



901 NW 66th Ave. Suite B
Margate, Florida 33063

Phone: 954-970-3004
Fax: 954-970-3412
Building@MargateFL.com

Memorandum

To: Private Providers, Contractors and Property Owners

From: Richard Nixon, Chief Building Official

Subject: Private Provider Plan Review or Inspections

Date: February 5, 2025

Subject: Private Provider: Plans Review and Inspections

Code: Florida Statute Section 553.791

Purpose: To establish minimum guidelines and safeguards to protect property owners that choose to hire private providers to conduct plan review and/or inspections of proposed new construction of building'(s) or alteration of existing building'(s) under the procedures set by Florida Statute 553.791.

Policy: Upon receiving a complete private provider submittal packet and approved by the Building Official, applications under F.S. Section 553.791 shall be processed as outlined herein. Applicants should know that F.S. Section 553.791 requires that all needed outside agency approvals shall be delivered with the application to the Building Department before the allotted plan review time frame begins. Applicants without all outside approvals should know the plan review time frame for Building will only start after we route the application and get approval of other agencies.

Permits shall be issued within twenty (20) business days working days of completed application, if critique comments have not been sent. Any open critique comments that do exist shall be addressed in accordance with

F.S. 553.791 or no permit shall be issued. All critiques issued after the permit has been approved shall also be sent to the Owner, Designers, and Contractor, since all need an alert that no Certificates of Compliance will be accepted and no Certificate of Completion or Occupancy will be issued unless all apparent code violations or outstanding conditions are resolved.



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City of Margate Building Department

Standard Operating Procedure (SOP) for Auditing Private Providers

Purpose:

This SOP outlines the procedures for auditing Private Providers conducting plan reviews and inspections under Florida Statute 553.791. The purpose of these audits is to ensure compliance with the Florida Building Code, protect public safety, and evaluate the performance and processes of Private Providers without unduly hindering construction progress. This is in accordance with the City of Margate Building Code of Ordinances.

Scope:

This SOP applies to all audits conducted by local building enforcement agencies regarding services performed by Private Providers, including but not limited to plan reviews, inspections, and affidavits. Audits assess and evaluate both the inspection process and progress of the job to ensure compliance with approved documents, permits, and applicable building codes.

1. Definitions:

- **Audit:** As per Florida Statute 553.791, "Audit" means "the process to confirm that the building code inspection services have been performed by the private provider, including ensuring that the required affidavit for the plan review has been properly completed and submitted with the permit documents and that the minimum mandatory inspections required under the building code have been performed and properly recorded":
- **Private Provider:** "Private Provider" means "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. For purposes of performing inspections under this section for additions and alterations that are limited to 1,000 square feet or less to residential buildings, the term "private provider" also includes a person who holds a standard certificate under part XII of chapter 468".



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2. Audit Frequency:

- **General Audits:** Each Private Provider or firm can be audited up to four times per calendar year. These audits are routine evaluations to ensure compliance and verify that processes are followed correctly.
- **General Audit Criteria:**
 - Determine that the Designated Authorized Representatives (DARs) are registered and vetted with the City of Margate municipality and ensure they have the proper credentials for the scope of work they are performing on the job.
 - Determine that the Private Provider Firm has provided adequate insurance, and their inspections are documented properly in logbooks, and the reports are reflective of the construction's progression.
 - Ensure the Private Provider audits special inspector's work and threshold logs.
 - Ensure that the Private Provider enforces compliance with the Building Code requirements, and construction documents.
- **Audits Initiated by Complaints:** Complaints regarding a Private Provider's performance can also trigger audits, which may focus on specific issues raised by the complainant.

3. Pre-Audit Preparation:

- **Audit Notification:** Written notification (via phone, email, or letter) should be provided to the Private Provider before conducting an audit unless immediate safety concerns are present.
- **Audit Checklist:**
 - Verifying that the affidavit for plan reviews was properly completed and submitted (all points were met).
 - Reviewing inspection logs and reports to ensure that all required inspections were conducted in the proper construction sequence.
 - Checking that reports generated by the Private Provider provide sufficient detail to address the work inspected.
 - Ensuring that necessary safeguards (such as netting or walkways) were in place during construction to protect public safety and adjacent properties.



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4. Audit Procedure:

- **Inspection Review:** Confirm that all mandatory inspections required by the Florida Building Code were conducted by the Private Provider. Cross-check inspection reports with actual site progress to assess accuracy.

5. Audit Results and Reporting:

- **Audit Report:** Within 10 business days of completing the audit, an audit report summarizing scope, findings of noncompliance, correction action areas, and process improvement recommendations should be prepared.
- **Communication of Results:** Share the audit report with the Private Provider, allowing them 10 business days to respond to findings. If deficiencies are found, the Private Provider must submit a corrective action plan detailing the resolution.
- **Corrective Actions:** Upon receipt of a corrective action plan, a follow-up audit or site visit may be scheduled to ensure compliance.

