

# Private Provider Requirements

## General Information and Checklist

The use of Private Providers is authorized by Florida Statute 553.791 (Alternative Plan Review and Inspection). The City of Marco Island requires that only the forms in this packet be used for the application process. All forms must be completed prior to the issuance of any permit.

### To be submitted as a prerequisite with each permit application:

- **A complete "Permit Application" pursuant to F.S. 553.791(1)(h)**
- **Notice to Building Official**  
This is the principal document required for the official election to use Private Provider services, and specifies which services are to be performed. This document must be accompanied by the Personnel Directory and Qualifications Statement and the Certificate of Insurance, both listed below (F.S. 553.791(4)).
- **Personnel Directory & Qualification Statement**  
This document identifies all Private Providers and Duly Authorized Personnel to be used on the particular project, and includes their professional license numbers, resumes or qualification statements, and contact numbers (F.S. 553.791(4)).
- **Certificate of Insurance**  
This certificate is provided by the insurance carrier, and must be submitted at the time of each permit application. It must show coverage in the statutory amounts pursuant to F.S. 553.791(16), and must include the City of Marco Island as the certificate holder.
- **Plan Compliance Affidavit**  
This required after the plans have been reviewed by the Private Provider (533.791(6)).

### Job Site Documentation

- **Private Provider Job Site Identification pursuant to F.S. 553.791 (4)(c)**
- **Inspection Report**  
To be maintained at the job site, available at all times for verification by the building official (F.S.553.791(10)).

### To be submitted for each inspection

- **Inspection Notice**  
The Private Provider shall provide notice to the local building official of the date and approximate time of any such inspection no later than the prior business day by 2:00 p.m. (F.S. 553.791(9)). The notice shall be submitted to [alternativeinspections@cityofmarcoisland.com](mailto:alternativeinspections@cityofmarcoisland.com) with the permit number, job address and requested inspection name(s) and number(s) in adherence to the inspection nomenclature of the City of Marco Island listed in the subject line of the email.  
**Example:** 17-01234\_123 Any St\_200 Plumb Rough
- **Inspection Records**  
The inspection report(s) shall be submitted to the local building official within 2 business days. The records shall be submitted to [alternativeinspections@cityofmarcoisland.com](mailto:alternativeinspections@cityofmarcoisland.com) with the permit number, job address and inspection report(s) listed in the subject line of the email (F.S. 553.791(10)). Inspection reports shall list the inspection name(s) and number(s) in adherence to the inspection nomenclature of the City of Marco Island. **Example:** 17-01234\_123 Any St\_200 Plumb Rough Report
- **Note** – A spot elevation certificate and survey are required to be submitted to the City and be approved prior to further vertical construction (FBC 110.3(1) (1.1))
- **Note** – LCEC requires for a city inspector to inspect prior to LCEC reenergizing any service. Therefore, these inspection notices need to have LCEC listed at the end of the subject line. **Example:** 17-01234\_123 Any St\_503 Meter/Panel Change\_LCEC

### To be submitted upon completion of the project

- **Official log of all completed inspections, organized by discipline (F.S. 553.791(11)).**
- **Certificate of Compliance/ Request for Certificate of Occupancy (F.S. 553.791(11)).**  
This shall be signed and sealed by the qualifier and have the following information as part of the letter:
  - Company Name
  - Project Name
  - Project Address
  - Project Permit Number
  - Description of work performed
  - Florida Building Code Edition
  - List of Building Components inspected.

To the best of my knowledge and belief, the building components and site improvements outlined herein and inspected under my authority have been completed in conformance with the approved plans and the applicable codes.