



## CITY OF WESTLAKE

Building Department

4001 Seminole Pratt Whitney Road

Westlake, Florida 33470

Phone: (561) 530-5880 [www.westlakegov.com](http://www.westlakegov.com)

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### PRIVATE PROVIDER SUBMITTAL PACKAGE INSTRUCTIONS

**FL ST 553.791 (4)** A fee owner or the fee owner's contractor using a private provider to provide building code inspection services shall notify the local building official at the time of permit application.

**NOTICE TO BUILDING OFFICIAL – FL ST 553.791 (4) (c)** An acknowledgment from the fee owner in substantially the following form: 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.

**REQUIRED INSURANCE – FL ST 553.791 (16)** A private provider may perform building code inspection services on a building project under this section only if the private provider maintains insurance for professional liability covering all services performed as a private provider. **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.** Nothing in this section limits the ability of a fee owner to require additional insurance or higher policy limits. For these purposes, the term “construction cost” means the total cost of building construction as stated in the building permit application. 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. The insurance required under this subsection shall be written only by insurers authorized to do business in this state with a minimum A.M. Best’s rating of A. Before providing building code inspection services within a local building official’s jurisdiction, a private provider must provide to the local building official a certificate of insurance evidencing that the coverages required under this subsection are in force.

➤ ***On the insurance certificate itself – please note:***

The **DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS** portion of your insurance certificate shall be revised to include the following:

“RE: ***Private Provider inspection services for job name(s) located at address(es), Westlake, FL 33470.***”

**VERIFICATION OF QUALIFICATIONS – FL ST 553.791 (4) (b)** The name, firm, address, telephone number, and facsimile number of each private provider who is performing or will perform such services, his or her professional license or certification number, qualification statements or resumes, and, if required by the local building official, a certificate of insurance demonstrating that professional liability insurance coverage is in place for the private provider’s firm, the private provider, and any duly authorized representative in the amounts required by this section.

**COVER LETTER** – This is a request, not a requirement. This letter of introduction is from the private provider and lists their personnel & disciplines. The resumes remain on file, but the letter is for quick information.