6. Documentation and Record-Keeping:

- **Audit Log:** Maintain a comprehensive log of all audits, including results and corrective actions taken by Private Providers.
- **Public Access:** Summaries of audit results from the previous two quarters should be available on the local City of Margate's website for transparency (compliance with FOIA/Public Records Requests).
- **Retention:** Audit records must be kept for a minimum of seven years, per Florida's record retention laws.

7. Dispute Resolution:

If a Private Provider disputes the findings of an audit, they may request a review by the local designated building official. The designated building official must respond within 15 business days. Further disputes can be escalated to administrative or legal channels (e.g., DBPR, FBPE).



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8. Compliance with Florida Statute:

All audits must adhere to the requirements of Florida Statute 553.791.

9. Review and Updates:

This SOP should be reviewed annually and updated to remain consistent with any changes in Florida regulations or local policies regarding Private Provider audits.

Audit Summary:

An **Audit**, as it relates to Private Providers under Florida Statute 553.791, is a formal review process conducted by a local building enforcement agency. The audit focuses on evaluating the quality and accuracy of the services provided by a Private Provider, including:

- Reviewing the Private Provider's completed plan reviews and inspections.
- Ensuring that the required affidavits and documentation have been submitted properly.
- Verifying compliance with the Florida Building Code through a review of records and documentation.
- Observe the actual conditions of the construction work.
- Verify that construction activities align with approved plans, permits, and building codes.
- Identify any immediate safety issues or potential code violations in real-time.

BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

Revised 11-14-2025

Select One Trade: ☐ Building ☐ Electrical ☐ Plumbing ☐ Mechanical ☐ Other _____Private Provider? ☐ YES ☐ NO If yes, attach [Form # 61G20-2.005-2002-01](#)

Application Number: _____ Application Date: _____

1

Job Address: _____ Unit: _____ City: _____

Tax Folio No.: _____ Flood Zn: _____ BFE: _____ Floor Area: _____ Job Value: _____

Building Use: _____ Construction Type: _____ Occupancy Group: _____

Present Use: _____ Proposed Use: _____

Description of Work: _____

☐ New ☐ Addition ☐ Repair ☐ Alteration ☐ Demolition ☐ Revision ☐ Other: _____Legal Description: _____ ☐ Attachment**2**

Property Owner: _____ Phone: _____ Email: _____

Owner's Address: _____ City: _____ State: _____ Zip: _____

3

Contracting Co.: _____ Phone: _____ Email: _____

Company Address: _____ City: _____ State: _____ Zip: _____

Qualifier's Name: _____ Owner-Builder License Number: _____

☐ License Exempted per F.S. 489.117(4)(a)1 Business Tax Receipt Number: _____**4**

Architect/Engineer's Name: _____ Phone: _____ Email: _____

Architect/Engineer's Address: _____ City: _____ State: _____ Zip: _____

Bonding Company: _____

Bonding Company's Address: _____ City: _____ State: _____ Zip: _____

Fee Simple Titleholder's Name (*If other than the owner*) _____Fee Simple Titleholder's Name
(*If other than the owner*) _____ City: _____ State: _____ Zip: _____

Mortgage Lender's Name: _____

Mortgage Lender's Address: _____ City: _____ State: _____ Zip: _____

BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

Job Address: _____ Unit: _____ City: _____

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

X _____
Signature of Property Owner or Agent (Including Contractor)

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of
____ physical presence or ____ online notarization, this ____ day of

_____, 20____ by

(Type/Print Property Owner or Agent Name)

NOTARY'S SIGNATURE as to Owner or Agent's Signature

Notary Name _____
(Print, Type or Stamp Notary's Name)

Personally Known _____ Produced Identification _____

Type of Identification Produced _____

X _____
Signature of Qualifier

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of
____ physical presence or ____ online notarization, this ____ day of

_____, 20____ by

(Type/Print Qualifier or Agent Name)

NOTARY'S SIGNATURE as to Qualifier or Agent's Signature

Notary Name _____
(Print, Type or Stamp Notary's Name)

Personally Known _____ Produced Identification _____

Type of Identification Produced _____

APPROVED BY: _____ Permit Officer Issue Date: _____ Code in Effect: _____
FOR OFFICE USE ONLY FOR OFFICE USE ONLY FOR OFFICE USE ONLY

A jurisdiction may use a supplemental page to request additional information and cite other conditions. Please inquire.

Note: If any development work as described in FS 380.04 Sec. 2 a-g is to be performed, a development permit must be obtained prior to the issuance of a building permit.

