

**City of Miami Building Department**  
**Quality Control Section**

444 SW 2<sup>nd</sup> Avenue, 4<sup>th</sup> Floor Miami, Florida 33130

[www.miami.gov/My-Government/Departments/Building/Private-Provider-Program](http://www.miami.gov/My-Government/Departments/Building/Private-Provider-Program)



**PRIVATE PROVIDER ACKNOWLEDGMENT**

*Prior to the issuance of a permit, the Private Provider must complete the following acknowledgment form. Failure to comply with the provisions herein may result in the issuance of a stop work order, and any other remedies deemed appropriate by the Building Official under Florida law. This includes the referral of the Private Provider and/or the Duly Authorized Representative (DAR) to professional boards for disciplinary review. It is the responsibility of the Private Provider as the qualifying agent to convey the following requirements and procedures to all Duly Authorized Representatives (DAR) and staff associated with the subject project.*

**I. General Duties & Responsibilities:**

- A. The Private Provider must ensure that all inspections being performed are for work with valid permits only.
- B. If unpermitted construction is observed, the Private Provider shall notify the Building Official as a matter of public safety (§553.791(11)). Inspections shall not be done until the proper permits have been obtained.
- C. Any Private Provider or DAR knowingly conducting inspections on projects without the requisite permits shall be treated as aiding the illegal construction and may be referred to their respective professional board for disciplinary review (§553.791 (18)).
- D. The Private Provider (PP) shall ensure that special inspectors, including Threshold Building Inspectors, have inspected all work being installed and are maintaining inspection records in accordance with the requirements detailed below.
- E. The Private Provider shall use only the official City of Miami forms, and ensure that all documents are prepared accurately and completely before releasing them for submittal.
- F. Any safety issues shall immediately be reported to the Building Official, and any other enforcement agency having jurisdiction over the matter.

**II. Plan Review Responsibilities:**

- A. In the City of Miami’s **ePlan** system, plans are reviewed electronically in a PDF format. Submitting plans may be done in two ways:
  - 1. By directly uploading the PDF files into our **ProjectDox** platform. In this method, all signatures, seals and approval stamps must be applied in the form of PKI-based digital certificates.
  - 2. Hard copy plans are accepted, and must be hand-delivered to our approved vendor to be scanned and converted to PDF files. The vendor then transmits the files to the Building Department. In this method, all signatures, seals and approval stamps must be applied manually.
- B. The Private Provider shall verify that plans fully conform to one of the two methods outlined above; that is, all signatures and stamps are digitally applied on directly uploaded plans, and all are manually applied on hard copy plans.
- C. Private Provider-approved plans shall have each drawing page signed by the individual who reviewed the plans, either the Private Provider personally or the Duly Authorized Representative (DAR). The signature shall be included within a graphic “stamp” and affixed onto the drawing. The image shall contain:
  - 1. The Firm’s name and logo; and,
  - 2. The name and license number of the person who reviewed the plans; and,
  - 3. The language “Reviewed for Code Compliance in accordance with Section 553.791, F. S.”
  - 4. In addition, if the plans are reviewed in a digital format, the “stamp” shall also include the reviewer’s digital signature; or,
  - 5. If the plans are reviewed in hard copy and are to be submitted as per part II.A.2 above, the reviewer shall also physically sign each drawing page.

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**III. Inspection Responsibilities:**

**A. Scheduling Inspections.**

1. In accordance with 553.791, the Private Provider must notify the Building Official of the date and approximate time of inspections to be performed no later than the prior business day by 6:00pm local time unless expressly permitted by the Building Official (§553.791 (9)).
2. To satisfy this notification requirement, the Private Provider shall schedule the inspection on the City of Miami's permitting platform **iBuild**. This is done the same way as scheduling a regular inspection. See here for scheduling procedures:

<https://www.miami.gov/Permits-Construction/Inspections/Schedule-a-Building-Inspection>

**B. Construction Inspection Log:**

1. Building, Electrical, Mechanical, Plumbing, and Structural reports must be kept on site, and must be available for review by the Building Official or their representative. Inspection reports shall not be sent to the City of Miami via email nor hand delivery unless explicitly instructed to do so.
2. Inspection reports shall be strictly in accordance with the official City of Miami form. Modifications such as company information, etc. are permissible only in the dedicated fields.
3. Inspection reports may be handwritten or digitally prepared. However, all reports for the same project must follow the same format--- i.e., either all handwritten or all digital.
4. Handwritten reports must be legible and manually signed. Signatures must match those on file with the Provider's registration documents.
5. Digital signatures must be PKI-based, conforming to NIST assurance level three or better, and acquired from a City of Miami-recognized certificate authority.
6. Digitally signed reports shall not be accepted in a hard copy (printed) format except for temporary inclusion in the job site inspection report binder. The City will electronically validate all digitally signed reports prior to entering inspection results in iBuild.
7. Inspection reports must be numbered sequentially (Report No. 1,2,3, etc) and dated. The documentation in the logbook is to be organized by date and separated by trade.
8. Each inspection report shall be signed by the individual who performed the inspection. Example: If the DAR performs the inspection, the DAR shall be the party to sign the inspection report. The Private Provider may also co-sign the document at their discretion, but it is not required. Only if the Private Provider performs the inspection, are they required to sign the individual inspection report.
9. Forms shall not be altered except as permitted in fields reserved for the Private Provider's logo and other proprietary information.

**C. City of Miami Field Visits.**

1. Each inspection request is subject to a field visit by a City inspector of the respective trade. In most cases this will not happen, and an appropriate remark will be entered into **iBuild**. However, if the City inspector's workload allows for a field visit, the inspector may do a cursory check of the work in progress. If a negative condition is found, the City inspector will reject the inspection, enter the appropriate information into **iBuild**, and contact the Private Provider's inspector by telephone.
2. If the City inspector is needed at the jobsite to close out an individual category or trade, the Private Provider should indicate that in the online inspection request.
3. City inspectors may randomly visit the jobsite periodically to verify documentation. The inspection records must be made available at the site at all times.

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**IV. Final Documents:**

- A. At the end of the project, the Private Provider shall deliver a complete set of inspections logbooks (including any certifications or test reports) to the City of Miami Building Department at 444 S.W. 2<sup>nd</sup> Ave, Miami, Fl 33130 – Fourth Floor. Your point of contact is your assigned inspector.
- B. Upon drop off, the Private Provider will need to provide a letter of transmittal to be signed by the Department to confirm receipt thereof.
- C. The Private Provider must complete a Certificate of Compliance certifying that the work was completed in accordance with the approved plans, and is in compliance with all applicable codes.

**V. Phased Permits:**

- A. Pursuant to §105.13 of the Florida Building Code, the Building Official may authorize phased permits at his/her discretion. Private Providers are advised that phased permits are subject to the same quality assurance audits of plan reviews and/or inspections as are conventional permits.

**VI. Audits:**

- Private Providers are subject to performance evaluation of building code inspection services provided at or away from a project site. Audits will be performed at random, by the Building Official on a routine or periodic basis pursuant to §553.791 (19).

***The undersigned hereby acknowledges that they are responsible for complying with the conditions stated herein. Failure to comply may result in the above-referenced disciplinary action and/or penalties.***

<b>Private Provider</b> <i>(Qualifying Agent for the firm)</i>	<b>Signature</b>	<b>Date</b>

**Plan Process Number:** \_\_\_\_\_ **Project Address:** \_\_\_\_\_