



Private Provider Process

Florida Statutes define Private Provider under **553.791** **Alternative plans review and inspection:**

(i) "Private provider" means a person licensed as a building code administrator under part XII of chapter 468, as an engineer under chapter 471, or as an architect under chapter 481. For purposes of performing inspections under this section for additions and alterations that are limited to 1,000 square feet or less to residential buildings, the term "private provider" also includes a person who holds a standard certificate under part XII of Chapter 468.

Requirements

Florida Statute 553.791(15)(b) authorizes the local government to adopt a system of registration:

All required document forms, provided in the document below, shall be used. No substitutions will be accepted.

Private Provider Registration

The City of Cape Coral requires Private Providers to complete a one-time Registration with Development Services Licensing before commencing work. Private Provider is responsible for keeping registration records current.

- Registration can be submitted by email licensing@capecoral.gov or in person at 1015 Cultural Park Blvd, Cape Coral, FL 33990.
- Please do not resubmit Registration documents with Project Submittal Packets.

Registration requirements:

1. **Private Provider Registration form.**
2. Copy of Florida DBPR license(s) for the Principal License Holder under F.S. 471 as a Professional Engineer, F.S. 481 as an Architect, or F.S.468 as a Standard Building Code Administrator and Standard Inspector for inspections only on residential additions or alterations (of 1000 square feet or less), F.S. 553.791(i).
3. Insurance and Authorized Representatives Acknowledgement Affidavit, signed & notarized.
4. Copy of Driver's License for Private Provider and Duly Authorized Employees.



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Project Submittal Packet

Documents required with building permit application submittal:

1. **Notice to Building Official**, signed, sealed & notarized (3 pages).
2. **Private Provider Plan Compliance Affidavit**, signed and notarized, unless private provider is only performing building inspections for project.
3. **Private Provider List of Inspections**, for all trades, unless private provider is only performing building inspections for project. (see lists, 3 pages). If the private provider is performing inspections only, they may use the City of Cape Coral's permit card to document inspections. The Private Provider shall affix an identifying notice to the permit card to establish the private provider and their contact information.
4. **Contractor must submit signed and sealed plans** when required by the Florida Building Code and all required copies (sets) required per City of Cape Coral website for the type of construction or project being built.

Requirements during construction related to inspections by Private Provider:

1. Private Provider Inspection Notifications must be submitted by email to PProvider@capecoral.gov by 2pm local time the day prior to the inspection.
2. Private Provider is required to post either electronically or at the project site the inspection record(s). The notification of completed inspections within 2 days following inspection requirement in FS 553.791(11) is waived by the Building Official.

*Include the permit number in the subject line for all correspondence sent to PProvider@capecoral.gov

Documents required after all inspections and before Certificate of Occupancy/Certificate of Completion to be submitted to the city by the contractor to CORequest@capecoral.gov:

1. **Private Provider Certificate of Compliance** (request for certificate of occupancy) must be filled out completely, signed and sealed by engineer or architect or signed and notarized if private provider is a building code administrator.
2. Final Report Card showing all the inspections done by the private provider company. To include the following:
 - a. Inspection Type/Name
 - b. Request Date
 - c. Date Inspected
 - d. Result
 - e. Inspector
3. All other required documents for the permit to be completed and closed. Including but not limited to Pest Certificate, Final Compaction Report(s), Blower Door Test and Affidavit.
4. CO/CC Request Form must be filled out completely in order to process the certificate of occupancy/certificate of completion by the City of Cape Coral.