Issuance of a building permit by the City of Margate does not guarantee that the work permitted is allowed by your homeowner's association. The homeowner and/or contractor is responsible for obtaining their approval separately.



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Private Provider Requirements

Packet Submittal

All City of Margate 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 (17) (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 fee owner or fee owner's contractor and notarized. (3 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(4)
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 Margate listed as the certificate holder, including 5 years of tail coverage for claims made policies, per F.S. 553.791(18)
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 Margate 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)



Procedure

1. Actions required by Private Provider:

- A. Private Provider shall not be a designer or the contractor for the project.
- B. A *Certificate of Insurance shall be provided with the complete application packet, fully in accordance with the statute (minimum \$1,000,000 Professional Liability Minimum, without deductions).

**Definition of Insurance Per F.S. 553.791, "Such 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 and \$2 million per occurrence and \$4 million in the aggregate for any project with a construction cost of over \$5 million." (Which includes plan review).*

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.

- C. The Notice to Building Official form completed on City of Margate form, bearing the owner's notarized signature, shall be submitted by the applicant for the application to be deemed complete and acceptable.
- D. A Plan Compliance Affidavit attesting that all documents and plans submitted comply with the Florida Building Code and all local amendments to the Florida Building Code, if Private Provider is performing Plan Review as well as Inspections.
- E. The Notice to Building Official application form shall indicate if plan review and/or inspections are desired by Private Provider. As provided in F.S. Section 553.791, the Building Official requires inspections by Private Provider if plan review is selected by the applicant. All other standard application forms, fees and contractor qualifications shall also be required.
- F. Complete list of inspections on City of Margate forms must be provided for application to be deemed complete.
- G. Permit shall be issued within our plan review time frame, unless unresolved critique observations indicating code violations have been sent to the applicant.
- H. Per F.S. Section 553.791(12), **Notice** of all Private Provider inspections shall be provided to Building Division staff at the email addresses listed below as well as, scheduling the inspections on the City's system using online scheduling <https://inspections.margatefl.com/> or inspection automated phone line 954-970-3112 by 2:00PM on the prior working day. Results of Private Provider Inspections shall be provided on forms provided by the City of Margate and posted on the jobsite.

Richard Nixon
Marc Young
Andrew Valentino
April Buddie

Building Official
Assistant BO
Chief Structural
Office Manager

rnixon@margatefl.com
myoung@margatefl.com
avalentino@margatefl.com
abuddie@margatefl.com



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- I. A Certificate of Compliance shall be submitted requesting a Certificate of Completion or Certificate of Occupancy, by the Private Provider once project is complete.
- J. Once a complete Certificate of Compliance/Request for Certificate of Occupancy is submitted along with all completed inspection reports a Certificate of Completion or Occupancy shall be issued, provided no prior identified code violations or appropriate conditions exist and all documentation is in order and acceptable to the Building Official.

2. Actions required of Building Division personnel:

- A. Review private provider submitted packet to verify all required documentation is complete and insurance certificates verifying all coverage is in full force.
- B. Review plans to determine proper permitting for records and fees are consistent. Verify that all pages of plans, specifications and documents are stamps by the private provider and shall include the name of the plans examiner and the DBPR license number. Send critique comments promptly to permit applicant and/or designers. Attempt to obtain Revisions and/or Alternates acceptable to the Building Official.
- C. Notify permit applicant in writing if any building code or FEMA critique comments.
- D. Any evidence of a Private Provider acting outside their area of competency shall be reported to the Building Official, for action with/against the Private Provider with Florida DBPR.
- E. After receipt of details on unresolved code issues and review of plans are completed the packet and plans will be routed to the Building Official to create a Private Provider File for the project.
- F. **In accordance with F.S. 553.791(9) The Building Official may visit the building site as often as necessary to verify that the Private Provider is performing all required inspections.** Careful job records shall be kept of inspections requests, Private Provider inspection results, and/or Inspector's observations. If City of Margate inspectors visiting the building site to pick-up the Private Provider inspection report find that jobsite conditions do not reflect what is spelled out in the report, an "audit" will be initiated. Photos shall be obtained on site by City of Margate Inspectors, and delivered to the Building Official for review when identified code violations or violations of other city ordinances are observed.
- G. Any evidence of work being covered without proper inspection or building code violations shall be reported to the Building Official for a stop work decision. In accordance with F.S. 553.791(17)(c) the Building Official is authorized to issue a stop-work order for a building project or any portion of the project, as provided by law, if the Building Official determines that a condition on the building site constitutes an immediate threat to public safety and welfare. Decision to place stop work shall trigger a request for a prompt on site meeting with all involved notified, i.e., (Owner, Contractor, Designer and Private Provider) exc.
- H. Private Provider inspection reports may be audited on a random basis on select projects and if Private Provider inspection reports do not match the stage of construction in field an audit will be initiated. Any building code violations approved by the Private Provider, shall be reported in writing to the Building Official, Private Provider, Contractor, Owner and Designer as an alert to possible residual problems at time of request for a Certificate of Completion or Occupancy. File photos shall be obtained to document the existence of building code violations not being corrected during



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construction, The Building Official in accordance with F.S. 553.791 (9), may visit the building site as often as necessary to verify that the Private Provider is performing all required inspections. An audit may be initiated if it is determined the field conditions or stage of construction do not match the Private Provider inspection reports to ensure compliance with the Florida Building Code.

