



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.



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".



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: _____			
<input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Demolition <input type="checkbox"/> Revision		<input type="checkbox"/> Other: _____		
Legal Description: _____			<input type="checkbox"/> Attachment	
2	Property Owner: _____ Phone: _____ Email: _____			
	Owner's Address: _____ City: _____ State: _____ Zip: _____			
	Contracting Co.: _____ Phone: _____ Email: _____			
3	Company Address: _____ City: _____ State: _____ Zip: _____			
	Qualifier's Name: _____		Owner-Builder License Number: _____	
	<input type="checkbox"/> 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.

<p><input checked="" type="checkbox"/> _____ Signature of Property Owner or Agent (Including Contractor)</p> <p>STATE OF FLORIDA COUNTY OF _____</p> <p>Sworn to (or affirmed) and subscribed before me by means of _____ physical presence or _____ online notarization, this _____ day of _____, 20____ by _____</p> <p style="text-align: center;">(Type/Print Property Owner or Agent Name)</p> <p>NOTARY'S SIGNATURE as to Owner or Agent's Signature</p> <p>Notary Name _____ (Print, Type or Stamp Notary's Name)</p> <p>Personally Known _____ Produced Identification _____</p> <p>Type of Identification Produced _____</p>	<p><input checked="" type="checkbox"/> _____ Signature of Qualifier</p> <p>STATE OF FLORIDA COUNTY OF _____</p> <p>Sworn to (or affirmed) and subscribed before me by means of _____ physical presence or _____ online notarization, this _____ day of _____, 20____ by _____</p> <p style="text-align: center;">(Type/Print Qualifier or Agent Name)</p> <p>NOTARY'S SIGNATURE as to Qualifier or Agent's Signature</p> <p>Notary Name _____ (Print, Type or Stamp Notary's Name)</p> <p>Personally Known _____ Produced Identification _____</p> <p>Type of Identification Produced _____</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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 ministerial 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 inspection 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

rnikon@margatefl.com
myoung@margatefl.com
avalentino@margatefl.com
abuddie@margatefl.com



- 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: _____



901 NW 66th Ave. Suite B
Margate, FL 33063
Phone: 954-970-3004
Fax: 954-970-3412
Building@MargateFL.com

Private Provider Inspection Log

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

Virtual inspections are not allowed without prior approval from Building Official.



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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 REINFORCMENT	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
	BOO2	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 DEMOLITION
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