



Private Provider Requirements

Packet Submittal

All City of Boca Raton forms provided are to be used, **no substitutions will be accepted**. Except, for the letter of acceptance by private provider stating services provided to fee owner and licenses of private provider and duly authorized representatives, per Florida Statute 553.791.

Florida Statute 553.791 (15) (b) authorizes the Building Official to adopt a system of registration.

Note: The following items must be complete prior to the release of any permits.

1. Letter of acceptance from private provider stating services provided to fee owner.
2. Private Provider shall not be the designer or contractor for the project, F.S. 553.791(3)
3. Notice to Building Official signed by owner and notarized. (4 pages)
4. Copy of Private Provider's license as a Florida Professional Engineer, a Florida Registered Architect or a Florida Building Code Administrator in accordance with F.S. 553.791(1)(i).
5. Duly authorized representative's employment affidavit's, signed and notarized. Also, copies of all Florida DBPR licenses of Standard Plan Examiner's and Standard Inspector's that are performing inspections or plan review as authorized representatives. (Full list of authorized representatives must be provided prior to permit being issued and any changes to list during construction, approved by Building Official)
6. Private provider's list of requested building inspections, all trades.
7. Private provider notarized plan compliance affidavit, unless private provider is performing inspections only.
8. Private Provider's certificate of insurance for general liability and professional insurance meeting State of Florida requirements with City of Boca Raton listed as the certificate holder, including 5 years of tail coverage for claims made policies, per F.S. 553.791(16).
9. Private provider and general contractor spot survey affidavit's, signed and notarized.
10. Contractor must submit signed and sealed plans as required by the Florida Building Code, and each page of the plans must be stamped by the Private Provider and bear the name, license number and signature of the plans examiner who is approving, unless Private Provider is performing inspections, only.
11. Private Providers perform mistrial duties only, all discretionary authority under the Florida Building Code to approve alternate methods, materials or code interpretations is reserved by the Building Official.

Items below must be completed in a timely manner to ensure processing of request for certificate of occupancy.

- A. All inspection reports must be filled out completely and signed by private provider or duly authorized representative, to be accepted by the City of Boca Raton Building Division.
- B. **Final – Private Provider Certificate of Compliance (Request for Certificate of Occupancy)** must be filled out completely, signed and notarized, and all required inspections reports signed and accounted for to be accepted by the Building Official before processing the certificate of occupancy.

Acknowledgement of Receipt of the Private Provider Procedures & Requirements

Date: _____ License Number (Architect, Engineer or Building Code Administrator): _____

Name of Private Provider Firm: _____

Name of Private Provider: _____

(SEAL)