- I. Any building code violations found will be documented and reported to the Florida Department of Business & Professional Regulation in accordance with F.S. 553.791(19).**
- J.** Inspections required by agencies outside the Building Division shall be arranged directly by the Private Providers or the permit holder. Any missing or needed approvals blocking the request for Certificate of Completion or Occupancy, shall be explained to the Private Provider, owner and contractor, along with written documentation provided to all parties.
- K.** Any circumstances which indicate a code violation may exist that would legally block the issuing of a Certificate of Occupancy at completion of construction, shall be reported to the Building Official as soon as conditions indicate that actions to bring code compliance are lacking, for written notification to the owner, contractor and professionals involved.
- L.** Certificate of Occupancy shall be issued when all conditions and inspections of the permit have been resolved and No Code Violations are known to exist. The Building Official shall be promptly involved by Building Division Staff should a request for a Certificate of Occupancy be received and code violations do exist.

Form # 61G20-2.005-2002-01
Notice to Building Official of
Use of Private Provider
Effective January 1, 2025
Rule 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

Print name

Address (line 1)

Address (line 2)

Telephone Number

Email Address

Signature

Date

Corporation

Print name

Representative name

Address (line 1)

Address (line 2)

Telephone Number

Email Address

Signature

Date



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Duly Authorized Representative Employment Affidavit

This affidavit is required pursuant to the City of Margate's Alternative Plan Review and Inspection Registration Program. F.S. 553.791(17)(b)

I _____ as the duly authorized representative for the Private Provider Firm listed below, do hereby affirm that I'm an "**employee**" as defined by F.S. 448.101(2), and understand that I'm entitled to reemployment assistance benefits under Chapter 443, in accordance with F.S. 553.791 (8).

Private Provider Firm _____

Engineer, Architect, Building Code Administrator License number _____

Submit copies of all DBPR licenses for each Duly Authorized Representative.

Duly Authorized Representatives:

(List individually; use a separate form for each Authorized Representative)

Print Name _____

License number - Standard Plans Examiner _____ **Standard Inspector** _____

Trade Categories _____

Name - Duly Authorized Representative

Signature - Duly Authorized Representative

This Section To Be Completed By a Notary Public:

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, ____ (year), by _____ (name of person acknowledging)

☐ personally known to me; or who ☐ has produced _____ (type of ID) as identification and who did / did not take an oath.

Notary Public Signature: _____

My commission Expires: _____



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Private Provider Inspection Report

(Must be filled out completely, incomplete reports will not be accepted by the City of Margate)

At the completion of each inspection the private provider shall:

- o Post a copy of each completed inspection report on the Permit Card posted on site, indicating pass, partial pass, failed or canceled and a copy of Inspection Report to be left in log book left on job site.
- o The "private provider" shall also provide the record on this form to the Building Official. The original certified inspection must be hand delivered, mailed, or electronically delivered via Email; faxes are not acceptable.

These inspection records shall reflect those inspections required by the Florida Building Code and all local amendments per Chapter 9 of the City of Margate - Building Regulations for each phase of construction for which permitting by the building division is required.

Permit Number: _____
Site Address: _____
Inspection Location: _____
Owner Name: _____
Private Provider Name: _____
Contractor Name: _____
Inspection Code: _____
Inspection Date/Time: _____
Inspection Type: _____

Inspection Result:

1. Passed _____ 2. Partial Pass _____ 3. Failed _____ 4. Cancelled _____

Reason for Failure: _____

General Contractor's Name: _____

License Number: _____

Comments: _____

I hereby certify that the above-referenced inspection has been completed in conformance with the approved plans and the Florida Building Code, including all local amendments per Chapter 9 of the Building Regulations of the City of Margate.

By: _____ License Number: _____
(Print Name)

Certified: _____
(Signature)



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Private Provider Plan Compliance Affidavit

Private Provider Firm: _____

Private Provider: _____ License Number: _____

Project Address: _____

Phone: _____ Fax: _____

Email: _____

I hereby certify that to the best of my knowledge and belief the plans submitted were reviewed for and are in compliance with the Florida Building Code and all local amendments to the Florida Building Code by the following affiant, who is duly authorized to perform plans review pursuant to Section 553.791, Florida Statute and holds the appropriate license or certificate pursuant to F.S. 471, 481 or 468.

