



PRIVATE PROVIDER REGISTRATION

GUIDE TO USING THE OFFICIAL FORMS

The City of Miami Building Department requires the use of our proprietary forms for Private Provider-related functions, including company registration. All documents are designed to be in compliance with Chapter 553.791, F.S. "Alternative Plans Review and Inspection" regulating the use of Private Providers. To avoid unnecessary difficulties with our permitting and inspection processes, these documents must be executed properly. Please read carefully.

● **Registration Documents:** (R-series is used for registration)

Private Providers must register their firm with the City of Miami, and are advised to complete the registration process before attempting to submit documents for permitting. Private Provider firms may not provide building code inspection services until their qualifications have been verified by the Building Department staff. **NOTE:** First-time registrations are accepted at any time, but all registrations must be renewed annually in March or as required by the Building Official. **Also note:** These documents are to be used for initial registration or renewals only— not for each individual project to be permitted.

Form R.guide--- Guide to Using the Official Forms

Provides information designed to assist in completing the registration process and successfully processing all documentation throughout the life cycle of the project.

Form R.1--- Identification Page

553.791(16)(b)

The following supplemental information is also required:

1. Business:

- Name and DBPR license number for the firm's qualifying professional. Engineering firms may provide their Registry number alone. Architecture businesses and engineering businesses may not be qualified by a Building Code Administrator (Building Official).
- Occupational (Business) license for the firm's principal place of business.

2. Insurance:

- Certificate of professional liability insurance as required by FS 553.791(17). The certificate (COI) must be sent directly by the insurance company to PrivateProvider@miamigov.com. The certificate holder must read as follows:

City of Miami Building Department
444 SW 2nd Avenue, 4th floor, Miami, FL 33130

3. Personnel:

- Resumes and copies of professional licenses for all Private Providers and all Duly Authorized Representatives regulated by F.S. Chapter 481 (Architects), Chapter 471 (Engineers) and Chapter 468 (Building Code Administrators and Inspectors).
- Photocopies of driver licenses for all personnel listed above. Images must be legible.



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Form R.2--- Employment Affidavit for all Licensed Personnel

553.791(8)

The following supplemental information is also required:

1. Licenses for all personnel regulated by F.S. Chapter 481 (Architects), Chapter 471 (Engineers) and Chapter 468, Part XII (Building Code Administrators and Inspectors).

Form R.3--- Checklist for Registration

Provides information designed to assist in navigating through the City of Miami registration process. The checklist format is a useful tool to ensure that all required documents are submitted.

Private Provider Election Documents: *(A-series covers the election process)*

Form A.1--- Notice to Building Official (NTBO)

553.791(4)

The Notice to Building Official is executed by the fee owner of the project, and officializes the use of a Private Provider. It specifies the scope of services to be performed— either plans review and inspections, or inspections only. A separate NTBO is required for each master permit or stand-alone permit, but not for sub-permits (electrical, mechanical, plumbing) or additional plans (shop drawings) which are associated with the master permit.

Form A.2--- Personnel Identification & Job Site Directory

553.791(4)

This document identifies all Private Providers and Duly Authorized Personnel to be used on the project. NOTE: *A second copy is to be posted at the job site during construction.*

Form A.3--- Change of Private Provider Services*

553.791(4)

This is required to change from one Private Provider firm to another, or to terminate the Private Provider and opt for City of Miami plan reviews/inspections (restrictions apply), or to change the services being performed by the Private Provider. A revised NTBO (Form A.1) is required.

Form A.4--- Private Provider Acknowledgment

This document outlines the duties and responsibilities of the Private Provider and provides useful information for plans submittal, inspections and general procedures. The Private Provider's signature is required.

Form A.5--- Fee Owner's Authorization to Use Private Provider*

553.791(4)

This is required when the Private Provider is retained not by the property owner directly, but by the owner's contractor, or a tenant in the owner's building.

*NOTE: *Forms A.1, A.2 and A.4 are required for all projects. Forms A.3 and A.5 are submitted only when applicable.*



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● **Plans Review Documents:** *(B-series is used for plan review)*

Form B.1--- Plan Compliance Affidavit

553.791(6)

This is required if the plans are reviewed by the Private Provider, and certifies that the plans are in compliance with the technical codes. Each affidavit may represent only one review discipline.

Form B.2--- Plan Compliance Affidavit (for use with a separate Structural Peer Reviewer)

This is a specific version which is used only if a third party performs a Structural Peer Review for the building project. The Private Provider is still responsible for verifying that the plans conform to all applicable codes and technical standards, and that they are a complete and coordinated set.

Form B.log--- List of Approved Drawings

Use this form to list all individual drawing pages by drawing title and latest revision date. Accuracy is essential.

● **Inspection Documents:** *(C-series is used for inspections)*

Form A.2--- Personnel Identification & Job Site Directory *(Described above)*

553.791(4)

Form C.1--- Inspection Report(s)

553.791(11)

To be maintained at the job site, and available at all times for verification by the Building Official.

NOTE: *Forms C.1 and C.2 are mandatory, but are designed to accommodate a custom logo and other desired information.*

Form C.2--- Trade Closeout Affidavit

553.791(11)

To be used when closing out each inspection trade, and submitted to each trade chief prior to the project closeout.

● **Compliance Documents:** *(D-series is used when submitting final certificates)*

Form D.1--- Certificate of Compliance (CO/CC)

553.791(12)

This document certifies that the project has been fully completed, all inspections have been approved, and that all required plan revisions and/or additional plans have been submitted to the City of Miami and approved. This document is a formal request for the Building Official to issue the Certificate of Occupancy (or Completion).

Form D.2--- Certificate of Compliance (TCO/TCC)

553.791(12)

This document is used for partially completed work, or for other situations where a standard CO/CC is not warranted. It must include a detailed explanation of any proposed exclusions or conditions in qualifying the building for certification. All is subject to evaluation by the Building Official prior to approval.