



GROWTH MANAGEMENT DEPARTMENT POLICY

POLICY TITLE: Alternate Plans Review and Inspection Policy	GROWTH MANAGEMENT POLICY NUMBER: 323RGM DATE ADOPTED: January 3, 2003 DATE OF LAST REVISION: June 30, 2026
323.01 323.02 323.03 323.04 323.04.01	AUTHORITY: Florida Statute (FS), Section 553.791 SCOPE AND APPLICABILITY: This policy shall be used in administering the requirements of FS 553.791 as it pertains to the application for building permits when a fee owner of a building chooses to use a private provider to perform plans review and/or inspection services. POLICY STATEMENT: The Building Inspection Division (BID) shall allow the alternate plans review and/or inspection, pursuant to FS 553.791 and this policy. PROCEDURES: Application: The application for building permit may be accepted once the appropriate fees have been paid and all of the following documentation, approvals and/or permits, have been provided: • Completed Building Permit application form. • Land Use Compliance Certificate. • Environmental Permit, or the required simultaneous review form must be submitted. • Construction documents, energy form and HVAC load calculation, soils report if required, uploaded in the electronic plan review system. • Owner's Affidavit properly signed and notarized.
Division: Building Inspection Division	Department / Division Head Signature: Executed by R. Spooner, revised by J. Glenn Dodson



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323.04.02	• Notice of Intent to use a private provider on the form adopted by the Florida Building Commission (FBC). • Affidavit from the private provider who has performed the plans review to determine compliance with the applicable codes. • A form provided by the BID and signed by the owner indicating the approvals required prior to issuance of the building permit and stating that the owner understands that the review time allowed under FS 553.791 does not begin until all required approvals are obtained. Review Time: The review period allowed under FS 553.791 shall begin when the building permit application is submitted but will not be approved until the following approvals and/or permits, if required, are obtained: • Zoning Approval • Fire Department Approval • Environmental Permit • Electrical Utilities Approval. • Water Department Cross Connection Approval • Solid Waste Department Approval	



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323.04.06	• Electrical Releases: The BID Electrical Inspector shall release the electrical power to the building upon review of the private provider's inspection and finding the inspection to be in order. • Gas Meter Set: The BID Gas Inspector shall be present for the gas meter set inspection to unlock the gas meter and turn on the gas. The gas will not be turned on if the BID Gas Inspector is not satisfied that the appliances being connected are in compliance. Certificate of Occupancy/Completion: The contractor shall, upon completion of the permitted work, submit a request for the Certificate of Occupancy (CO) or Certificate of Completion (CC). The request shall include a record of the inspections made and the certificate of compliance required by FS 553.791, on the form approved by the Building Official. The CO or CC shall be issued within 2 business days of receipt of the request and approval of all other approvals required by law. Any deficiencies shall be transmitted to the contractor within 2 business days of the request.	
323.05	Permit Administrative Fees: The permit fees shall be 75 percent of the original cost when a one- or two-family residential plan review and inspections are performed by a private provider. The permit fees shall be 50 percent of the original cost when a commercial plan review and inspections are performed by a private provider. The permit fees shall be 80 percent of the original cost when only the inspections are performed by a private provider.	



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323.06	ADMINISTRATION: This policy shall be administered by the Building Inspection Division of the Growth Management Department	
323.07	EFFECTIVE DATE: Revised July 1,2026	
323.08	ATTACHMENTS: • Florida Building Commission – Notice to Building Official of Use of Private Provider. • Florida Building Commission – Private Provider Plan Compliance Affidavit. • Building Inspection Division – Private Provider Checklist and Acknowledgement. • Building Inspection Division – Private Provider Inspection Record form. • Building Inspection Division – Private Provider Certificate of Compliance. • Building Inspection Division – Authorization from Owner Authorizing Contractor to Use Private Provider. • Building Inspection Division – Private Provider Inspector Record form	