Print Name: _____ Plan Page Sheets: _____

Florida License/Registration/Certification number(s) and description: _____

Signature of Reviewer: _____

This Section To Be Completed By a Notary Public:

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, ____ (year), by _____ (name of person acknowledging)

☐ personally known to me; or who ☐ has produced _____ (type of ID) as identification and who did / did not take an oath.

Notary Public Signature: _____

My commission Expires: _____



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Notice to General Contractor's Private Provider Spot Survey Affidavit

Name of Owner

It is the responsibility of the General Contractor to ensure that a Spot Survey and Elevation Certificate are provided to this division in a timely manner. Per the Building Official, no inspection activity is allowed after the slab inspection has been approved until a Spot Survey and Elevation Certificate has been submitted to and approved by City of Margate Building Division.

General Contractor's Private Provider performing inspections must notify the City of Margate Building Division within 48 hours of approving the slab inspection. Notification to include date of approval.

No further construction activity is permitted until the survey and elevation certificate are approved. Upon completion of the project an Elevation Certificate or Flood Proofing Certificate and Final Survey must be submitted to this division in order to receive a final Certificate of Occupancy.

I understand that I am subject to enforcement action by the City of Margate, if the above directives are not adhered to in the time frames specified in this affidavit. I also understand that any permit issued by the City of Margate Building Division pursuant to this affidavit holds the General Contractor responsible for maintaining compliance with this policy, the Florida Building Code and any FEMA Flood Proofing or Elevation Requirements.

Parcel Tax ID: _____ Permit number _____

General Contractor's Name: _____ License number: _____

Signature of Qualifier or Authorized Representative: _____

This Section To Be Completed By a Notary Public:

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, __ (year), by _____ (name of person acknowledging)

☐ personally known to me; or who ☐ has produced _____ (type of ID) as identification and who did / did not take an oath.

Notary Public Signature: _____

My commission Expires: _____



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Private Provider Certificate of Compliance

Request for Certificate of Occupancy

Date: _____ Permit Number: _____

To: Richard Nixon, Building Official
City of Margate, Florida
Building Department

Contractor Name: _____ Owner Name: _____

Project Address: _____

In accordance with Florida Statute 553.791(13), as the Private Provider of record, we herewith provide the City of Margate Building Department with final disposition on the Building components inspected under our authority.

To the best of my knowledge and belief, I certify by my signature below that the building components and site improvements outlined herein and inspected under my authority have been completed in conformity with the approved plans, applicable codes and the Florida Building Code: (Indicate all that apply)

| | | | |
|------------|-----|----|-----|
| Building | Yes | No | N/A |
| Mechanical | Yes | No | N/A |
| Electrical | Yes | No | N/A |
| Plumbing | Yes | No | N/A |
| Gas | Yes | No | N/A |

Seal

Private Provider Name _____ License Number: _____

Private Provider Signature: _____

This Section To Be Completed By a Notary Public:

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, (year), by _____ (name of person acknowledging)

☐ personally known to me; or who ☐ has produced _____ (type of ID) as identification and who did / did not take an oath.

Notary Public Signature: _____

My commission Expires: _____



Private Provider shall make copies as needed & the Inspection Logbook shall remain on jobsite.

[illegible]



Private Provider shall make copies as needed & the Inspection Logbook shall remain on jobsite.

[illegible]



901 NW 66th Ave. Suite B
Margate, Florida 33063

Phone: 954-970-3004
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Private Provider – List of Building Inspections

(Please check all that apply)

