



Form # 9B-3.053-2002-01

**Notice to Building Official of Use of Private Provider**

Effective January 20, 2003

Permit Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

Parcel Tax ID: \_\_\_\_\_

Services to be provided: Plans Review \_\_\_\_\_ Inspections \_\_\_\_\_

Note: If the notice applies to either private plan review or private inspection services the Building Official may require, at his or her discretion, the private provider be used for both services pursuant to Section 553.791(2) Florida Statute.

I \_\_\_\_\_, the fee owner, affirm I have entered into a contract with the Private Provider indicated below to conduct the services indicated above.

Private Provider Firm: \_\_\_\_\_

Private Provider: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address (Optional): \_\_\_\_\_

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 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 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, 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 code, 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. Proof of insurance for professional and comprehensive liability in the amount of \$1 million per occurrence relating to all services performed as a private provider, including tail coverage for a minimum of 5 years subsequent to the performance of building code inspection services.

**Individual**

**Corporation**

**Partnership**

\_\_\_\_\_  
 (signature)  
 Print Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_

\_\_\_\_\_  
 Print Corporation Name  
 By: \_\_\_\_\_  
 (signature)  
 Print Name: \_\_\_\_\_  
 Its: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_

\_\_\_\_\_  
 Print Partnership Name  
 By: \_\_\_\_\_  
 (signature)  
 Print Name: \_\_\_\_\_  
 Its: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_

**Please use appropriate notary block.**

**STATE OF** \_\_\_\_\_

**COUNTY OF** \_\_\_\_\_

**Individual**

Before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared \_\_\_\_\_ who executed the foregoing instrument, and acknowledged before me that same was executed for the purposes therein expressed.

**Corporation**

Before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared \_\_\_\_\_ of \_\_\_\_\_, a \_\_\_\_\_ corporation, on behalf of the state corporation, who executed the foregoing instrument and acknowledged before me that same was executed for the purposes therein expressed.

**Partnership**

Before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared \_\_\_\_\_, partner/agent on behalf of \_\_\_\_\_, a **partnership**, who executed the foregoing instrument and acknowledged before me that same was executed for the purposes therein expressed.

Personally known \_\_\_\_; or Produced identification \_\_\_\_ Type of identification produced \_\_\_\_\_

Signature of Notary \_\_\_\_\_ Print Name \_\_\_\_\_

Notary Public: NOTARY STAMP BELOW

My commission expires:

Under FBC 111.1 a Certificate of Occupancy will be required when **ANY** of the following conditions are met:

- Change in the existing use
- Change in Occupancy
- When the project exceeds Valuation of \$25,000+

If the building or structure meets the above criteria, additional inspections **WILL** be required. Below are all additional inspections that may be required under FBC 110.3.9. The inspections below cannot be performed by Private Providers, The Village of Wellington or Palm Beach County Fire Department will conduct their assigned inspections. If the building or structure is in a flood zone all Flood plain inspections will be required along with accompanying Elevation Certificate.

- Zoning/Landscape Final
- Engineering Final
- Flood Plain Form Board
- Flood Plain In progress

- Flood Plain Final
- Fire Sprinklers
- Fire Framing
- Fire Final

The Village of Wellington **WILL** require appropriate documentation to be submitted electronically.

- Elevation Certificate---Before any work is performed
- Asbestos notification statement---Before any work is performed
- Termite Treatment Certificate---Before slab is poured
- Compaction Test---Before slab is poured
- Form Board Survey---Before slab is poured
- Elevation Certificate in Progress---When Tie Beam done
- Elevation Certificate Final---When finished floor is completed

Keep this last page for your records to help you navigate The Village of Wellington permit and inspection process. Some inspections or documents will not be needed depending on the work performed. It is the contractor's responsibility to request inspections and have documents submitted in accordance to FBC. Appropriate inspections and documents will need to be submitted to move on to the next phase of the construction process.