

Notary as to Owner or Agent
Psnl known Type ID Produced
My Commission Expires:

Notary as to Contractor
Psnl Known Type ID Produced
My Commission Expires:

Approved by Date

OFFICIAL USE ONLY

**PLAN REVIEW CERTIFICATION BY PRIVATE PROVIDER
(To be printed on Private Provider's letterhead)**

(Date certified)

ATTENTION: Building Inspection Division Office

PERMIT NO. _____

In accordance with Florida Statute 553.791 and the requirements established by the City of Jacksonville, Florida,
_____ requested

(Print or type name of Permittee)

that I, _____
(Print or type name of Private Provider)

provide professional services to review the construction plans and building permit documents for

(Print or type name of project)

located at _____
(Print or type address of project)

I have examined the above referenced documents for compliance with all applicable codes and in my professional opinion and judgment; I certify that they are in compliance. However, I accept that the City of Jacksonville reserves the right to accept, reject, or also review the documents for assurance of Code compliance. If said documents are found unsatisfactory, the City of Jacksonville will require further corrective action by the permittee to bring the document into compliance. Should such corrective action be necessary, I will continue providing review services for the project at the discretion of the City of Jacksonville until all issues are resolved to the satisfaction of the City of Jacksonville. Further, I, my employees, agents and subconsultants, shall hold harmless and indemnify, the City, its directors, offices, employees, representatives, and agents against any claim, action, loss, damage, injury liability, cost and expense of whatsoever kind or nature (including, but not by way of limitation, attorney's fees and court costs) arising out of injury (whether mental or corporeal) to persons, including death, or damage to property, arising out of or incidental to me, my employees', agents', and/or subconsultants' for work performed hereunder including, but not limited to all omissions or corrections to documents. This indemnification agreement is separate and apart from and in no way limited by any insurance provided pursuant to this agreement or to otherwise.

I confirm that no individual, corporation, partnership, joint venture or other legal entity, or any employee thereof that has provided any part of this plan review service, has had any part in the design, permitting, or has any ownership interest of any kind in the referenced project.

I further confirm that all monies have been paid to me in full these professional services. Should additional reviews be required of me by the City of Jacksonville because of errors or omissions on my part, there will be no additional charges for these services to the City of Jacksonville.

By virtue of my signature and seal below, I recommend that the City of Jacksonville issue a Building Permit for the above referenced project.

(PROVIDE SIGNATURE, DATE AND SEAL FOR THOSE APPLICABLE)

PLUMBING	ELECTRICAL	MECHANICAL	BUILDING

**PRIVATE PROVIDER PLANS EXAMINER
REVIEWED FOR CODE COMPLIANCE
KEEP THIS PLAN ON JOB**

I certify that I have reviewed the documents to which this stamp is affixed and in my professional opinion and judgement, they are in compliance with all applicable codes and ordinances.

Further, I hold the City of Jacksonville harmless for any and all errors or omissions on my part as to code compliance issues and I accept all liabilities thereto.

**(Private Provider's name here)
(Private Provider's license number here)**

(Private Provider's Signature)

(Date)

REQUEST TO USE PRIVATE PROVIDER FOR INSPECTION SERVICES

(Date Requested)

REQUIRED CONTRACTOR CONTACT INFORMATION

Mr. Thomas H. Goldsbury, P.E., C.B.O., LEED AP
Chief, Building Inspection Division
City of Jacksonville
214 N. Hogan Street, Ed Ball Building
Jacksonville, Florida 32202

Primary Contact/Position

(Name) (Phone No.)

Secondary Contact/Position

(Name) (Phone No.)

Attention: Building Inspection Division Office

Print or type name of permittee

Print or type name of Private Provider

Permit number/type/year Address of project

This is a (Check one) Residential Commercial project. Subdiv/Complex: Private Lot

Check Category of Inspection Services to be performed by Private Provider, (Private Provider must perform all inspections in the category selected.)

- Foundation up to and including slab. All required building inspections above the slab.
Complete Mechanical Complete Electrical
Complete Plumbing Complete Permit (includes all of the above.)

Note: If City has performed any inspections on any of these phases, the City must complete the inspections for that phase. Likewise for the Private Provider.

With this independent inspection, I accept that the City of Jacksonville reserves the right to also provide random inspection for assurance of Code compliance. If found unsatisfactory, the City of Jacksonville will require further corrective action. I have elected to use one or more private providers to provide inspection services on Permit Listed above. I also acknowledge that I, the Property owner, am in contract with the Private Provider firm, as specified by FS. 553.791, (Florida Statutes). I understand the local building official may not perform the required inspections to determine compliance with the applicable codes, except to the extent specified by law. Instead, inspections will be 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 licensed or certified personnel and the level of the 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 services with respect to the building that is the subject of the enclosed permit application.

OWNER (Print or Type Name)

Notary as to Owner:
Psnl known Type ID Produced
My Commission Expires:

Signature

Date:

Approved by Date OFFICIAL USE ONLY

INSPECTIONS CERTIFIED BY PRIVATE PROVIDER
To be submitted per Discipline (Building, Mechanical, Electrical, Plumbing)

Name of Private Provider Approved by the City of Jacksonville: _____

Base Permit No./Type/Year: _____ Interim Report _____ Final Report _____
 (Check One)

Name of Contractor or Qualifier: _____

In accordance with Florida Statute 553.791 and the requirements established by the City of Jacksonville, this is to certify that I or my approved duly authorized representative performed all the inspections listed below, and certify that the work inspected was according to Code. Further, I, including my employees, agents, and subconsultants, shall hold harmless, and indemnify the City, its directors, officers, employees, representatives, and agents against any claim, action, loss, damage, injury liability, cost and expense of whatsoever kind or nature (including, but not by way of imitation, attorney's fees and court costs) arise out of injury (whether mental or corporeal) to persons, including death, or damage to property, arising out of or incidental to me, my employees', agents, and/or subconsultants' for work performed hereunder including, but not limited to all omissions or corrections to documents. This indemnification agreement is separate and a part form and in no way limited by, any insurance provided pursuant to this agreement or otherwise.

I also confirm that all monies have been paid to me if full for these professional services. Should additional inspections be required of me by the City because of errors or omissions on my part, there will be no additional charges for these services to the City of Jacksonville.

I further confirm that no individual, corporation, partnership, joint venture or other legal entity, or any employee thereof that has provided any part of this inspection service, has had any part in the design, permitting, or has any ownership interest of any kind in the referenced project.

 (Signature of Private Provider)

ALL INTERIM AND FINAL REPORTS MUST BE SIGNED AND SEALED

Permit Type	Assoc. Permit No.	Date Performed	Inspection Code & Description	Signature of Person Certifying Inspection
Building	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
Mechanical	_____	_____	_____	_____
	_____	_____	_____	_____
Electrical	_____	_____	_____	_____
	_____	_____	_____	_____
Plumbing	_____	_____	_____	_____
	_____	_____	_____	_____

A COPY OF THE APPROVED "REQUEST TO USE PRIVATE PROVIDER FOR INSPECTION SERVICES" FORM MUST BE INCLUDED WITH EACH INSPECTION REPORT