Building Inspections

| | | | |
|------|--------------------------------|------|--------------------------------|
| BL | STRUC/POOL DECK | BL38 | STRUC/FILLED CELL |
| BLA1 | STRUC/MASONRY REINFORCEMENT | BL39 | STRUC/BOND BEAM |
| BLA2 | STRUC/STEM WALL | BL4 | STRUC/GUARDRAIL/HANDRAIL |
| BLA3 | STRUC/BUCKS | BL41 | STRUC/EFIS WALL SYSTEM |
| BL00 | STRUC/SLAB-BASE REINFORCEMENT | BL42 | STRUC/SET UP & TIE DOWN |
| BL01 | STRUC/FOUNDATION | BL43 | STRUC/FINAL POOL |
| BL02 | STRUC/ROOF COVERING IN PROGRES | BL44 | STRUC/FLAT IN PROGRESS |
| BL04 | STRUC/TIE COLUMN | BL45 | STRUC/PRECAST CONCRETE |
| BL05 | STRUC/TIE BEAM | BL46 | STRUC/ROOF SHEATHING |
| BL06 | STRUC/WALL SHEATHING | BL47 | STRUC/STEEL REINFORCEMENTS |
| BL07 | STRUC/TIE DOWN | BL49 | STRUC/FINAL DOOR |
| BL08 | STRUC/TIN TAG ON SLOPE | BL51 | STRUC/SHINGLE IN PROGRESS |
| BL09 | STRUC/JOIST ANCHORS | BL53 | STRUC/PARTIAL FRAMING |
| BL1 | STRUC/HANDICAP ACCESSIBILITY | BL54 | STRUC/PAVEMENT STRIPING |
| BL10 | STRUC/FRAMING | BL56 | STRUC/CEILING GRID |
| BL11 | STRUC/INSULATION | BL57 | STRUC/SHUTTER PANELS |
| BL12 | STRUC/DRYWALL SCREW | BL58 | STRUC/STEEL DECK WELDS |
| BL13 | STRUC/WIRE LATHE | BL59 | STRUC/JOIST WELDS |
| BL14 | STRUC/SAFETY INSP FOR TCO | BL61 | STRUC/FINAL SHED |
| BL16 | STRUC/TIN TAG ON FLAT | BL62 | STRUC/ENGINEER'S REPORT |
| BL17 | STRUC/FINAL ROOF | BL63 | STRUC/AWNING |
| BL18 | STRUC/DRIVEWAY | BL65 | STRUC/OUTDOOR-SIDEWALK CAFE |
| BL19 | STRUC/ELEVATED SLAB | BL69 | STRUC/WELDING CONNECTION |
| BL20 | STRUC/FINAL SCREEN ENCLOSURE | BL70 | STRUC/FINAL DEMOLITION |
| BL22 | STRUC/FINAL FENCE | BL71 | STRUC/FINAL WINDOW |
| BL24 | STRUC/WINDOW BUCKS | BL72 | STRUC/SPECIAL INSPECTOR REPORT |
| BL25 | STRUC/DOOR BUCK | BL73 | STRUC/DECK |
| BL26 | STRUC/TILE IN PROGRESS | BL74 | STRUC/DUMPSTER PAD |
| BL27 | STRUC/ROOF TRUSS | BL75 | STRUC/MOP OR P&S IN PROGRESS |
| BL28 | STRUC/FLOOR FRAMING | BL77 | STRUC/WALL SIGN ROUGH |
| BL29 | STRUC/FLOOR TRUSS | BL78 | STRUC/FINAL SIGN |
| BL30 | STRUC/SHUTTER | BL79 | STRUC/STOREFRONT |
| BL31 | STRUC/IN PROGRESS | BL80 | STRUC/LIFESAFETY INSPECTION |
| BL32 | STRUC/EXTERIOR WALL FRAMING | BL82 | STRUC/PANELS/ACCORDION SHUTTER |
| BL34 | STRUC/GARAGE DOOR FINAL | BL83 | STRUC/ROOF FRAMING |
| BL35 | STRUC/MOBILE HOME FINAL | BL84 | STRUC/RENAILING AFFIDAVIT |
| BL36 | STRUC/SHUTTER FASTENER | BL86 | STRUC/FIREWALL |
| BL37 | STRUC/FLOOR SHEATHING | BL87 | STRUC/PARTIAL DEMO |



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| | | |
|--|------|--------------------------------|
| | BL88 | STRUC/STEEL |
| | BL89 | STRUC/MONUMENT SIGN FINAL |
| | BL91 | STRUC/TRUSS |
| | BL95 | STRUC/SPOT SURVEY |
| | BL96 | STRUC/TEMPORARY C/O |
| | BL97 | STRUC/HEADER |
| | BL98 | STRUC/BUSINESS TAX INSPECTION |
| | BL99 | STRUC/FINAL INSPECTION |
| | BM01 | STRUC/C-CHANNEL |
| | BO02 | STRUC/POOL STEEL |
| | B02 | STRUC/SOFFIT FRAMING |
| | B03 | STRUC/SOFFIT SHEATHING |
| | B101 | STRUC/SHAFTS |
| | B102 | STRUC/POOL SAFETY BARRIER |
| | B105 | STRUC/STOCKING |
| | B107 | STRUC/MOBILE HOME SETUP&TIEDWN |
| | B124 | STRUC/FIRESTOPPING |
| | B52 | STRUC/FIRE PENETRATIONS |
| | B63 | STRUC/FOOTING |
| | B75 | STRUC/WALL FLASHING |
| | B76 | STRUC/WATERPROOFING |
| | B77 | STRUC/SUB BASE FOR PAVERS |
| | 79BL | STRUC/TENT |



