



PRIVATE PROVIDER REQUIREMENTS

Prior to performing inspections in Osceola County, private providers must meet the provisions must meet the provisions of Florida State Statute 553.791 by providing the Osceola County Building Office with the following information. This information must be submitted prior to the first inspection:

NOTICE TO BUILDING OFFICIAL PACKET:

- A completed and notarized Notice to Building Official of Use of Private Provider form for each permit.

Note: One form may be used for a commercial building permit and all its related sub-permits. This form shall include the following job information (page two of form):

- Building permit number
 - Address of the structure
 - Tax parcel identification number
 - Name and address of the owner or the owner's authorized agent
 - A description of that portion of the structure for which inspections or plan review will be conducted
 - The edition of the code under which the permit is to be issued
 - The use and occupancy classification (Chapter 3 of the FBC-Building)
 - The design occupant load
 - If an automatic sprinkler system is being provided, and whether the sprinkler system is required by code
- Proof of insurance in the amount of \$1,000,000.00 per occurrence related to all services performed, including tail coverage for a minimum of five (5) years.
 - Evidence of qualifications, including copy of licenses and resumes, for all providers that will be conducting plan reviews and/or inspections, and duly authorized representatives.

Note:

1. The above items must be submitted for each building permit being inspected by the Private Provider. Only one PDF file per permit, containing all supporting documentation is required.
2. If during construction, if a Temporary Certificate of Occupancy (TCO) will be necessary, a signed and notarized letter from Private Provider is required to accompany the TCO application.
3. Requirements for issuance of certificate of occupancy:
 - a. Osceola County requires the "1080: NTBO Building Final" to be scheduled online at www.permits.osceola.org. This inspection automatically starts a CO route to all departments for CO approval.
 - b. On commercial projects, the "2000 Fire Final" must be scheduled and approved prior to issuance of a certificate of occupancy.
 - c. Other inspections may be necessary for utility providers (check with your provider).
 - d. For permits issued in a food plain, an approved elevation certificate is required.
 - e. Certificate of Occupancy request package: Upon completion of the final inspection, the private provider is required to send a CO package that contains:



- i. A “Certificate of Compliance Letter” listing all inspections, inspection codes, inspection dates, and name of all inspectors that completed the inspections. This letter must include the following state required certification:

“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 plan and the applicable codes.”

- ii. A letter requesting the Certificate of Occupancy be issued. This letter must contain the following information that is required to be on the certificate of occupancy:
 1. Building permit number
 2. Address of the structure
 3. Tax parcel identification number
 4. Name and address of the owner’s authorized agent
 5. A description of that portion of the structure for which the certificate is issued
 6. A statement that the described portion of the structure has been inspected for compliance with the requirements of this code for the occupancy and division of occupancy, and the use for which the proposed occupancy is classified
 7. For buildings and structures in flood hazard areas, a statement that documentation of the as-built lowest floor elevation has been provided to Osceola County
 8. The edition of the code under which the permit was issued
 9. The use and occupancy classification (chapter three of the FBC-Building)
 10. The type of construction as (chapter six of the FBC-Building)
 11. The design occupant load
 12. If an automatic sprinkler system was provided, whether the sprinkler system was required
 13. Any special stipulations and conditions of the building permit

4. All CO packets must be sent to the Building Department directly from the private provider that conducted the inspections and/or plan review. Closing packages sent to us by a contractor, homeowner, developer, property owner, or any individual not employed by the private provider completing the inspections cannot be accepted.
5. The Notice to Building Official of Use of Private Provider and the CO request package can be emailed to Buildingmailbox@osceola.org.