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Electrical Inspections

| | | | | | |
|--|------|--------------------------------|--|------|--------------------------------|
| | CNCE | ELEC/CONCRETE ENCASED BOND | | EL56 | ELEC/LV ACCESS CONTROL ROUGH |
| | EL01 | ELEC/TEMP ELEC SERVICE FINAL | | EL57 | ELEC/LV ACCESS CONTROL FINAL |
| | EL02 | ELEC/SLAB ELECTRICAL | | EL58 | ELEC/GENERATOR FINAL |
| | EL03 | ELEC/ROUGH | | EL60 | ELEC/LV LIGHTENING PROT FINAL |
| | EL07 | ELEC/LOW VOLTAGE FINAL | | EL61 | ELEC/LV ALARM FINAL |
| | EL08 | ELEC/SCREEN ENCL BOND FINAL | | EL62 | ELEC/LV CABLE FINAL |
| | EL11 | ELEC/UNDERGROUND | | EL63 | ELEC/LV CAMERA FINAL |
| | EL12 | ELEC/POOL UNDERGROUND | | EL66 | ELEC/CEILING ROUGH |
| | EL14 | ELEC/TEMP 30 DAY POWER/TEST | | EL67 | ELEC/LV SPEAKER CEILING ROUGH |
| | EL16 | ELEC/LOW VOLTAGE ROUGH | | EL68 | ELEC/LV SPEAKER FINAL |
| | EL17 | ELEC/SPECIAL EVENT/TENT | | EL69 | ELEC/LV SPEAKER ROUGH |
| | EL18 | ELEC/SAFETY INSPECTION FOR TCO | | EL70 | ELEC/LV ALARM CEILING ROUGH |
| | EL20 | ELEC/FINAL DEMOLITION | | EL71 | ELEC/PHONE-DATA CEILING ROUGH |
| | EL21 | ELEC/ACCESS CONT CEILING ROUGH | | EL74 | ELEC/LOW VOLTAGE CEILING ROUGH |
| | EL22 | ELEC/ACCESS CONTROL FINAL | | EL76 | ELEC/LV CAMERA CEILING ROUGH |
| | FPL1 | ELEC/BUSINESS TAX INSPECTION | | EL78 | ELEC/LV CABLE CEILING ROUGH |
| | EL24 | ELEC/LV PHONE/DATA FINAL | | EL85 | ELEC/POOL BOND STEEL |
| | EL25 | ELEC/PANEL CHANGE | | EL88 | ELEC/ACCESS CONTROL ROUGH |
| | EL26 | ELEC/ELECTRICAL SERVICE FINAL | | EL99 | ELEC/FINAL INSPECTION |
| | EL29 | ELEC/POOL FINAL | | | |
| | EL31 | ELEC/POOL LIGHT NICHE | | | |
| | EL32 | ELEC/POOL EQUIPOTENTIAL BOND | | | |
| | EL33 | ELEC/TEMP SERVICE POLE | | | |
| | EL36 | ELEC/LV PHONE/DATA ROUGH | | | |
| | EL38 | ELEC/POOL ALARM | | | |
| | EL39 | ELEC/SOLAR ROUGH | | | |
| | EL40 | ELEC/SOLAR FINAL | | | |
| | EL41 | ELEC/SITE LIGHTING ROUGH | | | |
| | EL42 | ELEC/SITE LIGHTING FINAL | | | |
| | EL43 | ELEC/LV PHONE/DATA CEILING | | | |
| | EL44 | ELEC/FIRE ALARM CEILING ROUGH | | | |
| | EL45 | ELEC/FIRE ALARM FINAL | | | |
| | EL49 | ELEC/FIRE ALARM ROUGH | | | |
| | EL51 | ELEC/GENERATOR ROUGH | | | |
| | EL52 | ELEC/LV LIGHTENING PROT ROUGH | | | |
| | EL53 | ELEC/LV CABLE ROUGH | | | |
| | EL54 | ELEC/LV ALARM ROUGH | | | |
| | EL55 | ELEC/LV CAMERA ROUGH | | | |



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Mechanical Inspections

| | | |
|--|------|--------------------------------|
| | MC01 | MECH/CONDENSATE LINES |
| | MC02 | MECH/ROUGH DUCT |
| | MC03 | MECH/UNDERGROUND PIPING |
| | MC04 | MECH/ROUGH INSPECTION |
| | MC05 | MECH/SAFETY INSPECTION FOR TCO |
| | MC07 | MECH/BUSINESS TAX INSPECTION |
| | MC08 | MECH/HOOD LIGHT TEST |
| | MC12 | MECH/BOILER |
| | MC14 | MECH/FIRE SUPPRESSION |
| | MC16 | MECH/FUEL TANK |
| | MC17 | MECH/GENERATOR ROUGH/FINAL |
| | MC18 | MECH/HOOD ROUGH |
| | MC19 | MECH/POOL HEAT PUMP |
| | MC23 | MECH/FINAL DEMOLITION |
| | MC24 | MECH/FUEL PIPING |
| | MC25 | MECH/REFRIGERANT PIPING |
| | MC28 | MECH/SMOKE/DUCT DETECTION |
| | MC29 | MECH/SPRAY BOOTH |
| | MC31 | MECH/FINAL HOOD |
| | MC32 | MECH/EXHAUST FAN ROUGH |
| | MC33 | MECH/EQUIPMENT ROUGH |
| | MC34 | MECH/FINAL FIRE SUPPRESSION |
| | MC37 | MECH/ROUGH EXHAUST FAN |
| | MC38 | MECH/ROUGH EQUIPMENT |
| | MC68 | MECH/FIRE DAMPERS ROUGH |
| | MC88 | MECH/WALK-IN COOLER/FREZ ROUGH |
| | MC90 | MECH/ROOF CURB |
| | MC91 | MECH/WALKIN COOLER/FREEZ FINAL |
| | MC99 | MECH/FINAL INSPECTION |
| | ME35 | MECH/ROOF STAND |



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Plumbing Inspections

| | | |
|--|------|--------------------------------|
| | PL01 | PLBG/ROUGH INSPECTION |
| | PL02 | PLBG/TOP OUT |
| | PL03 | PLBG/SEWER |
| | PL04 | PLBG/BUSINESS TAX INSPECTION |
| | PL05 | PLBG/SAFETY INSPECTION FOR TCO |
| | PL06 | PLBG/PARTIAL INSPECTION |
| | PL08 | PLBG/BACKFLOW INSTALLATION |
| | PL10 | PLBG/2ND ROUGH |
| | PL14 | PLBG/WATER SERVICE |
| | PL15 | PLBG/ROUGH FIRE SPRINKLER |
| | PL17 | PLBG/ROUGH MEDICAL GAS |
| | PL19 | PLBG/FINAL MEDICAL GAS |
| | PL25 | PLBG/FINAL DEMOLITION |
| | PL30 | PLBG/ROUGH GAS |
| | PL31 | PLBG/FINAL GAS |
| | PL33 | PLBG/GREASE TRAP |
| | PL35 | PLBG/FINAL UNDERGROUND |
| | PL37 | PLBG/TCO INSPECTION |
| | PL40 | PLBG/POOL MAIN DRAIN |
| | PL41 | PLBG/POOL PIPING |
| | PL42 | PLBG/PARTIAL FINAL |
| | PL43 | PLBG/FINAL POOL |
| | PL46 | PLBG/PRESSURE TEST |
| | PL50 | PLBG/MISC PLUMBING |
| | PL65 | PLBG/ROOF DRAIN/DOWNSPOUT |
| | PL70 | PLBG/FIRE SPRINKLER 200# TEST |
| | PL78 | PLBG/IRRIGATION FINAL |
| | PL79 | PLBG/IRRIGATION ROUGH |
| | PL80 | PLBG/ROUGH UNDERGROUND |
| | PL86 | PLBG/STORM DRAIN |
| | PL94 | PLBG/WATER PIPING |
| | PL98 | PLBG/FINAL FIRE SPRINKLER |
| | PL99 | PLBG/FINAL INSPECTION |



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Fire Inspections

| | | |
|--|------|--------------------------------|
| | BL81 | FIRE/LIFESAFETY INSPECTION |
| | FI01 | FIRE/INSPECTION |
| | FI02 | FIRE/FINAL SPRINKLER/FIRE |
| | FI03 | FIRE/SAFETY INSPECTION FOR TCO |
| | FI04 | FIRE/ROUGH ALARM |
| | FI05 | FIRE/FINAL FIRE SUPPRESSION |
| | FI06 | FIRE/FINAL DEMOLITON |
| | FI07 | FIRE/ROUGH GAS |
| | FI08 | FIRE/HAZARDOUS MATERIALS |
| | FI10 | FIRE/ROUGH SPRINKLER |
| | FI11 | FIRE/ROUGH FIRE SUPPRESSION |
| | FI13 | FIRE/FINAL INSPECTION |
| | FI25 | FIRE/UNDERGROUND (200 PSI) |
| | FI26 | FIRE/FLUSH TEST |
| | FI27 | FIRE/ROUGH INSPECTION |
| | FI28 | FIRE/STOCKING |
| | FI29 | FIRE/OUTDOOR-SIDEWALK CAFE |
| | FO | FIRE/BUSINESS TAX INSPECTION |
| | F11 | FIRE/PARTIAL INSPECTION |
| | F15 | FIRE/FINAL ALARM/FIRE |
| | F27 | FIRE/PRESSURE TEST |